



Seaford Town Council



# Annual Report 2018/2019

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**Working Together for our Town!**

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### *Annual Report*

The Council has had another successful year progressing with the projects set out in its Mission Statement and Strategic Objectives, which were adopted in 2016 and reviewed October 2018. The projects achieved so far have received a considerable amount of positive feedback from residents, and Officers continue to push forward with projects to reach the targets set. The Mission Statement and Strategic Objectives are available to view on the Council's website.

This Annual Report sets out what the Council has achieved in the past Municipal Year (May 2018-May 2019), what the Council looks to achieve over the next twelve months and sets out to provide a detailed yet coherent statement of the Council's finances.

### *Seaford*

Often described as 'the best kept secret of Sussex', Seaford has a relaxing three mile expanse of unspoiled beach as well as a vibrant town centre. Surrounded by the South Downs National Park and areas of Outstanding Natural Beauty, Seaford has a thriving community that embraces the feeling of a country town with the benefit of a coastline.

With just over 11,500 properties and a population of over 27,000, Seaford is the largest town in the Lewes District.

Seaford boasts a large portfolio of open spaces and recreation/play spaces as well as a good variety of commercial properties and local traders. There is a seemingly endless list of groups and organisations that can be joined covering a wealth of different interests and categories. Seaford even houses two theatres, a community cinema, a swimming pool and a whole variety of sporting clubs. There really is something for everyone!

### *Town Council*

This year marks the 20th Anniversary for Seaford Town Council, which was established in May 1999 and manages many local services which are set out in more detail in this report.

There are twenty unpaid councillors representing the nine wards across the town, elected to serve a four-year term. The new term started in May 2019 and will end May 2023.

Each year, at its Annual Meeting in May, the Council elects from amongst its members a Town Mayor and Deputy Town Mayor. Some Town Councillors are also Councillors for Lewes District Council and East Sussex County Council.

The Council's offices are in the centre of the town in a building shared with the Sussex Police, Tourist Information Centre and Citizens Advice Bureau. The staff are always happy to assist both residents and visitors.

## SUCCESSES OF THE 2015-2019 ADMINISTRATION

Seaford Town Councillors were recently advised of the many successes achieved during their 4-year term of office.

The term started in May 2015 with the Council having very low financial reserves and therefore it appeared little opportunity to undertake improvements in the town. Despite keeping the Council Tax the lowest in the District and managing to increase the reserves to an acceptable level, the Council achieved many successes over the four years. These included;

- ⇒ Construction of new £210,000 children's play area within the Salts
- ⇒ New £240,000 skatepark commenced construction
- ⇒ Neighbourhood Plan passed Regulation 14 stage
- ⇒ Construction of the popular Shoal art feature bench on the seafront
- ⇒ Council's Finances now secure
- ⇒ Built 20 beach huts at Bonningstedt, sold 12 in first full summer
- ⇒ New concessions attracted to seafront
- ⇒ The View and Golf cost centre now back in profit
- ⇒ Developed a new highly skilled workforce
- ⇒ New daily hire beach huts in place
- ⇒ New craft stall beach huts in place
- ⇒ In partnership with Sam Taylor putting in place disabled beach access
- ⇒ Generates highest level of non-council tax income in the Country
- ⇒ Lowest taxing Town Council in the District and East Sussex
- ⇒ Set up the long-term security of Seaford Head Nature reserve in partnership with Sussex Wildlife Trust
- ⇒ Introduced the long awaited new brown sign scheme around town
- ⇒ Secured retention of football pitch and other facilities within Newlands as well as reducing housing numbers to agreeable level
- ⇒ Secured external funding for outdoor table tennis and skatepark additions (more grant applications pending)
- ⇒ Generated over £70,000 income from film rights in one year
- ⇒ Secured over 30 recognised qualifications for employees
- ⇒ Established strong working relationships with many groups including Lewes District Council, Wave Leisure, Seaford Community Partnership, The Old Town Hall group, The Museum, The Arts at The Crypt, all the local sports clubs and many more
- ⇒ Construction of a new barn at the golf course and new water tank
- ⇒ Completion of the construction of The View bar restaurant and golf facility
- ⇒ Successfully defended the proposed sale of the Buckle car park



## SUCSESSES OF THE 2015-2019 ADMINISTRATION

- ⇒ Set up a partnership to self-manage the Crypt Art Gallery (saving STC £5,000 plus per annum), now have a craft store open six days per week there selling local crafts
- ⇒ Renewed lease arrangements with Martello Museum to enable museum to secure £300,000 in grant funding
- ⇒ Established the Old Town Hall as a self-running tea room and meeting place for the elderly
- ⇒ Re-established management arrangements with Friends of Blatchington pond to enable its continued good maintenance.
- ⇒ Set up a partnership with Premier Soccer which now enable 250 plus youngsters to play football every week
- ⇒ Improved Christmas Magic and now attract over 40 events to town every year including outdoor cinema and this year a beer festival
- ⇒ Adopted the Council's first Strategic Plan
- ⇒ Adopted a full system of corporate governance
- ⇒ Provided the Town with a much-needed medium sized employer with a typical 45 staff employed at any given time working from 4 hours per week up to full time
- ⇒ Improved the quality of maintenance of all the Councils 250 acre plus estate with regular inspections now in place



Seaford Town Council is now the 7<sup>th</sup> biggest Town or Parish Council in the Country in terms of finances. It is the biggest in Sussex in terms of finance and its staff numbers. **It is perhaps more notably the biggest generator of non-tax payer income in the Country.** The total income generated this financial year was £1,718,603, which is 2.4 times more than is generated from local taxpayers through the precept at £709,949.

This has been partially achieved by The Golf and The View total income £1,043,072. This year the Golf and The View have again gone back into profit with a surplus income of £117,056, (reduced to £22,365 after funds set aside in ear marked reserves for spike bar and borehole). This means that since the Town Council acquired the Golf Course in 2005 the total surplus income from golf now totals £366,123 which is one of the reasons why the Council tax in Seaford is significantly lower than any other Town in the District.

In addition to the golf income the Council has secured regular income from other commercial sources. A Council spokesman said "The total income generated within the Council offices this year is £675,531 (in addition to the funds generated at the golf complex) which is staggering when you consider that the main activities for Council Officers is non-income generating activities and that the total wages bill is £359,037 (including all on costs). The Council staff main activities are providing corporate and civic support, maintaining over 300 acres of assets including over 16 buildings, facilitating 40 plus events per year and delivering numerous... Cont. overleaf.

## SUCSESSES OF THE 2015-2019 ADMINISTRATION

... new projects every year. To achieve all of this with such a small workforce is an amazing achievement!”

