



Seaford Town Council

To the Members of the Community Services Committee

A Meeting of the **Community Services Committee** will be held electronically via Zoom* on **Thursday 26th November 2020** at 7.00pm, which you are summoned to attend.

Isabelle Mouland
Assistant Town Clerk
13th November 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

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Seaford Town Council Policy and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

4. [Community Services Committee Draft 2021/22 Budget Report](#)

To consider report 92/20 presenting the Community Services Draft Budget for 2021/22 and projected budgets to 2025/26 (pages 3 to 27).

5. [Projects & Facilities Manager's Update Report](#)

To consider report 98/20 informing the Committee on progress and actions relating to the Town Council's assets, services and projects (pages 28 to 32).

6. [Water Refill Stations – Additional Funding](#)

To consider report 99/20 presenting details of the water refill station project and need for additional funding for consideration (pages 33 to 36).

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

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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*)

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Meeting ID: 926 2481 8897

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: 0208 080 659 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions are available to download from

<https://www.seafordtowncouncil.gov.uk/meeting-year/2020-2021/>



Agenda Item No:	4
Committee:	Community Services
Date:	26th November 2020
Title:	Community Services Draft 2021/22 Budget Report
By:	Karen Singleton, Responsible Financial Officer (RFO) and Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the Community Services Draft Budgets for 2021/22 and projected budgets to 2025/-26

Recommendations

The Committee is recommended to:

- 1. Comment upon the draft Committee Budget for 2021/22 and the projected budgets to 2025/26 and recommend its proposals to the Finance & General Purposes Committee.**
 - 2. Approve that from 2021/22 at the year-end, should sufficient overall Town Council funds be available, the RFO earmarks any surplus income over expenditure from the sale of memorial benches. This Earmarked Reserve (EMR) is to be used for future maintenance of all memorial benches.**
 - 3. Approve using up to £50,000 of funds from the Capital Receipts Earmarked Reserve for the building of a sea defence wall in front of Bönningstedt Beach Huts.**
 - 4. Approve using up to £20,000 of funds from the Community Infrastructure Levy (CIL) Earmarked Reserve for The Salts tennis courts renovation, should there be sufficient funds available.**
 - 5. Discuss and approve whether or not a loan should be applied for if the Community Lottery Fund grant bid to fund the building of Martello toilets is not successful or only partly successful.**
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1. Background

- 1.1 Attached as [Appendix 1](#) to this report is the draft Committee Budget for 2021/22 and the projected budgets for 2022/23, 2023/24, 2024/25 and 2025/26.**
- 1.2 To support the Committee's understanding of the budgets, attached as [Appendix 2](#) is the current Income & Expenditure for the first six months of the financial year, including the actual figures for 2019/20.**
- 1.3 Due to the current situation with the Town Council's finances, all budgets have been set on a prudent basis. Income has only been included where certain, savings have been made and budgets cut wherever possible.**
- 1.4 As part of the budget setting process, the figures have been reviewed by Town Council officers and the Chair of this Committee.**

2. Budget Information

- 2.1 Income and expenditure on memorial benches has not been budgeted for as the income is uncertain and always more than expenditure. It is recommended that from 2021/22 any surplus income over expenditure for memorial benches is earmarked at the financial year-end, should sufficient overall Town Council funds be available. This earmarked reserve will be used for the maintenance of all existing memorial benches. No such fund or budget is currently available for this.
- 2.2 Officers are in discussion with Lewes District Council (LDC) regarding the grounds maintenance contract. It is hoped that savings can be made and therefore this figure may change before the final budget is presented to Full Council for approval in January.
- 2.3 Due to Covid-19 restrictions, it has not been possible to erect the seasonal beach huts this year and it is uncertain for 2021/22, therefore no income or expenditure budget has been included. Should these be able to go ahead it will be additional income for the Town Council.
- 2.4 The following budgets have been included in the draft budget for projects:

	2021-22	2021-22 Budget Notes
Draft Budget		
Seafront Improvement Plan	£75,000	£50,000-Bönningstedt Wall - From EMR £25,000-Replacement bins
Project Expenditure	£40,000	£30,000-Martello Fields fence replacement £5,000-Electric to Bönningstedt Ice Cream Concession £5,000-Salts complete CCTV works
Salts Development Plan	£35,000	£15,000- Development Plan feasibility works £20,000- Tennis Courts-from CIL EMR if sufficient funds are available.
South Hill Barn Development	£5,000	£5,000-To carry out works to the Barn to make it more suitable for a broader range of uses and therefore provide the opportunity to generate further income and make use of this unique asset.
Projects Pool Expenditure	£155,000	

Bönningstedt Wall (£50,000)

When the Bönningstedt Beach Huts were advertised in 2017 it was stated that a wall would be built to prevent shingle being deposited in front of the beach huts. Many beach hut owners are frustrated that three years later this work has still not been carried out.

To date there has not been sufficient funds to build this wall. In 2020/21, three beach huts were sold giving the Town Council a Capital Receipt of £106,500. It is projected that only £52,000 will remain at the financial year-end after all Capital Expenditure in the year has been deducted (the largest being the pump house at the Golf Course, £40,000). It is recommended that the wall is built in 2021/22, the cost should be no more than £50,000

and this will be met from the Capital Receipts EMR and therefore will not affect/add to the Precept

Replacement bins (Seafront) (£25,000)

This budget would increase the Band D Council Tax by approximately 2.9%/ £2.60 for the year.

This project is within the Seafront Improvement Plan. The existing bins are in very poor condition and project a poor image of the seafront, which is one of the town's most visited assets.

Martello Fields fence replacement (£30,000)

This budget would increase the Band D Council Tax by approximately 3.4%/ £3.16 for the year.

The existing fence is in a very poor condition and has to be regularly repaired, it is now in need of replacement to prevent ongoing ad hoc maintenance costs and the poor image portrayed by the fence in its current condition.

Electric to Bönningstedt ice cream concession (£5,000)

This budget would increase the Band D Council Tax by approximately 0.57%/ 56p for the year.

This will enable the Bönningstedt ice cream concession to run off electricity instead of a diesel generator.

The Salts complete CCTV works (£5,000)

This budget would increase the Band D Council Tax by approximately 0.57%/ 56p for the year.

To complete the successful CCTV project started two years ago.

The Salts Development Plan feasibility works (£15,000)

This budget would increase the Band D Council Tax by approximately 1.72%/ £1.58 for the year.

To will enable the Town Council to take the Plan to the next stage with professional help on designs, sustainability and funding opportunities.

The Salts tennis courts (£20,000)

This budget would increase the Band D Council Tax by approximately 2.3%/ £2.11 for the year if the full amount is met from Precept, but only 0.68/63p should the existing CIL funds be used.

If further CIL receipts are received before the project is complete (which is likely), then these can also be used towards the project. At this time, it is not known how much these will be. There is currently approximately £14,000 of uncommitted funds in the CIL EMR.

Should the recent CIL bid be successful, this final amount from the Town Council will enable the project to go ahead during 2021/22.

South Hill Barn (£5,000)

This budget would increase the Band D Council Tax by approximately 0.57% / 56p for the year.

Martello Toilets Capital Costs £400,000

At the time of writing this report there has not been a decision made on the grant applied for from Community Lottery Fund to build the Martello toilets.

A sum of £400,000 has been included for the building of the toilets; this is offset by an income from either a grant or loan. These figures are included in the Project Pool cost centre (225).

There is also a budget of £22,000 included for repayments of a £400,000 loan, over 25 years, should the grant application not be successful. If the grant is successful, then this budget could be used as a contingency sum or used to increase the General Reserve. This budget is in the Seafront cost centre(117).

£22,000 will increase the Band D Council Tax by approximately 2.53% / £2.32 for the year.

This £22,000 could come out of the budget if the Committee decides not to apply for a loan should grant funding not be available.