The omens are already good for the current financial year both at The Golf and The View and within the Council offices with financial performance and bookings already looking very encouraging. A priority for the new Council is the replacement of the Martello Toilets with an up to date facility including Changing Places disabled toilet, indoor seating area, sheltered outdoor seating and two new concessions one relocating the existing concession. Council Officers are currently looking at sources of funding to enable the new facility to be built as soon as possible. Minor refurbishment works will take place soon to improve the toilets for this summer.

Thanks to the foundation stones that have been put in place by this outgoing Council, the projects that will be delivered, at no cost to local taxpayers but through prudence, commercial acumen and securing of grants will continue to increase to provide the much needed facilities and improvements to the town that residents ask for, whilst continuing to ensure the Council remains a commercially viable operation without onerous increases in Council tax.

## LOCAL AUTHORITIES

Municipal services within Seaford are provided by three tiers of Local Government - the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. Set out below is an overview of which authority provides each service.



Seaford Town Council

Phone: 01323 894 870

- |                                 |   |
|---------------------------------|---|
| ∂ The Salts                     | ∂ Street Furniture  |
| ∂ The Crouch                    | ∂ Memorial Benches  |
| ∂ Martello Fields               | ∂ Seaford Head Nature Reserve   |
| ∂ Seaford Head Golf Course      | ∂ CCTV  |
| ∂ The Crypt                     | ∂ The View at Seaford Head  |
| ∂ Beach Huts                    | ∂ High & Over   |
| ∂ Ice Cream Vans                | ∂ Many town events  |
| ∂ Seafront Kiosks & Concessions | More details on STC are laid out in this report or available on the website: <a href="http://www.seafordtowncouncil.gov.uk">www.seafordtowncouncil.gov.uk</a> |
| ∂ Martello Tower                |   |
| ∂ Play Areas (some)             |   |
| ∂ Seafront                      |   |
| ∂ Allotments                    |   |

## LOCAL AUTHORITIES



Phone: 01273 471 600



Phone: 0345 60 80 190

- ∂ Refuse Collections
- ∂ Waste & Recycling
- ∂ Litter
- ∂ Dog Fouling
- ∂ Housing
- ∂ Environmental Health
- ∂ Business Rates
- ∂ Council Tax
- ∂ Opens Spaces (some)
- ∂ Tourist Information
- ∂ Planning Services
- ∂ Economic Redevelopment
- ∂ Car Parks

For more details on LDC visit the website: [www.lewes-eastbourne.gov.uk](http://www.lewes-eastbourne.gov.uk)

- ∂ Seaford Library
- ∂ Highways
- ∂ Footpaths
- ∂ Road Conditions
- ∂ Street Lighting
- ∂ Education
- ∂ Children's Services
- ∂ Social Services
- ∂ Trees
- ∂ Seafront Cycle Scheme
- ∂ Trading Standards

For more details on ESCC visit the website: [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

## STRATEGIC OBJECTIVES

The Town Council is now almost three years in since adopting its mission statement 'Working Together for Seaford!' and identifying five key strategic objectives (April 2016), giving the Council and its Officers a clear, defined approach:

- ⇒ TO DEVELOP THE CULTURAL AND ECONOMIC WELL-BEING OF THE TOWN
- ⇒ TO IMPROVE THE ENVIRONMENT OF THE TOWN
- ⇒ TO IMPROVE AND MAINTAIN RECREATIONAL FACILITIES OF THE TOWN
- ⇒ TO HELP REPRESENT THE NEEDS OF THE COMMUNITY
- ⇒ TO PRACTICE GOOD GOVERNANCE AND FISCAL RESPONSIBILITY

Each objective was broken down in to specific projects and targets for Council officers, in addition to financial targets to meet, with overall performance against these regularly discussed in team meetings.

The Strategic Plan is available on the Town Council website and is regularly revised and reuploaded to the Council Policies page—<https://www.seafordtowncouncil.gov.uk/council-policies/>



2018/19 saw The View at Seaford Head continue to flourish—

- o The food and beverage net turnover exceeded 1/2 million pounds for the first time.
- o The team has been together now for over 1 year, consistency and longevity in this industry are rare.
- o We expect to host close to 100 functions this year.
- o All full time staff have achieved food hygiene certificates.
- o We continue to train staff, with standards of performance issued and reviewed regularly.
- o We continued to strengthen relationships with local suppliers and brewers, in particular Long Man Brewery where the staff enjoyed a tour, tasting and talk on how beer is produced in a sustainable and environmentally friendly way.
- o We became a Plastic Free Seaford Champion by changing 8 items that were plastic for non-plastic items.



# SEAFORD HEAD GOLF COURSE

Seaford Head Golf Course is one of the most spectacular golf courses in the country with mesmerising views of the sea, the South Downs, Cuckmere Valley and the famous Seven Sisters cliffs. The course is open 364 days a year, only shutting on Christmas Day.

The course is managed by the team of greenkeepers and the onsite Golf Professional, Fraser Morley, and his team. Seaford Head Golf Club is a separate entity, run by Committee, who work in partnership with the Golf Professional to manage membership of the club and course. There is often a membership deal available, so anyone interested in becoming a member should speak to the Golf Professional for more information on what's currently on offer.

The course appeals to a variety of players, being popular with visiting golf societies, one-off visitors and its regular members. Lessons are also available for golfers of all abilities, whether beginners or well experienced; with indoor training facilities and outdoor putting areas, any tuition requests can be catered for. Junior membership (17 and under) is welcomed and with junior lessons on offer the Golf Professional is always available in the Pro Shop to discuss junior golf with parents of budding golfers.

Visit—[www.seafordheadgolfcourse.co.uk](http://www.seafordheadgolfcourse.co.uk)

Call—01323 890 139 option 1

Email— [seafordheadproshop@hotmail.co.uk](mailto:seafordheadproshop@hotmail.co.uk)

## Membership Prices 2019/20

From 1<sup>st</sup> April 2019—31st March 2020

7 day:

Adult - £795.00

Intermediate 1 (30-39) - £530.00

Intermediate 2 (21-29) - £378.00

Youth (18-20) - £216.00

Junior (12-17) - £73.00

Junior 11 & under - free\*

5 day:

Adult - £620.00

Over 60's - £550.00

\* t&c's apply

18 hole downland/links course

Largest drop from tee to pin in the South

Open 364 days per year (weather dependent)

Well stocked Pro Shop & golf buggies available

Adult & Junior lessons with PGA coaches

Practice area & Golf simulator

State of the art clubhouse, modern changing rooms & showers

# EVENTS

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**2018** was a very successful year for events in the town. 40 plus events were held during the course of the year on Town Council land, ranging from well-loved boot fairs and fun fairs, to a football festival and a celebration of the Shoal Bench at Splash Point.

Sadly the 2018 Christmas Magic celebrations had to be altered at the last minute due to the gale force winds and rain. The Christmas Magic Committee were very saddened to have to scale back the celebrations after months of preparations.

On the back of the success of the events within the town in 2018, the Town Council's Events team are busy planning and taking bookings for events for **2019**. This year we have 2 new events for Seaford. SCIP bring their Green Show to South Hill Barn during August and also Sussex Events bringing a Beer & Music Festival to the Salts August Bank Holiday weekend! Current 2019 events:

\*due to being printed in early summer 19 these are subject to change so please do check dates nearer the time on the Council's website.



- ITALIAN MARKET - Town Centre, Sat 2nd Mar
- WILLIAM COLE FUN FAIR - Martello Fields, Fri 5<sup>th</sup> to Sun 14<sup>th</sup> April & Sept
- OPEN AIR CINEMA - Salts, Sat 13<sup>th</sup> April
- RAYSTEDE, FUN DOG WALK & SHOW - Promenade, Sat 29<sup>th</sup> April
- WAIFS & STRAYS FAMILY FUN DAY - Martello Fields, Sat 25<sup>th</sup> May
- JAY MILLER'S CIRCUS - Martello Fields, Thurs 30<sup>st</sup> May to Sun 3<sup>rd</sup> June
- MAYOR'S OPEN GARDENS TRAIL - Various gardens, Sun 10<sup>th</sup> June
- SUSSEX DAY - Martello Tower, Sun 16<sup>th</sup> June
- MOTORFEST - Martello Fields, Sun 23rd June
- VETERANS & ARMED FORCES DAY - Martello Fields, Sat 29<sup>th</sup> June
- MAYOR'S CIVIC SERVICE - St. Andrew's Church, Sun 8<sup>th</sup> July
- SUSSEX WILDLIFE TRUST UK—Sat 13th July
- UK TRIATHLON - Martello Fields, Sat 10th & Sun 11th July
- SCIP, THE GREEN SHOW - South Hill Barn, Thurs 15<sup>th</sup> Aug—Sun 25th Aug
- SEAFORD BEER & MUSIC FESTIVAL - Fri 23rd Aug—Sun 25th Aug
- OUTDOOR CINEMA - The Salts, Fri 13<sup>th</sup> Sept
- SEAFORD BONFIRE NIGHT - Town Centre/Martello Fields, Sat 19<sup>th</sup> Oct
- REMEMBRANCE SERVICE - War Memorial, Sun 10<sup>th</sup> Nov
- COMMONWEALTH WAR GRAVES SERVICE - Seaford Cemetery, Tues 12<sup>th</sup> Nov
- SEAFORD CHRISTMAS MAGIC - Town Centre, Sat 7th Dec

The ever popular **BOOT FAIRS** have returned to the Martello Fields from April through to October, as they do each year. Organised separately by the Scouts and Seaford Rotary Club, they each host a monthly fair on a Sunday morning, as follows:

<b>April</b>	7 <sup>th</sup> Ro	14 <sup>th</sup> Sc	<b>May</b>	5 <sup>th</sup> Ro	12 <sup>th</sup> Sc	Boot fairs are open to the public from 8.30am (Scouts) and 9am (Rotary) until 1pm.
<b>June</b>	2 <sup>nd</sup> Ro		<b>July</b>	7 <sup>th</sup> Ro	14 <sup>th</sup> Sc	
<b>August</b>	4 <sup>th</sup> Ro	11 <sup>th</sup> Sc	<b>September</b>	1 <sup>st</sup> Ro	8 <sup>th</sup> Sc	
				29 <sup>th</sup> Ro		
<b>October</b>	13 <sup>th</sup> Sc					

Ro - Seaford Rotary Club,  
Sc - Seahaven Scouts,



The Town Council’s Events team are focussing on increasing the number and quality of events on offer within the town over the coming year and always welcome feedback or suggestions from members of the public.

Some events are organised by the Council and others are organised by local groups or companies who hire the Council’s land. Full details of events and guidance on hiring an open space are available on the Council’s website at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

Details of events across the town can also be found on the Seaford Community Events Committee website at [www.seafordcommunityeventscommittee.co.uk](http://www.seafordcommunityeventscommittee.co.uk)



# FILMING

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Professional filming and photography on Town Council land proved very popular in 2018 with Seaford hosting to 2 big film crews over the summer months.

Filming for the 2 films, Hope Gap & Summerland's took place in various locations around Seaford, including Hope Gap Beach, Seaford Head, Seaford Head Golf Course, Seaford promenade, Seaford Train Station and Maurice Road; all enabling the film crew to capture the true essence of Seaford and providing breathtakingly atmospheric backdrops for the film.

The Town Council, as with any land owner, charges a fee for professional photography or filming on its land. In 2018-2019, the income from filming on Town Council land was an incredible £60,712; a huge increase on 2017-2018's £24,740.

The nature of the production varies from headline TV series, TV adverts and films, to fashion photo shoots and even Bollywood music videos!



Ellie Johnson-Bullock acts as a Filming Agent on the Council's behalf on Seaford Head Nature Reserve and the Council offers its gratitude for all her assistance in processing booking and assisting production companies when on site.

The Nature Reserve is a protected area due to its wildlife inhabitants and points of historic and scientific interest, and therefore filming on site is always done considerately and under the guidance of Sussex Wildlife Trust, which manages the site on the Council's behalf.

For further information on professional filming or photography on Town Council land, please contact us on: **01323 894 870**

**[facilities@seafordtowncouncil.gov.uk](mailto:facilities@seafordtowncouncil.gov.uk)**

There have been a few staffing changes across the Council during the 2018/2019 Municipal Year.

Georgia Raeburn, Executive Support Officer, went on maternity leave in November 2018 - congratulations to her and her family on the arrival of their bundle of joy! Maternity cover is currently in place.

Due to the successfully increasing projects and services provided by the Town Council and the return of Emily Piper from Maternity Leave, the Council undertook a further restructure of the Community Services department. This resulted in the Council being able to provide another local job and the position of Administrative Assistant (30hrs per week), following a recruitment process, was taken by Julie Payne. The restructure also sees both Emily Piper and Sharan Brydon become 'Project Support Officers' (Emily for 'Projects' and Sharan for 'Facilities'), Lyn Collins 'Marketing and Sponsorship Administrator' and Sue Treadwell returns to her 'Mayor's Secretary' position with the addition of 'Grants Administrator' which was added to her role to utilise the skills gained over her time in the Community Services department.