There is a possibility that if the Community Lottery Fund grant is successful, there could still be a shortfall, which may have to be topped up from Town Council funds or a smaller loan.

The options for discussion are:

- (1) The toilets should only be built if fully funded by grants. The £22,000 budget for a loan will be removed from the draft budget.
- (2) To enable the toilets to be built, if grant funding is not available for either the full or part amount, any shortfall should be topped up by applying for a loan. Any such loan would need to be a Full Council decision.

2.5 The bottom line shows that overall this Committee's budget has increased by 3.12%, from £338,559 to £349,120. The amount to be met from Precept has increased by 13.3% from £254,800 to £289,520.

2.6 Projects have not been included for the years 2022/23 to 2025/26. The Seafront Improvement Plan and The Salts Development Plan are due to be reviewed in the next 12 months and the outcome of this will inform the future budgets in time for the budget setting process for 2022/23.

2.7 Officers are still working on other Committee budgets. This is the first Committee to discuss its budget. To put things in perspective, currently, if Full Council were to budget for a £100,000 transfer to the General Reserve then the increase in Band D would be

approximately 25%/£22.50 for the year. These figures will change as more information and the Band D base is known and committees meet to discuss their budgets.

4. Contact Officer

The contact officers for this report are Karen Singleton, RFO, and Tony Jackson, Projects & Facilities Manager.

Responsible Financial Officer

K. Singleton

Projects & Facilities Manager

T. Jackson

Assistant Town Clerk

Z.L. Moulton

Report 92/20 – Appendix 1

Seaford Town Council

Draft Budget 2021/22

92-20 Appendix 1

Account Code	2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Salts Recreation Ground							
Cost Centre 105							
1050	Income Rent	2,152	2,155	2,220	2,286	2,355	2,425 Rugby £1K;Cricket£600;Scouts£555(estimated RPI)
1051	Income Insurance Recharge	1,436	1,480	1,524	1,570	1,617	1,666
1055	Income Memorial Bench	1,500	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
1058	Income Water Recharge	4,579	4,525	4,661	4,801	4,945	5,093
1066	Concession Income	18,825	12,000	18,600	23,400	14,000	20,000 2024/25 New lease tendering
1073	Sports Pitch Hire & Green Fees	3,636	2,000	2,020	2,040	2,061	2,081
1076	Insurance Claim		-				
	Tennis Court Income		6,000	14,500	14,500	14,500	14,500 6 months income 2021/22
	Salts Recreation Ground Income	32,129	28,160	43,525	48,597	39,477	45,765
4052	Water & Sewerage	8,000	8,420	8,673	8,933	9,201	9,477
4055	Electricity	284	300	309	318	328	338
4100	Telecommunications	200	250	258	265	273	281
4115	Insurance	3,411	3,690	3,801	3,915	4,032	4,153
4250	Memorial Bench	1,000	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
4251	Dog Bin Emptying	1,922	2,000	2,050	2,101	2,154	2,208 LDC Contract
4252	Additional Litter Pick	723	1,000	1,030	1,061	1,093	1,126 Usually school holiday time- as required
4260	Grounds Maintenance Contract	71,750	71,750	73,544	75,382	77,267	79,199 Under discussion may be reduced
4261	Grounds Maintenance Non Contract	6,000	6,000	6,180	6,365	6,556	6,753 Playground requires maintainance
4275	Building Maintenance	4,000	3,000	3,090	3,183	3,278	3,377
	Tennis Court Expenditure		6,000	6,000	6,000	6,000	6,000
	LTA loan		7,010	7,010	7,010	7,010	7,010 10 year Interest free loan
	Salts Recreation Ground Expenditure	97,290	109,420	111,944	114,534	117,192	119,920
	Net Expenditure (Income)	65,161	81,260	68,419	65,936	77,715	74,155

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account Code	Crouch Recreation Ground Cost Centre 106							
1050	Income Rent	1,625	2,550	2,627	2,705	2,786	2,870	Football club and Bowls club leases
1051	Income Insurance Recharge	628	635	654	674	694	715	
1055	Income Memorial Bench	-	-	-	-	-	-	Sales not certain, any profit to EMR for maintenance and upkeep on all benches
1058	Income Water Recharge	1,500	3,000	3,030	3,060	3,091	3,122	
1073	Sports Pitch Hire & Green Fees	10,000	6,500	6,565	6,631	6,697	6,764	Bowling Rink Fees
	Crouch Recreation Ground Income	13,753	12,685	12,876	13,070	13,268	13,470	
4052	Water & Sewerage	6,700	5,100	5,253	5,411	5,573	5,740	
4115	Insurance	843	880	906	934	962	990	
4250	Memorial Bench	-	-	-	-	-	-	Sales not certain, any profit to EMR for maintenance and upkeep on all benches
4251	Dog Bin Emptying	1,372	1,375	1,409	1,445	1,481	1,518	
4260	Grounds Maintenance Contract	44,029	44,200	45,305	46,438	47,599	48,789	Under discussion may be reduced
4261	Grounds Maintenance Non Contract	4,120	5,000	5,150	5,305	5,464	5,628	Playground is tired plus tree work needed in Crouch
4275	Building Maintenance	1,000	500	515	530	546	563	
	Crouch Recreation Ground Expenditure	58,065	57,055	58,539	60,061	61,624	63,227	
	Net Expenditure (Income)	44,312	44,370	45,663	46,991	48,356	49,757	