The Council has been keen to invest in its staff development wherever possible and the staff have undertaken a significant amount of training and qualifications over the year. From the Greenkeeper's Spraying Qualifications to the Office Staff's Bid Writing courses—including the Town Clerk, James Corrigan successfully completing the nationally recognised Certificate in Local Council Administration.

Finally, the Council was pleased to see 2018 had been another relatively healthy year for all staff with an average of 1 sick day per employee over the course of the year. In fact, out of 22 staff, 18 had no days sick leave at all!



SEAFORD TOWN  
NEIGHBOURHOOD PLAN

## SEAFORD NEIGHBOURHOOD PLAN

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The Neighbourhood Plan for Seaford has been under way since January 2016, being lead by the voluntary Neighbourhood Plan Steering Group and Action in Rural Sussex, with the support of the Town Council.

### **Why do we need a Neighbourhood Plan?**

Lewes District Council has given Seaford a housing target to find a minimum of 185 dwellings by 2030. With a Plan, Seaford residents are able to choose: where they want new homes, shops and offices to be built; say what new buildings should look like; and what infrastructure should be provided. Without a Plan, Seaford does not achieve such a strong influence, and receives less funding.

The Neighbourhood Planning team make proposals based on evidence collected from surveys, questionnaires, meetings etc. The process for developing the plan involves consulting residents and the authorities at all stages. The final proposed Plan then goes before an independent examiner, who checks that the Plan meets the right standards, and then to a local referendum where the residents of Seaford decide whether or not the Plan should be adopted.

# FINANCE

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## Budgeting and Council Tax explained

The Town Council budgets carefully each year to ensure it can deliver all of its services, offer improvements where needed and be realistic about its financial position and responsibilities over the coming year.

When carrying out the budgeting process, the Council must consider the finances needed for its range of activities, matching income, grants, precept and outgoings, such as overheads (staff costs, building running costs, etc.), maintenance costs and the expenditure on projects such as those within the Seaford Improvement Plan. Expected income from each area of the Council, for example through rents received, events bookings, filming income and external funding (see below for some of the commercial income figures the Council was pleased to achieve).

Income and use of balances covers a percentage of the expenditure over the year but the remainder is met by Precept demand, which is the figure to be met by Council Tax payments made by each household in the town.

Full details on the Council's Budget for the 2019/2020 Financial Year (and all previous years) can be found on the Council's website.

## How is the Town Council's element of Council Tax worked out?

The budgeted expenditure for the year and transfer to reserves (£2,790,615) less all budgeted income and grants received (£1,879,156) leaves the precept figure (£767,459). The precept figure divided by the tax base (9,544) gives the **Council Tax Element (£80.41)** for a Band D property within Seaford.

This figure of £80.41 represents a 9.94% increase on last year's Council Tax demand, which is the equivalent of **an extra £7.27 per year/14p per week** to deliver the services and projects set out within this Annual Report, bringing a wealth of benefits for the town.

## How does Seaford compare with its neighbouring towns for 2019/20?

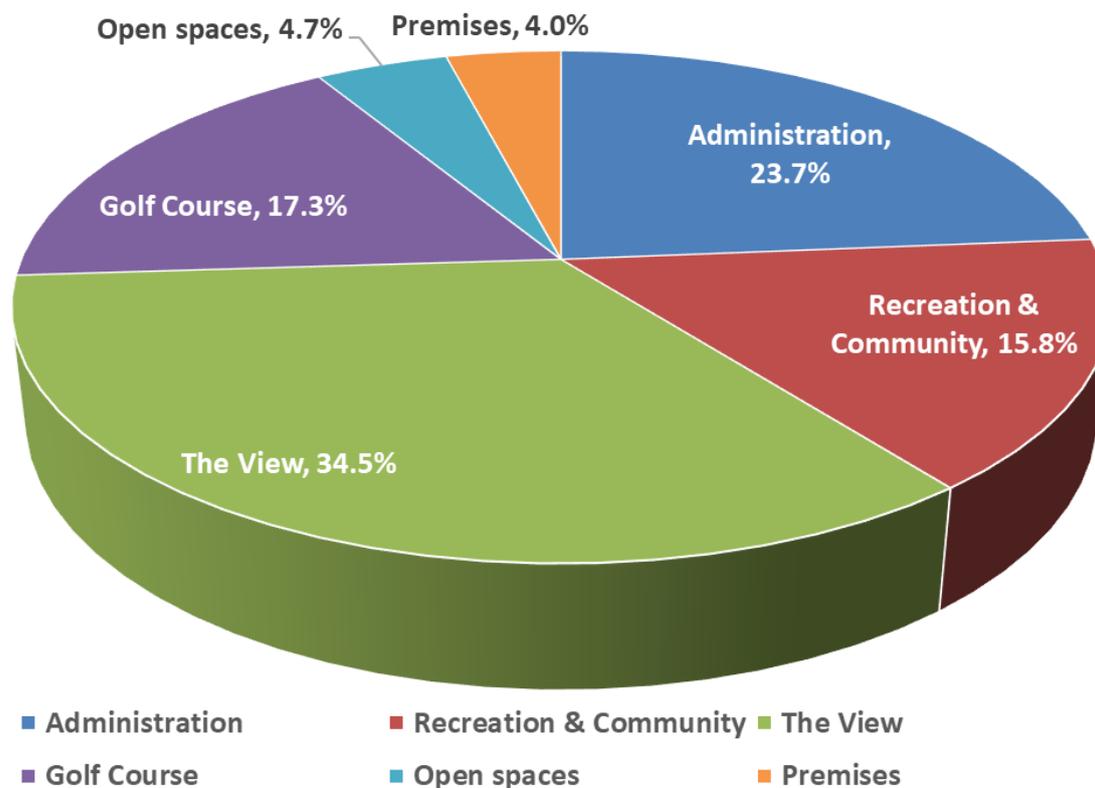
Seaford continues as for many years to be a Town Council with the lowest level of Council Tax in the local area and considerably lower than the District's average of £101.43; the Council endeavours to ensure this continues to be the situation.

In 2018/19 the Council prioritised generating **additional commercial income**, with positive results:

Filming within the town = £76,600+	Concessions around the town = £72,000+
Rent of Council owned properties/land = £71,000+	Hire of sports pitches = £12,400+
The Shoal/Xmas Magic, etc. = £31,800+	Golf Course income = £357,000+
The View income = £501,000+	

**Plus others, making over £1.7million in commercial income!**

## Where did the money go in 2018/2019?



**Administration:** was spent answering public enquiries, managing and facilitating Council projects and resources, responding to consultation and planning applications, servicing and administering Council/Committee meetings and managing the Council's asset portfolio, producing the Council's newsletters, press releases and other publications (Town Guide, Town Map, Council Tax Leaflet, Annual Report), Civic events and activities of the Mayor and Young Mayor, investment in the future of the town through developing the Seaford Town Neighbourhood Plan and putting back into the community through Financial Grants to local charities and groups.