	2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account <u>Martello Fields</u>							
Code <u>Cost Centre 107</u>							
1050 Income Rent	7,500	5,000	5,150	5,305	5,464	5,628	car boot- circus- fun fair mainly summer
Martello Fields Income	7,500	5,000	5,150	5,305	5,464	5,628	
4115 Insurance	-	10	10	11	11	11	
4251 Dog Bin Emptying	1,098	1,100	1,128	1,156	1,185	1,214	
4260 Grounds Maintenance Contract	16,148	16,200	16,605	17,020	17,446	17,882	Under discussion may be reduced
4261 Grounds Maintenance Non Contract	4,244	3,000	3,090	3,183	3,278	3,377	
Martello Fields Expenditure	21,490	20,310	20,833	21,369	21,919	22,484	
Net Expenditure (Income)	13,990	15,310	15,683	16,065	16,456	16,856	
Account <u>Other Open Spaces</u>							
Code <u>Cost Centre 108</u>							
1050 Income rent	90	90	90	90	90	90	Relates to the Wayleave Rent - same each year- Chignon Road
1055 Income Memorial Bench	-	-	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
1072 Income Trees for Seaford	-	-	-	-	-	-	- Tree wardens - no budget, to EMR
Other Open Spaces Income	90	90	90	90	90	90	
4052 Water & Sewerage	331	310	319	329	339	349	
4154 Land Registry Fees	60	60	60	60	60	60	
4250 Public Seating	-	-	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
4251 Dog Bin Emptying	2,197	2,200	2,255	2,311	2,369	2,428	
4260 Grounds Maintenance Contract	30,887	30,900	31,673	32,464	33,276	34,108	Under discussion may be reduced
4261 Grounds Maintenance Non Contract	7,000	7,000	7,210	7,426	7,649	7,879	
4262 Trees for Seaford Expenses	-	-	-	-	-	-	- From EMR
Other Open Spaces Expenditure	40,475	40,470	41,517	42,591	43,693	44,824	
Net Expenditure (Income)	40,385	40,380	41,427	42,501	43,603	44,734	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account	<u>Crypt</u>							
Code	Cost Centre 113							
1051	Income Insurance Recharge	366	380	391	403	415	428	
	Crypt Income	366	380	391	403	415	428	
4115	Insurance	366	380	391	403	415	428	
4275	Building Maintenance	500	500	500	500	500	500	
	Crypt Expenditure	866	880	891	903	915	928	
	<u>Net Expenditure (Income)</u>	500	500	500	500	500	500	
Account	<u>South Street Toilets</u>							
Code	Cost Centre 114							
4275	Building Maintenance	1,030	1,000	1,030	1,061	1,093	1,126	
	South Street Expenditure	1,030	1,000	1,030	1,061	1,093	1,126	
	<u>Net Expenditure (Income)</u>	1,030	1,000	1,030	1,061	1,093	1,126	
Account	<u>Martello Tower</u>							
Code	Cost Centre 115							
4115	Insurance	1,695	1,745	1,797	1,851	1,907	1,964	
4275	Building Maintenance	8,000	4,000	4,120	4,244	4,371	4,502	Expecting surveying and possibly some building costs
	Martello Tower Expenditure	9,695	5,745	5,917	6,095	6,278	6,466	
	<u>Net Expenditure (Income)</u>	9,695	5,745	5,917	6,095	6,278	6,466	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account Code	Seaford Head Estate Cost Centre 116							
1011	Income Filming	15,000	15,000	15,000	15,000	15,000	15,000	
1050	Income Rent (Including Barn)	10,000	10,000	10,000	10,000	10,000	10,000	
1053	Income Grants	3,250	3,250	3,250	3,250	3,250	3,250	Rural Grant-
1054	Income Other	100	600	600	600	600	600	toilet hire -
1055	Income Memorial Bench	2,000	-	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
1066	Income Concession	1,800	3,300	3,300	2,000	2,500	3,500	South Hill Barn
1200	Income Nature Reserve	750	-	-	-	-	-	- donation box at SH Barn- unknown- split between Cuckmere SOS plastic free Seaford
	Seaford Head Estate Income	32,900	32,150	32,150	30,850	31,350	32,350	
4110	Advertising & Publicity	2,884	-	-	-	-	-	- No longer Required
4115	Insurance	851	880	906	934	962	990	
4199	Other Expenditure	1,300	1,200	1,236	1,273	1,311	1,351	toilet hire
4250	Memorial Bench	2,000	-	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
4251	Dog Bin Emptying	1,098	1,100	1,128	1,156	1,185	1,214	
4260	Grounds Maintenance Contract	1,901	2,000	2,050	2,101	2,154	2,208	
4261	Grounds Maintenance Non Contract	3,090	3,000	3,090	3,183	3,278	3,377	
4275	Buildings Maintenance	4,000	1,000	1,030	1,061	1,093	1,126	
4500	Nature Reserve Expenses	14,500	16,200	16,524	16,854	17,192	17,535	
4501	Filming Expenses	3,000	3,000	3,000	3,000	3,000	3,000	20% of the filming income
	Seaford Head Estate Expenditure	34,625	28,380	28,964	29,562	30,174	30,800	
	Net Expenditure (Income)	1,725	(3,770)	(3,186)	(1,288)	(1,176)	(1,550)	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account	Seafront							
Code	Cost Centre 117							
1055	Income Memorial Bench	-	-	-	-	-	-	Sales not certain, any profit to EMR for maintenance and upkeep on all benches
1057	Income Electricity Recharge	4,310	3,000	3,090	3,183	3,278	3,377	Recharges for Pappacinos & West View Kiosk
1058	Income Water Recharge	99	100	103	106	109	113	
1066	Income Concession	48,175	41,820	43,075	44,367	45,698	47,069	Ice cream concession out to tender for 2021/22
1082	Income The Shoal	-	-	-	-	-	-	finished
1084	Income Promenade	300	150	155	159	164	169	
1100	Income Advertising	-	-	-	-	-	-	
	Seafront Income	52,884	45,070	46,422	47,815	49,249	50,727	
4052	Water & Sewerage	500	500	515	530	546	563	Includes the water refill station
4055	Electricity	4,310	3,000	3,090	3,183	3,278	3,377	Relates to for Pappacinos & West View Kiosk-fully rechargeable
4115	Insurance	875	955	984	1,013	1,044	1,075	
4155	Professional fees	-	1,000	-	-	-	-	- review of lease
4250	Memorial Bench	-	-	-	-	-	-	- Sales not certain, any profit to EMR for maintenance and upkeep on all benches
4253	Shelters	2,000	2,500	2,575	2,652	2,732	2,814	Increased to include maintenance & cleaning
4255	The Shoal Expenditure	-	500	515	530	546	563	
4261	Grounds Maintenance Non Contract	6,000	7,000	7,210	7,426	7,649	7,879	shingle clearance- prom repairs/ the shoal
4270	Vehicles & Equipment Maintenance	100	100	100	100	100	100	costs for the Defibrillator
4275	Building Maintenance	3,000	2,000	2,060	2,122	2,185	2,251	Martello Toilets and shelters- maintenance
	Martello Toilets rebuild PWLB loan	5,000	22,000	22,000	22,000	22,000	22,000	£400,000- 2.63%, £21,933.60pa - 25 years.
	Seafront Expenditure	16,785	39,555	39,049	39,557	40,081	40,620	
	Net Expenditure (Income)	(36,099)	(5,515)	(7,373)	(8,258)	(9,168)	(10,106)	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account Code	Beach Huts Cost Centre 118							
1057	Income Electricity Recharge	-	100	103	106	109	113	
1060	Beach Hut Site Licence	22,690	24,455	25,189	25,944	26,723	27,524	
1061	Beach Hut Annual Rental	23,636	15,195	15,651	16,120	16,604	17,102	
1066	Beach Hut Concessions x 4	6,000	6,240	6,240	6,240	6,240	6,240	
1094	Income Seasonal Beach Huts	15,000	-	-	-	-	-	Unknown if can go ahead next year
	Beach Huts Income	67,326	45,990	47,183	48,411	49,676	50,979	
4021	Electricity Top Up Cards	-	100	103	106	109	113	
4051	Rates	3,659	5,140	5,294	5,453	5,617	5,785	
4110	Advertising & Publicity	2,000	1,000	1,030	1,061	1,093	1,126	
4115	Insurance	1,617	1,215	1,251	1,289	1,328	1,367	
4258	Seasonal Beach Hut Revenue Expenditure	10,000	2,000	2,060	2,122	2,185	2,251	Unknown if can go ahead next year- budget to take down and erect concessions
4275	Building Maintenance	1,061	3,000	3,090	3,183	3,278	3,377	incl £250 mould storage
	Beach Huts Expenditure	18,337	12,455	12,829	13,214	13,610	14,018	
	Net Expenditure (Income)	(48,989)	(33,535)	(34,354)	(35,197)	(36,066)	(36,961)	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account Code	<u>Old Town Hall</u> Cost Centre 119							
1050	Income Rent	1,275	1,275	1,275	1,275	1,275	1,275	
1051	Income Insurance Recharge	191	197	203	209	215	222	
	Old Town Hall Income	1,466	1,472	1,478	1,484	1,490	1,497	
4115	Insurance	191	197	203	209	215	222	
4275	Building Maintenance	3,000	2,000	2,000	2,000	2,000	2,000	
	Old Town Hall Expenditure	3,191	2,197	2,203	2,209	2,215	2,222	
	<u>Net Expenditure (Income)</u>	1,725	725	725	725	725	725	
Account Code	<u>Seaford In Bloom</u> Cost Centre 121							
1054	Other Income	417	415	500	500	500	500	2022-23 to tender
	Seaford In Bloom Income	417	415	500	500	500	500	
4402	Seaford In Bloom	9,396	5,000	5,150	5,305	5,464	5,628	Under discussion- may reduce
	Seaford In Bloom Expenditure	9,396	5,000	5,150	5,305	5,464	5,628	
	<u>Net Expenditure (Income)</u>	8,979	4,585	4,650	4,805	4,964	5,128	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account	<u>Allotments</u>							
Code	Cost Centre 125							
1050	Income Rent	1,016	1,035	1,056	1,077	1,098	1,120	Increases with RPI - estimated 2%
	Allotments Income	1,016	1,035	1,056	1,077	1,098	1,120	
4261	Grounds Maintenance Non-Contract	500	500	500	500	500	500	
	Allotments Expenditure	500	500	500	500	500	500	
	<u>Net Expenditure (Income)</u>	(516)	(535)	(556)	(577)	(598)	(620)	
Account	<u>Other Recreation</u>							
Code	Cost Centre 130							
4410	Swimming Pool	10,000	10,000	10,000	10,000	10,000	10,000	
	Other Recreation Expenditure	10,000	10,000	10,000	10,000	10,000	10,000	
	<u>Net Expenditure (Income)</u>	10,000	10,000	10,000	10,000	10,000	10,000	
Account	<u>CCTV</u>							
Code	Cost Centre 134							
4055	Electricity	2,554	2,550	2,627	2,705	2,786	2,870	
4115	Insurance	350	400	412	424	437	450	
4276	CCTV	9,000	9,000	9,270	9,548	9,835	10,130	
	CCTV Expenditure	11,904	11,950	12,309	12,678	13,058	13,450	
	<u>Net Expenditure (Income)</u>	11,904	11,950	12,309	12,678	13,058	13,450	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account Code	Community Service Events Cost Centre 135							
1070	Armed Forces Day	2,000	2,000	2,060	2,122	2,185	2,251	
1075	Christmas Event Income	7,000	7,210	7,426	7,649	7,879	8,115	
1085	Events Income	-	-	-	-	-	-	
	Community Service Events Income	9,000	9,210	9,486	9,771	10,064	10,366	
4115	Insurance	54	60	62	64	66	68	
4195	Events Expenditure	3,090	1,000	1,030	1,061	1,093	1,126	
4273	Christmas Lights	15,000	15,000	15,450	15,914	16,391	16,883	
4281	Christmas Event Expenditure	10,300	10,300	10,609	10,927	11,255	11,593	
4282	Armed Forces Day Expenditure	2,000	2,000	2,060	2,122	2,185	2,251	
	Community Service Events Expenditure	30,444	28,360	29,211	30,087	30,990	31,919	
	Net Expenditure (Income)	21,444	19,150	19,725	20,316	20,926	21,553	

		2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
Account	Projects Pool							
Code	Cost Centre 225							
1014	CIL & S106 Receipts	9,500	-	-	-	-	-	- Uncertain and restricted use so do not budget
1016	Beach Hut Sales	167,000	-	-	-	-	-	
1053	Income Grants	320,000	400,000	-	-	-	-	- Grant or PWLB loan, or mixture for the Martello toilets'
	Projects Pool Income	496,500	400,000	-	-	-	-	
4155	Professional Fees	1,000						
4257	Seafront Improvement Plan	88,000	75,000	5,000	-	-	-	- £50,000-Bönningstedt Wall - From EMR £25,000-Replacement bins <u>2022</u> £5,000-Sand Pit Martello Tower
4274	Project Expenditure	39,500	40,000	20,000	-	-	-	- £30,000-Martello Fields fence replacement £5,000-Electric to Bönningstedt Ice Cream Concession £5,000-Salts complete CCTV works <u>2022</u> £10,000-Martello Tower feasibility studies and professional costs re long term building maintenance £10,000-Old Town Hall/South Street Toilets-External decorations and maintenance
4421	Martello Toilets Capital Costs	320,000	400,000	-	-	-	-	- Net zero cost covered by grant or PWLB
4422	Skate Park, Salts	5,284	-	-	-	-	-	- No need to budget for this as finished
4423	Salts Development Plan	35,000	35,000	-	-	-	-	- £15,000- Development Plan feasibility works £20,000- Tennis Courts-from CIL EMR if possible
4424	South Hill Barn Development	25,000	5,000	25,000	-	-	-	- £5,000- To carry out works to the Barn to make it more suitable for a broader range of uses and therefore provide the opportunity to generate further income and make use of this unique asset. <u>2022</u> £5,000-Professional Fees £20,000-for building reports
	Projects Pool Expenditure	685,784	555,000	50,000	-	-	-	
	Net Expenditure (Income)	189,284	155,000	50,000	-	-	-	

	2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
<u>Planning & Highways</u>							
Cost Centre 301							
4263	1,030	1,500	1,545	1,591	1,639	1,688	
4451	3,000	1,000	-	-	-	-	
Planning & Highways Expenditure	4,030	2,500	1,545	1,591	1,639	1,688	
<u>Net Expenditure (Income)</u>	4,030	2,500	1,545	1,591	1,639	1,688	

	2020-21 Budget	2021-22 Draft Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2021-22 Budget Notes
<u>COMMITTEE SUMMARY</u>							
Net Expenditure (Income)							
105	Salts Recreation Ground	65,161	81,260	68,419	65,936	77,715	74,155
106	The Crouch Recreation Ground	44,312	44,370	45,663	46,991	48,356	49,757
107	Martello Fields	13,990	15,310	15,683	16,065	16,456	16,856
108	Other Open Spaces	40,385	40,380	41,427	42,501	43,603	44,734
113	Crypt	500	500	500	500	500	500
114	South Street	1,030	1,000	1,030	1,061	1,093	1,126
115	Martello Tower	9,695	5,745	5,917	6,095	6,278	6,466
116	Seaford Head Estate	1,725	(3,770)	(3,186)	(1,288)	(1,176)	(1,550)
117	Seafront	(36,099)	(5,515)	(7,373)	(8,258)	(9,168)	(10,106)
118	Beach Huts	(48,989)	(33,535)	(34,354)	(35,197)	(36,066)	(36,961)
119	Old Town Hall	1,725	725	725	725	725	725
121	Seaford In Bloom	8,979	4,585	4,650	4,805	4,964	5,128
125	Allotments	(516)	(535)	(556)	(577)	(598)	(620)
130	Other Recreation	10,000	10,000	10,000	10,000	10,000	10,000
134	CCTV	11,904	11,950	12,309	12,678	13,058	13,450
135	Community Service Other	21,444	19,150	19,725	20,316	20,926	21,553
225	Projects Pool	189,284	155,000	50,000	-	-	-
301	Planning & Highways	4,030	2,500	1,545	1,591	1,639	1,688
Total Net Committee Requirement		338,559	349,120	232,123	183,944	198,302	196,900
Total Committee Income		715,346	581,657	200,306	207,372	202,142	212,920
Total Committee Expenditure		1,053,905	930,777	432,429	391,316	400,444	409,819
Total Net Committee requirement		338,559	349,120	232,123	183,944	198,302	196,900
Expenditure Covered by Existing EMR's							
	EMR340 - Equipment (towards borehole)	(8,759)					
	EMR361 - CIL		(14,400)				
	EMR363 - Capital Receipts	(75,000)	(50,000)				
Income which must be allocated to EMR:							
	EMRXXX- Tennis Courts		4,800				
		254,800	289,520	664,552	575,260	598,745	606,719