**Seaford Head Golf Course/The View:** was spent providing the Seaford Head Golf Course and developing the business at The View, a restaurant, bar & function venue, and covering building loan costs.

**Premises:** was spent providing the Council offices at Church Street.

**Recreation & Community:** was spent providing the town's CCTV, (some) bus shelters and the South Street toilets, maintaining The Salts and the surrounding facilities, providing the floral displays around the town, maintaining The Crouch and its facilities, maintaining the seafront, including the two sets of beach huts and The Shoal project and providing the events within the town, including Seaford Christmas Magic, Veteran's & Armed Forces Day and the Christmas Lights.

**Open spaces:** was spent maintaining all other open spaces (17 in total) including Martello Fields, Seaford Head Nature Reserve and the Sutton Drove Allotments.

## GRANTS SCHEME 2018/2019

Seaford Town Council is committed to helping maintain and develop the services and support being offered to the residents of Seaford by the local organisations and community groups.

Each year the Council invites applications to be submitted for financial grants made available to these local organisations and community groups, providing they meet certain criteria and can prove they are having a positive impact in the local area and its residents.

Some of the grants are in the form of free or reduced rental use of Town Council facilities and assets, however the majority are in the form of monetary donations.

Listed below and to the right are the organisations that grants from the 2018/2019 Grants Budget, totaling £23,000.

Name of Organisation	Purpose of Grant	2018 £
Care for the Carers	To run two joint cinema trips for local carers to the Seaford Community Cinema which would support up to 16 carers and the person they each care for.	600
Cuckmere Buses	To meet ongoing annual running costs and void deficits. CCB is reliant on local authorities to help bridge the gap in income & expenditure.	750
Cycling Without Age - Seaford Chapter	Towards the purchase of a Trishaw; All weather cover; delivery & insurance.	500
Force Basketball Community Club	Planning & delivery of a Summer Programme of easily accessible sporting activity for all ages and abilities.	500
Home-Start East Sussex	To offer our reflective domestic abuse course to approx. 10 women who live in and around Seaford one day a week for eleven weeks each lasting approx. 4 hours.	500
Parkrun	To cover half of the set up cost required to start a weekly Parkrun Event.	100
Seaford Community Events Committee	Towards the cost of Event Management & H&S provisions for Motorfest in June 18.	1,500
Seaford Lifeguards	To provide suitable protective clothing for Operational Lifeguards & Beach Support Team Members.	1,500
Seaford Musical Theatre	For maintenance & repair of the building, auditorium, foyer, toilets, changing rooms and storage areas.	700
Seaford Scouts	To contribute to three scouts and a scout leader all from Seaford to attend The World Scout Jamboree.	600
SeeAbility	To support SeeAbility's vision rehabilitation service.	1,000

## GRANTS SCHEME 2018/2019

Name of Organisation	Purpose of Grant	2018 £
St James' Trust Seaford	To provide a series of cookery courses for men involving healthy eating and art classes of older and disabled people throughout the year.	500
Teddy Treats Childrens Charity	To support Top Talent Programme, working in the Town, sponsoring local children to support their passion and talent.	500
The Youth Counselling Project	To continue to provide counselling in 3 Seaford Schools (Seaford Head, Seaford Primary and Anney Catholic Primary) offering support to children facing serious mental health issues. A referred child will receive a course of 10 individual professional counselling sessions.	500
Waves Seaford Ltd	To support over 10 families through counselling & to run two Anger Management Courses for children in Years 5, 6 & 7.	2,000
Lewes District CAB	A Contribution to Staffing & Overheads.	5,000
Community Transport for Lewes Area	Dial-a-ride, Travel Club, Non-emergency medical appointment transport, vehicle maintenance, community group support.	4,000
Arts @ The Crypt	For Accounting Software & Laptop.	200
Bishopstone Parish Hall	To help with the cost of redecorating the inside of the hall.	350
Epilepsy Sussex	To buy between 40 & 50 Medi Alert & SOS Jewelry Bands.	250
ESAB Seaford (Inner Light) Group	Subsidising the cost of transport to and from monthly meetings & the hiring of a hall every month.	200
Seaford Community Partnership	Towards the administration & general running costs of the Partnership.	350
Seaford Refugee Support	To pay for hall & kitchen hire & materials for our Multicultural Meetup weekly sessions along with paying expenses to the Volunteers.	250
Seaford Silver Band	Towards overheads and to purchase some plastic instruments for new members to learn to play.	250
Seahaven Hard of Hearing Club	For more interesting speakers for our monthly mtgs along transport costs (CTLA) to and from the Club.	100
The Crouch Bowling Club	To purchase extra tables and chairs for new clubhouse as do not have enough for all members at present.	300

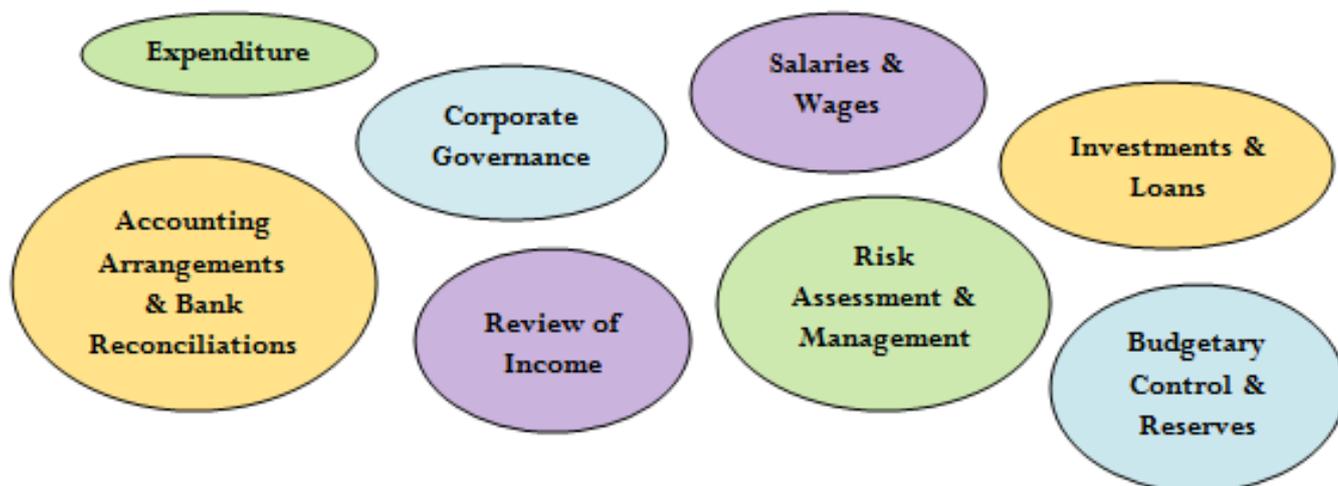
**All details of grants awarded are available on the Council's website at  
[www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)**

# INTERNAL AUDIT

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## What does an Internal Audit entail?