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
Community Services									
<u>105 Salts Recreation Ground</u>									
1050	Income Rent	2,407	1,899	2,152	253		88.3%		
1051	Income Insurance Recharge	1,397	1,436	1,436	0		100.0%		
1055	Income Memorial Bench	0	0	1,500	1,500		0.0%		
1058	Income Water Recharge	4,446	0	4,579	4,579		0.0%		
1066	Income Concession	18,277	2,975	18,825	15,850		15.8%		
1073	Sports Pitch Hire & Green Fees	3,002	1,070	3,636	2,566		29.4%		
1076	Income Insurance Claim	0	2,840	0	(2,840)		0.0%		
	Salts Recreation Ground :- Income	29,529	10,220	32,128	21,909		31.8%	0	
4052	Water & Sewerage	4,622	0	8,000	8,000	8,000	0.0%		
4055	Electricity	253	203	284	81	81	71.6%		
4056	Gas	0	87	0	(87)	(87)	0.0%		
4100	Telecommunications	144	109	200	91	91	54.5%		
4110	Advertising & Publicity	34	0	0	0	0	0.0%		
4115	Insurance	3,229	3,582	3,411	(171)	(171)	105.0%		
4155	Professional Fees	1,125	0	0	0	0	0.0%		
4250	Memorial Bench	575	0	1,000	1,000	1,000	0.0%		
4251	Dog Bin Emptying	1,875	937	1,922	985	985	48.8%		
4252	Additional Litter Pick	702	0	723	723	723	0.0%		
4260	Grounds Maintenance Contract	71,961	27,553	71,750	44,197	44,197	38.4%		
4261	Grounds Maint non contract	7,028	1,825	6,000	4,175	4,175	30.4%		
4275	Building Maintenance	9,862	9,107	4,000	(5,107)	(5,107)	227.7%	4,150	
	Salts Recreation Ground :- Indirect Expenditure	101,408	43,405	97,290	53,885	0	53.885	44.6%	4,150
	Net Income over Expenditure	(71,879)	(33,185)	(65,162)	(31,977)				
6000	plus Transfer from EMR	120	4,150						
	Movement to/(from) Gen Reserve	(71,759)	(29,035)						
<u>106 Crouch Recreation Ground</u>									
1050	Income Rent	1,653	1,131	1,625	494		69.6%		
1051	Income Insurance Recharge	515	617	628	11		98.2%		
1055	Income Memorial Bench	1,285	1,285	0	(1,285)		0.0%		
1058	Income Water Recharge	3,323	0	1,500	1,500		0.0%		
1073	Sports Pitch Hire & Green Fees	9,910	4,625	10,000	5,375		46.3%		
1201	Insurance Refund	150	0	0	0		0.0%		
	Crouch Recreation Ground :- Income	16,836	7,658	13,753	6,095		55.7%	0	
4052	Water & Sewerage	3,875	1,226	6,700	5,474	5,474	18.3%		

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	977	854	843	(11)		(11)	101.3%	
4155 Professional Fees	928	0	0	0		0	0.0%	
4250 Memorial Bench	623	489	0	(489)		(489)	0.0%	
4251 Dog Bin Emptying	1,339	670	1,372	702		702	48.8%	
4260 Grounds Maintenance Contract	44,303	16,991	44,029	27,038		27,038	38.6%	
4261 Grounds Maint non contract	6,316	1,406	4,120	2,714		2,714	34.1%	
4275 Building Maintenance	80	0	1,000	1,000		1,000	0.0%	
Crouch Recreation Ground :- Indirect Expenditure	58,441	21,636	58,064	36,428	0	36,428	37.3%	0
Net Income over Expenditure	(41,605)	(13,978)	(44,311)	(30,333)				
107 Martello Fields								
1050 Income Rent	7,093	3,170	7,500	4,330			42.3%	
Martello Fields :- Income	7,093	3,170	7,500	4,330			42.3%	0
4115 Insurance	0	7	0	(7)		(7)	0.0%	
4251 Dog Bin Emptying	1,071	536	1,098	562		562	48.8%	
4260 Grounds Maintenance Contract	16,249	6,148	16,148	10,000		10,000	38.1%	
4261 Grounds Maint non contract	3,026	284	4,244	3,960		3,960	6.7%	
Martello Fields :- Indirect Expenditure	20,347	6,975	21,490	14,515	0	14,515	32.5%	0
Net Income over Expenditure	(13,254)	(3,805)	(13,990)	(10,185)				
108 Other Open Spaces								
1050 Income Rent	90	90	90	0			100.0%	
1053 Income Grants	300	0	0	0			0.0%	
1055 Income Memorial Bench	1,300	0	0	0			0.0%	
1066 Income Concession	0	300	0	(300)			0.0%	
1072 Income Tree Wardens	1,086	1,022	0	(1,022)			0.0%	1,022
1092 Income Grnds Maint Non Contrat	370	0	0	0			0.0%	
Other Open Spaces :- Income	3,146	1,412	90	(1,322)			1568.9%	1,022
4052 Water & Sewerage	67	44	331	287		287	13.3%	
4154 Land Registry Fees	45	0	60	60		60	0.0%	
4250 Memorial Bench	951	0	0	0		0	0.0%	
4251 Dog Bin Emptying	2,143	1,071	2,197	1,126		1,126	48.8%	
4260 Grounds Maintenance Contract	31,081	11,758	30,887	19,129		19,129	38.1%	
4261 Grounds Maint non contract	7,716	899	7,000	6,101		6,101	12.8%	
4262 Tree Warden Expenses	624	2,989	0	(2,989)		(2,989)	0.0%	2,989
Other Open Spaces :- Indirect Expenditure	42,626	16,762	40,475	23,713	0	23,713	41.4%	2,989
Net Income over Expenditure	(39,480)	(15,350)	(40,385)	(25,035)				
6000 plus Transfer from EMR	591	2,989						
6001 less Transfer to EMR	1,086	1,022						
Movement to/(from) Gen Reserve	(39,975)	(13,383)						

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 Crypt								
1051 Income Insurance Recharge	322	369	366	(3)			100.9%	
Crypt :- Income	322	369	366	(3)			100.9%	0
4115 Insurance	322	369	366	(3)		(3)	100.9%	
4275 Building Maintenance	3,890	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	4,212	369	866	497	0	497	42.6%	0
Net Income over Expenditure	(3,890)	0	(500)	(500)				
6000 plus Transfer from EMR	3,890	0						
Movement to/(from) Gen Reserve	0	0						
114 South Street								
4275 Building Maintenance	1,985	0	1,030	1,030		1,030	0.0%	
South Street :- Indirect Expenditure	1,985	0	1,030	1,030	0	1,030	0.0%	0
Net Expenditure	(1,985)	0	(1,030)	(1,030)				
115 Martello Tower								
4115 Insurance	1,646	1,695	1,695	(0)		(0)	100.0%	
4275 Building Maintenance	679	525	8,000	7,475		7,475	6.6%	
Martello Tower :- Indirect Expenditure	2,325	2,220	9,695	7,475	0	7,475	22.9%	0
Net Expenditure	(2,325)	(2,220)	(9,695)	(7,475)				
116 Seaford Head Estate								
1011 Income Filming	24,230	40,355	15,000	(25,355)			269.0%	
1050 Income Rent	10,469	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	0	3,250	3,250			0.0%	
1054 Income Other	537	0	100	100			0.0%	
1055 Income Memorial Bench	5,227	2,000	2,000	0			100.0%	
1066 Income Concession	1,561	750	1,800	1,050			41.7%	
1079 Income Memorial Picnic Bench	1,285	0	0	0			0.0%	
1092 Income Grnds Maint Non Contrat	1,280	0	0	0			0.0%	
1200 Income Nature Reserve	804	422	750	328			56.3%	
Seaford Head Estate :- Income	48,643	53,527	32,900	(20,627)			162.7%	0
4110 Advertising & Publicity	2,050	0	2,884	2,884		2,884	0.0%	
4115 Insurance	826	851	851	0		0	100.0%	
4154 Land Registry Fees	15	0	0	0		0	0.0%	
4199 Other Expenditure	1,195	0	1,300	1,300		1,300	0.0%	