When conducting an internal audit, the appointed auditor will be reviewing the following areas to ensure that the Council is operating within the legal requirements of each area and acting effectively.



The auditor submits a report after each visit and a final audit report at year end; these reports will include the auditor's findings, conclusions and any recommendations for improvements. Each audit report is presented to the Council, included with the public agenda for that meeting.

## Internal Audit 2018/2019

Mulberry & Co. continued as the Council's Internal Auditor for the 2018/2019 Municipal Year, for the fifth year running. The auditor visited twice during the year: the final audit report for the year was considered by the Council at its meeting in June 2019.

In summary of the year's audit, the auditor stated 'It is our opinion that the systems and internal procedures at Seaford Town Council are well established, and followed. The clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. Whilst satisfied with all internal controls and able to give a clean internal audit opinion, the auditor has requested that the external auditor review the capital accounts when preparing the external audit opinion.

The Council awaits the external auditor's opinion; once received this will be reported at a Full Council meeting.

Each year the Council must prepare its Accounting Statements for the Financial Year and have these verified and approved by an External Auditor.

The draft Accounting Statement for the 2018/2019 Financial Year is below; this was approved by the Council in June 2019 and has now been submitted to the External Auditor for verification.

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	137,274	177,660	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	654,466	709,949	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,622,696	1,739,494	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	581,274	716,923	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	138,068	119,979	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,517,434	1,133,102	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	177,660	657,099	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	282,137	816,933	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	10,737,476	10,683,316	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,653,365	1,594,395	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

As mentioned above, these figures are still subject to approval by the Council and verification by the External Auditor, so may be subject to change.

Any questions regarding the Council's finances should in the first instance be sent through to Lucy Clark, Finance Manager, at [lucy.clark@seafordtowncouncil.gov.uk](mailto:lucy.clark@seafordtowncouncil.gov.uk)

## CIVIC ROLES

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At every Annual Meeting the Council elects a Mayor as the first point of business. Seaford also opts to elect a Deputy Mayor; a role which is discretionary but is felt to be good practice by Seaford Town Council.

### MAYOR OF SEAFORD 2019/20



At its annual meeting in May 2019, the Town Council voted on Councillor Nazish Adil for the 2019-2020 municipal year.

Councillor Adil said “I feel honoured to be elected by my fellow councillors as the new Mayor of this historic town of Seaford. It is such a special place. I’d like to thank each and every member of the community who voted in the local elections and all those who put their trust in me and the other recently elected councillors who now form the new Seaford Town Council. I feel proud that your representatives have the confidence in my ability to fulfil the important role of mayor. I look forward to working hard and enthusiastically with them all, to consolidate on past successes and to achieve our vision of what needs to change for the good of our much-loved town.

I would also like to thank Councillor Linda Wallraven, the past mayor, for her long and dedicated service to the town over many years, and the significant contribution she has made to the community through her work and her charities. She is, and remains, a great asset to the town. Thank you again Councillor Wallraven”.

Councillor Adil brings a wealth of experience to the position, including a degree and Master’s degree in Law. Having worked for more than six years for a human rights Non-Government Organisation in many areas providing advocacy and counselling services for the underprivileged and the victims of crime. Stating “I am a people person and love helping others, empathising with and empowering those I meet in the best possible way.”

Councillor Adil has been living in Seaford with her family since 2012 and is currently the manager at Moon of India, the first ever Indian curry house in Seahaven established since 1978!

The Mayor, Councillor Adil has chosen her charities as the Down Syndrome Development Trust and The Youth Counselling Project during her time in office throughout 2019/2020.

### 2018/19 MAYORAL YEAR

Councillor Wallraven was thrilled to be able to present Teddy Treats and Seaford Museum and Heritage Society £2,234.42 each.

As well fundraising, Councillor Wallraven as Mayor also attended over 100 civic engagement during the year; a truly remarkable achievement in addition to her Town Councillor duties!

At the Town Forum Councillor Wallraven was pleased to be able to announce her awards to individuals that helped support and enrich the town—details of awardees can be found in the minutes of the Annual Town Forum available to download from our website.

### 2019-20 Young Mayor

At its Annual Meeting on 16 May 2019, the Town Council welcomed James Jenkins to the office as Young Mayor of Seaford for the 2019-2020 Municipal Year. Supporting James is Deputy Young Mayor, Chanel Pritchard (both pictured left). For further information on the role please download our Young Mayor's Handbook from our website.

James has announced that with the support of his Deputy, Chanel, he will be looking to find ways to assist Seaford in becoming eco-friendly, working to support initiatives already in place, starting up and new, to help tackle climate change.

### 2018-2019 Young Mayor

The previous Young Mayor, Dominic Avey (pictured below) raised over £1000 for the Arts Department at Seaford Head School through fundraising such as fashion shows and quizzes.



and the Town Council are very grateful for all of the support from members of the public and businesses in raising this money.

### Role of Young Mayor

The Young Mayor is a position held for one Municipal year (May to May) with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor is supported by a Deputy Young Mayor, who is elected annually prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year.

The Young Mayor, and Deputy, are invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor is also invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

Seaford has its own Youth Task Group and Youth Forum which is based at the Youth Centre on Mercread Road. Both hold meetings throughout the year. The Council has a Councillor that attends the meetings as a representative but the Young Mayor ought to also attend these meetings where possible to enable them to truly represent the youth of Seaford.

There are also Management Committee meetings for The Base youth facility situated on the Salts Recreation Ground which it would be beneficial for the Young Mayor to attend.

The Deputy is also encouraged to attend these meetings to support the Young Mayor and prepare themselves for the following year when they take on the role of Young Mayor.