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Memorial Bench	3,793	128	2,000	1,872		1,872	6.4%	
4251 Dog Bin Emptying	1,071	536	1,098	562		562	48.8%	
4260 Grounds Maintenance Contract	1,913	726	1,901	1,175		1,175	38.2%	
4261 Grounds Maint non contract	7,719	1,021	3,090	2,069		2,069	33.0%	
4275 Building Maintenance	3,476	254	4,000	3,746		3,746	6.4%	
4500 Nature Reserve Expenses	14,025	4,242	14,500	10,258		10,258	29.3%	
4501 Filming Expenses	6,043	6,581	3,000	(3,581)		(3,581)	219.4%	
Seaford Head Estate :- Indirect Expenditure	42,126	14,338	34,624	20,286	0	20,286	41.4%	0
Net Income over Expenditure	6,517	39,189	(1,724)	(40,913)				
117 Seafront								
1011 Income Filming	950	1,040	0	(1,040)			0.0%	
1055 Income Memorial Bench	192	0	0	0			0.0%	
1057 Income Electricity Recharge	4,231	1,148	4,310	3,162			26.6%	
1058 Income Water Recharge	48	67	99	32			67.5%	
1066 Income Concession	49,707	19,758	48,175	28,417			41.0%	
1078 Income Entertainment Area	3,200	1,600	0	(1,600)			0.0%	
1082 Income The Shoal	140	0	0	0			0.0%	
1084 Income Promenade	519	0	300	300			0.0%	
1100 Income Advertising	15	0	0	0			0.0%	
Seafront :- Income	59,002	23,613	52,884	29,271			44.7%	0
4052 Water & Sewerage	155	0	500	500		500	0.0%	
4055 Electricity	3,125	1,148	4,310	3,162		3,162	26.6%	
4115 Insurance	798	925	875	(50)		(50)	105.8%	
4154 Land Registry Fees	0	3	0	(3)		(3)	0.0%	
4250 Memorial Bench	271	0	0	0		0	0.0%	
4253 Shelters	2,722	600	2,000	1,400		1,400	30.0%	
4254 Martello Entertainments Area	180	190	0	(190)		(190)	0.0%	
4255 The Shoal Expenditure	973	0	0	0		0	0.0%	
4261 Grounds Maint non contract	7,050	4,004	6,000	1,996		1,996	66.7%	
4270 Vehicles & Equipment Maint	0	0	100	100		100	0.0%	
4275 Building Maintenance	4,842	788	3,000	2,212		2,212	26.3%	
Seafront :- Indirect Expenditure	20,117	7,658	16,785	9,127	0	9,127	45.6%	0
Net Income over Expenditure	38,885	15,955	36,099	20,144				
118 Beach Huts								
1019 Rechargeable Income	0	3,335	0	(3,335)			0.0%	
1054 Income Other	174	359	0	(359)			0.0%	

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1057 Income Electricity Recharge	0	50	0	(50)			0.0%	
1060 Beach Huts Site Licence	22,479	22,919	22,690	(229)			101.0%	
1061 Beach Hut Annual Rent	11,221	13,355	23,636	10,281			56.5%	
1066 Income Concession	4,866	3,000	6,000	3,000			50.0%	
1094 Income Seasonal Beach Huts	13,855	0	15,000	15,000			0.0%	
Beach Huts :- Income	52,596	43,019	67,326	24,307			63.9%	0
4019 Rechargeable Expenditure	0	3,210	0	(3,210)		(3,210)	0.0%	
4021 Electricity Top Up Cards	0	40	0	(40)		(40)	0.0%	
4051 Rates	3,552	2,471	3,659	1,189		1,189	67.5%	
4110 Advertising & Publicity	1,480	0	2,000	2,000		2,000	0.0%	
4115 Insurance	1,587	1,179	1,617	438		438	72.9%	
4258 Seasonal Beach Hut Revenue Exp	14,613	1,372	10,000	8,628		8,628	13.7%	
4275 Building Maintenance	918	2,533	1,061	(1,472)		(1,472)	238.7%	2,030
Beach Huts :- Indirect Expenditure	22,151	10,805	18,337	7,532	0	7,532	58.9%	2,030
Net Income over Expenditure	30,445	32,214	48,989	16,775				
6000 plus Transfer from EMR	0	2,030						
Movement to/(from) Gen Reserve	30,445	34,244						
119 Old Town Hall								
1050 Income Rent	1,275	744	1,275	531			58.3%	
1051 Income Insurance Recharge	185	191	191	0			100.0%	
Old Town Hall :- Income	1,460	935	1,466	531			63.8%	0
4115 Insurance	185	191	191	0		0	100.0%	
4275 Building Maintenance	904	650	3,000	2,350		2,350	21.7%	
Old Town Hall :- Indirect Expenditure	1,089	841	3,191	2,350	0	2,350	26.4%	0
Net Income over Expenditure	371	94	(1,725)	(1,819)				
121 Seaford in Bloom								
1054 Income Other	417	417	417	0			99.9%	
Seaford in Bloom :- Income	417	417	417	0			99.9%	0
4402 Seaford in Bloom	9,122	7,226	9,396	2,170		2,170	76.9%	
Seaford in Bloom :- Indirect Expenditure	9,122	7,226	9,396	2,170	0	2,170	76.9%	0
Net Income over Expenditure	(8,705)	(6,810)	(8,979)	(2,169)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125 Allotments								
1050 Income Rent	986	1,012	1,016	4			99.6%	
Allotments :- Income	986	1,012	1,016	4			99.6%	0
4261 Grounds Maint non contract	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Income over Expenditure	986	1,012	516	(496)				
130 Other Recreation								
4410 Swimming Pool	6,935	6,111	10,000	3,889		3,889	61.1%	
Other Recreation :- Indirect Expenditure	6,935	6,111	10,000	3,889	0	3,889	61.1%	0
Net Expenditure	(6,935)	(6,111)	(10,000)	(3,889)				
134 CCTV								
4055 Electricity	2,407	587	2,554	1,967		1,967	23.0%	
4115 Insurance	343	386	350	(36)		(36)	110.2%	
4276 CCTV	8,583	2,047	9,000	6,953		6,953	22.7%	
CCTV :- Indirect Expenditure	11,334	3,020	11,904	8,884	0	8,884	25.4%	0
Net Expenditure	(11,334)	(3,020)	(11,904)	(8,884)				
135 Community Service Other								
1053 Income Grants	500	0	0	0			0.0%	
1070 Armed Forces Day Income	1,512	0	2,000	2,000			0.0%	
1075 Income Christmas Event	3,765	189	7,000	6,811			2.7%	
1085 Events Income	65	0	0	0			0.0%	
Community Service Other :- Income	5,842	189	9,000	8,811			2.1%	0
4115 Insurance	53	59	54	(5)		(5)	109.9%	
4195 Events Expenditure	2,965	10	3,090	3,080		3,080	0.3%	
4273 Christmas Lights	14,180	6,445	15,000	8,555		8,555	43.0%	
4281 Christmas Event Expenses	6,902	151	10,300	10,149		10,149	1.5%	
4282 Armed Forces Day Expenditure	1,512	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	25,612	6,666	30,444	23,778	0	23,778	21.9%	0
Net Income over Expenditure	(19,770)	(6,477)	(21,444)	(14,967)				
225 Projects Pool								
1014 CIL & S106 Receipts	9,593	10,950	9,500	(1,450)			115.3%	10,950
1016 Beach Hut Sales	0	106,583	167,000	60,417			63.8%	106,583