If you would like any further information please email [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)



# COUNCILLOR CONTACT DETAILS

## SEAFORD CENTRAL:



Councillor Rahnuma Hayder

[cllr.rahnuma.hayder@seafordtowncouncil.gov.uk](mailto:cllr.rahnuma.hayder@seafordtowncouncil.gov.uk)



Councillor Mohamed Ali Hayder

[cllr.mohamedali.hayder@seafordtowncouncil.gov.uk](mailto:cllr.mohamedali.hayder@seafordtowncouncil.gov.uk)



Councillor Mark Brown

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Councillor Linda Wallraven

[cllr.linda.wallraven@seafordtowncouncil.gov.uk](mailto:cllr.linda.wallraven@seafordtowncouncil.gov.uk)

## SEAFORD EAST:



Councillor Phil Boorman

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Councillor Rodney Reed

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Councillor Geoff Rutland

[cllr.geoff.rutland@seafordtowncouncil.gov.uk](mailto:cllr.geoff.rutland@seafordtowncouncil.gov.uk)



Councillor Alan Latham

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## SEAFORD NORTH:



Councillor Nazish Adil

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Councillor Richard Honeyman

[cllr.richard.honeyman@seafordtowncouncil.gov.uk](mailto:cllr.richard.honeyman@seafordtowncouncil.gov.uk)



Councillor Jim Lord

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Councillor Morag Everden

[cllr.morag.everden@seafordtowncouncil.gov.uk](mailto:cllr.morag.everden@seafordtowncouncil.gov.uk)

## SEAFORD NORTH:



Councillor James Meek

[cllr.james.meek@seafordtowncouncil.gov.uk](mailto:cllr.james.meek@seafordtowncouncil.gov.uk)



Councillor Jean Cash

[cllr.jean.cash@seafordtowncouncil.gov.uk](mailto:cllr.jean.cash@seafordtowncouncil.gov.uk)



Councillor Sylvia Dunn

[cllr.sylvia.dunn@seafordtowncouncil.gov.uk](mailto:cllr.sylvia.dunn@seafordtowncouncil.gov.uk)



Councillor Olivia Honeyman

[cllr.olivia.honeyman@seafordtowncouncil.gov.uk](mailto:cllr.olivia.honeyman@seafordtowncouncil.gov.uk)

## SEAFORD SUTTON:



Councillor Richard Morland

[cllr.richard.morland@seafordtowncouncil.gov.uk](mailto:cllr.richard.morland@seafordtowncouncil.gov.uk)

## SEAFORD BAY:



Councillor Bill Webb

[cllr.bill.webb@seafordtowncouncil.gov.uk](mailto:cllr.bill.webb@seafordtowncouncil.gov.uk)

## E. BLATCHINGTON:



Councillor Liz Boorman

[cllr.liz.boorman@seafordtowncouncil.gov.uk](mailto:cllr.liz.boorman@seafordtowncouncil.gov.uk)

## SEAFORD ESPLANADE:



Councillor John Edson

[cllr.john.edson@seafordtowncouncil.gov.uk](mailto:cllr.john.edson@seafordtowncouncil.gov.uk)

# COUNCILLOR ROLE & RESPONSIBILITIES

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## THE COUNCIL AS A CORPORATE BODY

A Council is a body corporate, which means that the decisions it takes are the responsibility of the Council as a whole. The Council is composed of a Mayor and Councillors. It is an elected body and is a legal entity separate from that of its members.

A Council may approve delegation of its powers to Committees, the Clerk, employees or another council. A Council legally must approve its accounts on an annual return, arrange internal audits and decide on Precept; this cannot be delegated to a Committee or Officer.

A Council is legally required to appoint a suitably qualified officer responsible for the proper administration of its affairs (a section 151 Officer) and an officer who is responsible for its financial affairs. At Seaford Town Council these responsibilities are within the role of Town Clerk.

A Council must vote on decisions by show of hands. There is no such thing as a secret ballot. If a recorded vote is requested this will be in the minutes of the meeting. A Councillor may abstain from any vote.

## COUNCILLORS AS INDIVIDUALS

- ∂ Councillors as individuals have no powers and cannot act individually;
- ∂ Councillors must declare in writing to abide by the Council's Code of Conduct and must sign a Declaration of Acceptance of Office after being elected to their term of office. A usual term is four years;
- ∂ Councillors must attend meetings of the Council or of its Committees, of which they are a member;
- ∂ And above all, Councillors should interact with the public to ensure the Council is serving the residents of its town to the best of its abilities and that the residents' voices are heard;
- ∂ Councillors are volunteers and are not paid.

## THE MAYOR

- ∂ The Mayor is elected at each Annual Meeting as the first order of business and must be a member of the Council, and must sign his/her declaration of office at this meeting;
- ∂ The Mayor will preside at meetings at which he/she is present and must be obeyed. He/she is responsible for conducting the meeting and ensuring decisions and actions are clear for the members to vote on and Clerk to act upon;
- ∂ The Mayor has no individual powers other than the authority to exercise a casting vote and the right to convene a special meeting of the Council;
- ∂ The Mayor has an allowance to help meet office expenses;
- ∂ The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.

## OUTSIDE BODY REPRESENTATIVES

Seaford Town Council is committed to working with and helping support local community organisations and groups. As a Council it is vital to maintain relationships with the organisations and groups within the town and work together to improve the town and enrich the experience for its residents and visitors alike.

The Council appoints representatives to each of the outside bodies and liaison committees at its Annual Meeting.

Any local group or organisation may invite a Council representative to join them; requests of this nature should initially be put in writing to the Town Clerk.

For information on any of the above outside bodies, their work or the group itself, please contact the relevant local Councillor (Councillor contact details page 30).

Outside Body	2019/20 Representative/s	Outside Body	2019/20 Representative/s
Access in Seaford & Newhaven	Olivia Honeyman	Seaford Allotment & Leisure Garden Society	Richard Morland
Bishopstone United Charities	Linda Wallraven	Seaford Befriending Group	Jean Cash
	non-cllr Penny Lower	Seaford Chamber of Commerce	Phil Boorman
Citizen's Advice Bureau	Nazish Adil		Nazish Adil
Community Rail Partnership	Richard Honeyman	Seaford Community Flood Action Group	Jean Cash
Community Transport - Lewes Area (CTLA)	James Meek		Olivia Honeyman
Crouch Bowling Club	Jim Lord	Seaford Community Partnership	Richard Honeyman
Cuckmere Community Bus	John Edson	Seaford Cricket Club	Jim Lord
Cuckmere Estuary Group	Liz Boorman	Seaford Head Golf Club	Richard Morland
East Sussex Association of Local Councils	Mark Brown	Seaford Head Nature Reserve M'ment Committee	Phil Boorman
Environment Agency Meetings	John Edson		Jean Cash
	Jean Cash	Seaford Head Swimming Pool	Richard Morland
	James Meek	Seaford Senior's Forum	*
Impact Seaford	Sylvia Dunn	Stakeholders Group on Health Issues	Alan Latham
Lewes Community Safety Partnership - Joint Action Group	John Edson		Nazish Adil
	Liz Boorman		Richard Morland
Lewes District Assoc of Local Councils (LDALC)	Mark Brown		Rahnuma Hayder
	John Edson	Strengthening Local Relationships	Linda Wallraven
Mercread Youth Centre	Liz Boorman		Nazish Adil
Neighbourhood Plan Steering Group	Alan Latham		Mahamed Ali Hayder
	Richard Honeyman	Tree Wardens Group	Rodney Reed
	Linda Wallraven	Youth Task Group	Morag Everden
	Sylvia Dunn		Nazish Adil
Newhaven Port Access Road Liaison Committee	John Edson		
Plastic-Free Seaford Steering Group	Rodney Reed		
	James Meek		

Good communication is a two way process; the Council is committed to building and maintaining open communication lines with the public and the residents of the town.