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1052 Income Projects	1,000	0	0	0			0.0%	
1053 Income Grants	47,655	0	320,000	320,000			0.0%	
1092 Income Grnds Maint Non Contrat	75	0	0	0			0.0%	
Projects Pool :- Income	58,323	117,534	496,500	378,966			23.7%	117,534
4155 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4257 Seafront Improvement Plan	34,063	18	88,000	87,982		87,982	0.0%	18
4274 Projects Expenditure	48,504	0	39,500	39,500		39,500	0.0%	
4301 Public Works Loan Payment	0	0	5,000	5,000		5,000	0.0%	
4420 Bonn BH Capital Expenditure	21,115	1,498	167,000	165,503		165,503	0.9%	1,498
4421 Martello Toilets Capital Costs	0	0	320,000	320,000		320,000	0.0%	
4422 Skate Park in Salts	242,537	(5,284)	5,284	10,568		10,568	(100.0%)	
4423 Salts Development Plan	0	0	35,000	35,000		35,000	0.0%	
4424 South Hill Barn Development	0	0	25,000	25,000		25,000	0.0%	
Projects Pool :- Indirect Expenditure	346,220	(3,768)	685,784	689,552	0	689,552	(0.5%)	1,515
Net Income over Expenditure	(287,896)	121,302	(189,284)	(310,586)				
6000 plus Transfer from EMR	295,551	1,515						
6001 less Transfer to EMR	52,480	117,534						
Movement to/(from) Gen Reserve	(44,826)	5,284						
301 Planning & Highways								
4263 Bus Shelter Maintenance/Clean	717	150	1,030	880		880	14.6%	
4451 Twitten Naming	0	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	717	150	4,030	3,880	0	3,880	3.7%	0
Net Expenditure	(717)	(150)	(4,030)	(3,880)				
Community Services :- Income	284,194	263,074	715,346	452,272			36.8%	
Expenditure	716,766	144,414	1,053,905	909,491	0	909,491	13.7%	
Net Income over Expenditure	(432,572)	118,660	(338,559)	(457,219)				
plus Transfer from EMR	300,152	10,684						
less Transfer to EMR	53,566	118,556						
Movement to/(from) Gen Reserve	(185,986)	10,788						
Grand Totals:- Income	284,194	263,074	715,346	452,272			36.8%	
Expenditure	716,766	144,414	1,053,905	909,491	0	909,491	13.7%	
Net Income over Expenditure	(432,572)	118,660	(338,559)	(457,219)				
plus Transfer from EMR	300,152	10,684						
less Transfer to EMR	53,566	118,556						
Movement to/(from) Gen Reserve	(185,986)	10,788						



Agenda Item No:	5
Committee:	Community Services
Date:	26th November 2020
Title:	Projects & Facilities Manager Update Report
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on progress and actions relating to Seaford Town Council's assets and services.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

Please note this is the second Community Services report since the outbreak of COVID- 19. Most projects are on hold, events cancelled and only the most essential maintenance work is being carried out.

1. Projects and Facilities Information

1.1 The Salts

Tennis Courts

Total project costs are estimated at £194,050.

Since the last Community Services (CS) meeting, officers have submitted a grant application to Lewes District Council's (LDC) Community Infrastructure Levy (CIL) for £40,000. It is hoped the Town Council will be informed early next year if this is successful.

If so, along with a £20,000 contribution from the Town Council from CIL Earmarked Reserves (EMR), an interest free loan from the Lawn Tennis Association (LTA) and other funding already secured, officers should be in a position to progress the project next spring.

Tenders for the works (tennis courts and flood lighting) have now been received, but awarding the contract is on hold due to the pandemic.

CCTV - On Hold

Approximately 60% of the project is completed with cameras to the skatepark, playgrounds, café and cricket pavilion. The second part of the project for cameras to the rugby club and scout hut is on hold. However, this work has been budgeted for in next years proposed CS budget (subject to approval).

Salts Improvement Plan Proposal - On Hold

A presentation was given to Town Councillors in December 2019 regarding the proposal and a report taken to the Full Council meeting on 23rd January 2020.

The report recommended approving a specialist grant management and landscaping services organisation, Groundwork South, to work with the Town Council on developing the plan and providing support with large grant funding applications.

£15,000 has been set aside in next year's budget (subject to approval) for work to continue.

Salts Café

The nearly refurbished café has proved very popular, with officers receiving lots of positive feedback. It remains open during the current lockdown offering a takeaway only service.

1.2 Martello Toilets and Café

Officers received an update early-November from the Community Lottery Fund case officer allocated to the project. As previously mentioned, the project was parked due to the pressures of the pandemic and lockdown. Now the project is live again and a meeting between officers and the case officer is planned for December regarding next steps.

1.3 Bönningstedt Beach Huts

There has been a lot more interest in the huts this year than last. In 2020, to date, three huts have been sold and two rented out. At the time of writing there is a strong possibility of another sale. Electricity has also been installed in some huts.

1.4 Sea Defence Wall - Bönningstedt Promenade - On Hold

The flood risk permit application has now been approved by the Environment Agency. The tender for the works is ready to send out once funds are available.

Funds have been budgeted (subject to approval) to build the wall from the Town Council's Capital Receipts EMR. If approved, it is hoped to build the wall in spring 2021.

1.5 Seafront Improvement Plan

Seasonal, short-term rent beach huts/concession huts/temporary toilets

The West View Beach Huts and toilets were not installed this year due to the pandemic.

The four concession huts have been up and running since restrictions were eased and non-essential shops allowed to open. Two of the huts were moved further along the promenade so that customers could maintain social distancing to the side of a hut when queueing.

All huts bar one (Ritualise) will be taken down and stored for possible reinstallation next spring.

An application has been submitted for planning permission for all of the West View Beach Huts and toilets. LDC received a huge amount of correspondence both for and against the plans. At the time of writing it is not clear if the planning application will be successful.

Water Bottle Refill Stations

See separate report at item 6 on the agenda.

Safety Signage Replacement

The new safety signs are now all in place. The Town Council has received lots of positive feedback.

1.6 Martello Tower-Condition Survey - On Hold

The provisional building and structural surveys have been carried out however a further, more thorough survey is needed. This is currently on hold.

1.7 Splash Point

Works, managed by LDC, have successfully been completed and the area has been reopened.

1.8 Projects

Please see the separate Draft Budget report at item 4 on the agenda which details proposed projects for next year.

1.9 External Grants

This is a difficult time to apply for grants as, due to the pandemic, less funds are available and funding is being sought by many organisations that have been directly affected by COVID-19. However, officers were successful in securing £903 for the Christmas Magic Seaford Star Gazing activity which will still go ahead even though the main event has been cancelled.

Current Grant Applications

Purpose	Grant Organisation	Amount	Status
Salts Tennis Courts	CIL	£20,000	Successful
Salts Tennis Courts	Sports England	£40,000	Successful
Salts Tennis Courts	CIL	£40,000	Pending
Salts Tennis Courts	LTA contribution	£7,000	Successful
Martello Toilets and Cafe	Community Lottery Fund	£280,000	Pending
Water Refill Station	CIL	£2,972.22	Successful
Christmas Magic Seaford Star Gazing	Chalk Cliff Trust	£903	Successful

1.10 Filming and Photography

Post first lockdown there were several enquiries for filming on the Nature Reserve and photo shoots on Seaford Beach and at Hope Gap. The Town Council's Film and Liaison Officer (FLO) has been working hard with all enquiries to manage them into bookings.

Since June there has been fashion shoots for both Matalan and Burberry. Burberry also filmed a music video for their live fashion show.

The BBC show, Worzel Gummidge filmed for three days for a 2020 Christmas special. Netflix filmed Anatomy of a Scandal which was a one-day shoot.

Income from bookings this year is £42,505. The FLO met with Natural England to update the Town Council's filming guidelines and continues to work with Natural England and Sussex Wildlife Trust to ensure the protection of the Site of Special Scientific Interest, whilst allowing filming to take place.

Due to bad weather there has been several cancellations or rearranged shoots. As it is coming to the end of the filming season, we are not expecting many more enquiries until spring 2021.

Seaford has made it to the big screen a lot in 2020. Look out for Summerland, Blithe Spirit and Hope Gap.

1.11 Events

On the advice of the Royal British Legion and other governing bodies, the Remembrance Sunday parade at Seaford War Memorial was unfortunately cancelled. Wreaths were still laid in the weeks leading up to Remembrance Sunday and lamp post poppies were installed. The Town Council promoted the 'Remember at Home' message and marked the event through posts on social media and its website.

Also, due to the ongoing pandemic and second lockdown, the Christmas Magic Committee and officers, in consultation with the chair of CS, had to cancel Christmas Magic.

This was a huge disappointment for both volunteers and officers who had already put a lot of effort into organising an exciting, Covid-safe event which had already received lots of positive feedback from both the public and traders after what has been a very challenging year.

Officers are looking at ways of trying to continue to promote local businesses by encouraging shopping local through the Town Council's Facebook page.

1.12 Concessions

Concessions traded well over the summer and benefitted from the increased number of visitors to Seaford.

West View Concession Huts

Ritualise will continue through the winter and it is hoped, subject to planning permission, the other three huts will be trading again next year.

Promenade

Since the second lockdown, the seafront concessions remain open for takeaways.

Officers hope to send out tender documents for a new licence for the ice cream van site at Bönningstedt Promenade to commence April 2021.

Skipper Water Sports hope to resume trading next year subject to the Seaford Lifeguard service resuming.

A new fresh fish concession was in place for the summer at Bönningstedt Promenade and it is hoped the trader will return next season.

South Hill Barn

Cotton's Coffee Bar has also continued trading since May and has very much benefitted from the increase of visitors.

1.13 COVID-19

When restrictions were first eased, Seaford saw an unprecedented number of visitors to the seafront. This caused far more disruption than the Town Council could have ever anticipated, such as: increased litter, illegal camping, fires and human waste in open spaces.

As the year progressed, things settled down to a point, but visitor numbers were still very high. It is hoped that, by officers working alongside partners such as LDC,

Sussex Police and other volunteer groups, the negative impact of increased visitors can be better managed next year.

1.14 Projects & Facilities – Team Update

The Project Support Officer (PSO) (Projects) has returned to work following being furloughed for most of the summer. The PSO (Facilities) will be returning to work on 24th November following maternity leave.

Unfortunately, this means the PSO (Facilities) maternity cover, Ellie Johnson-Bullock will no longer be working for the Town Council in this role, however she will still continue her role as the Town Council's Film and Liaison Officer.

Ellie has been a joy to work with and behalf of managers, staff and the Community Services Committee would like to thank her for all her hard work over what has been an extremely difficult year.

2. Financial Appraisal

The Committee is not being asked to make any financial decisions as a result of this report.

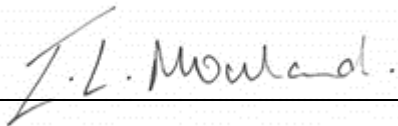
3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



Assistant Town Clerk





Agenda Item No:	6
Committee:	Community Services
Date:	26th November 2020
Title:	Installation of Water Refill Stations - Additional Funding
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the water refill station project and need for additional funding for consideration.

Recommendations

The Committee are recommended to:

- 1. Approve allocating up to £1,400 of additional funds from Earmarked Reserve 361-CIL Receipts towards the installation of three water refill stations along Seaford promenade.**
 - 2. Note the contents of the report.**
-

1. Information

- 1.1** At its meeting on 30th July 2020, the Community Services Committee considered report 30/20 Installation of Water Refill Stations ([Appendix A](#)) where it recommended that Full Council allocate approximately £3,000 from Earmarked Reserve 361-CIL Receipts towards the installation of three water refill stations along Seaford promenade.
- 1.2** The project was met with a great deal of positivity from Councillors and members of the public, and the Committee's recommendation was approved by Full Council on 20th August 2020. During this meeting Full Council also approved delegating power to the Community Services Committee to approve the allocation and spend of CIL balances.
- 1.3** Unfortunately, due to a delay to this project, the costs of the water refill stations have significantly risen from £1,830 per station in 2019 to £2,145 in 2020.
- 1.4** Officers have managed to negotiate the price down to £1,957 per station. However, this still leaves an increase of £345 for all three stations.
- 1.5** Installation costs are also higher than anticipated. The contractors that installed the original water refill station have now advised officers that the work required is more than previously quoted.
- 1.6** The original install cost was £150 per station; the contractors now estimate this as being nearer £500 per station. This would mean an increase of £1,050 to install all three stations.
- 1.7** Officers are in the process of obtaining competitive quotes from other contractors with the hope of reducing the installation cost. However, it is anticipated that in order to progress with this project, up to an additional £1,400 will be required.

- 1.8 Officers have also been looking at sponsorship options for each water refill station, see [Appendix B](#). So far, one sponsor has been secured. All sponsorship funds will go towards the maintenance and upkeep of the stations.
- 1.9 The Committee is recommended to allocate up to £1,400 of additional funds from Earmarked Reserve 361-CIL Receipts to top up the existing project funds to enable this project to continue.

2. Financial Appraisal

- 2.1 The table below shows the project costs and funding of the project.

Water Refill stations	
Cost	
Equipment	£5,869.50
Installation	£1,500.00
Total Cost	£7,369.50
Funded by	
CIL Grant	2,972.22
CIL Earmarked Reserve	£3,000.00
Total funded	£5,972.22
Shortfall	£1,397.28

- 2.2 Should the Committee approve, up to £1,400 from Earmarked Reserve 361-CIL Receipts, the remaining balance will be £13,000. There are no other sources of funds available for this at this current time

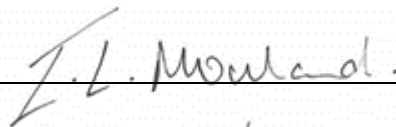
3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

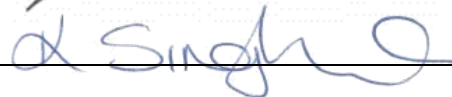
Projects & Facilities Manager



Assistant Town Clerk



Responsible Financial Officer





Seaford Town Council

Report 33/20

Agenda Item No: 8
Committee: Community Services
Date: 30th July 2020
Title: Installation of Water Refill Stations
By: Tony Jackson, Projects & Facilities Manager
Purpose of Report: To present the water refill station project for consideration.

Recommendations

You are recommended to:

- 1. Note the contents of the report.**
 - 2. Consider recommending that Full Council allocate approximately £3,000 from Earmarked Reserve 361-CIL Receipts towards the installation of three water refill stations along Seaford promenade.**
-

1. Information

- 1.1** Prior to the COVID-19 outbreak, three water refill stations were to be installed along the seafront at Bonningstedt Promenade, Frankie's Beach Café and the Martello Kiosk, as part of the Seafront Improvement Plan Phase Two.
- 1.2** The project is supported by Refill Seaford and Newhaven, and Plastic Free Seaford. It is seen as being vital to help reduce the amount of single use plastic used from disposable water bottles.
- 1.3** Officers therefore suggest that this project is implemented and that the Committee recommends Full Council to make funds available as detailed below.

2. Financial Appraisal

Should members resolve to recommend that Full Council contribute the £3,000, this will need to come from Earmarked Reserve 361-CIL Receipts leaving a balance of approximately £20,000. There are no other sources of funds available for this at this current time

3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.



SPONSORSHIP OPPORTUNITY



Can you or your business help to encourage and support the Seaford community and visitors in reducing the use of single-use plastic?

As part of the Town Council's ongoing journey to reduce the use of single-use plastic in Seaford, it plans to install three Water Bottle Refill Stations (image right) along the seafront. These will be located at Bönningstedt Promenade, Frankie's Beach Café and at the Martello Kiosk. The stations have been funded through a community grant and a contribution from the Town Council itself.

With this project, the Town Council is able to offer a unique sponsorship opportunity (one per water station), with the funds going towards the upkeep and future maintenance of the station. In return, the sponsor will receive an A3 sign above the station showing their involvement in this project and credit in subsequent press statements.

Sponsorship fees will be:
3 year term £250+VAT a year
5 year term £230+VAT a year
The fee includes the sign itself and installation.

It is anticipated that this will be popular so please do not hesitate in contacting facilities@seafordtowncouncil.gov.uk if you or your business is interested in this unique sponsorship opportunity.



Photo above - the popular water bottle refill station at The Salts.