In order to ensure that the Council's news, updates and information are accessible to as many individuals as possible, the Council adopts various methods of information sharing:

The **WEBSITE** contains a vast amount of information and is regularly updated. It can be found at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk) and in mid September the Town Council will be launching its new, updated website—watch this space!

**FACEBOOK** is a very popular method of communication, in particular for getting news and updates in to the public domain quickly [www.facebook.com/seaford.town.council](http://www.facebook.com/seaford.town.council)

During 2018 the Council issued over 70 **PRESS RELEASES**, which are sent to over 30 press contacts and 200 members of public, to ensure news and updates are getting as much coverage as possible

**NEWSLETTERS** are produced quarterly and then distributed around the commercial properties in town or are available electronically from the website or by email on request.

In conjunction with Local Authority Publishing, the Town Council creates a **SEAFORD TOWN GUIDE** which is distributed to most houses throughout the town.

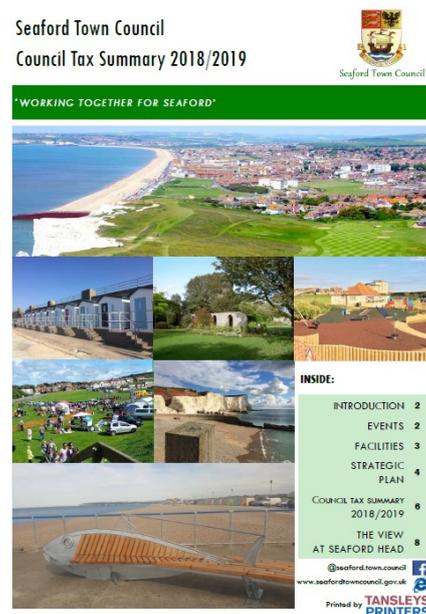
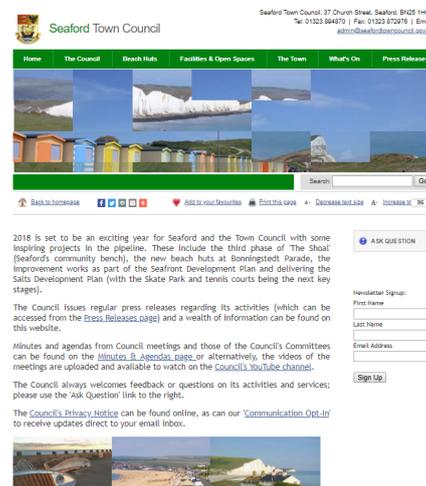
Since 2017, residents have received a **COUNCIL TAX LEAFLET** from Seaford Town Council, which is issued to all households in the town with their Council Tax demand letters

Since 2017 the Town Council has issued a **SEAFORD TOWN MAP**, which was identified as something often asked for by visitors to the area.

All **MEETING DOCUMENTS** i.e. agendas, reports and minutes of public meetings, are available from the Council's website or in hard copy on request to the Council.

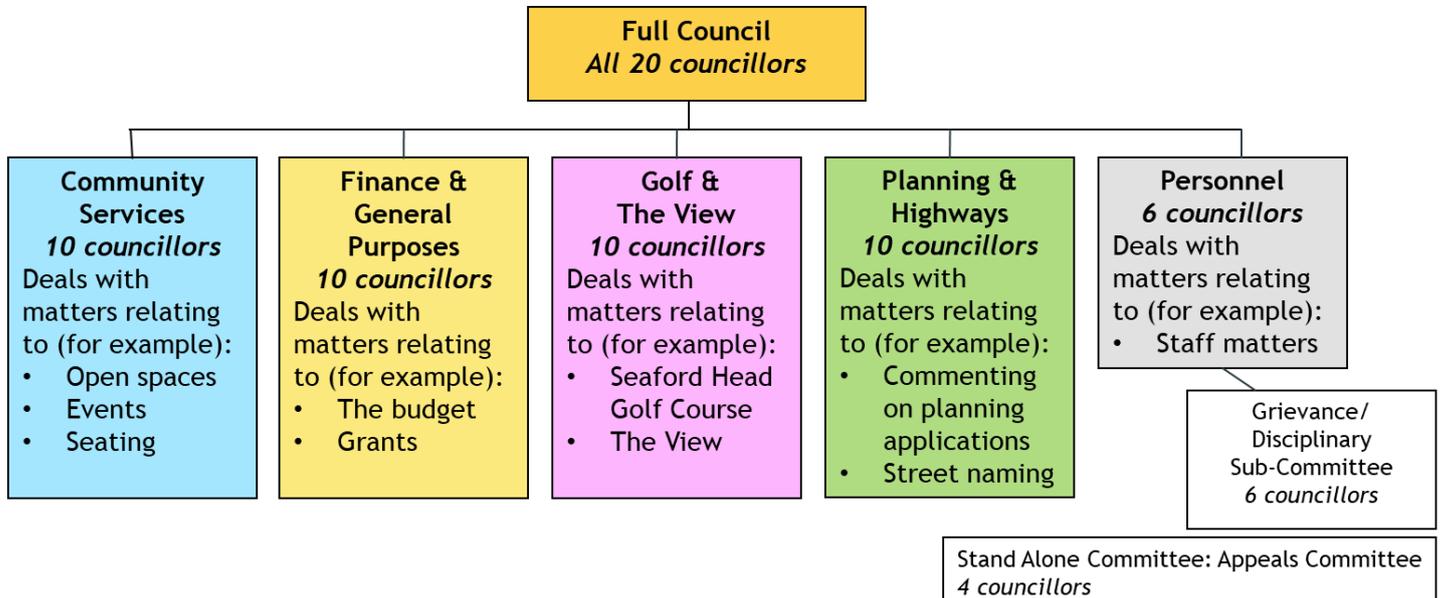
The Council has a **YOUTUBE CHANNEL** on which it publishes the recordings of its Council and Committee meetings; find it at [www.youtube.com](http://www.youtube.com) and search 'Seaford Town Council'.

**DIRECT CONTACT WITH COUNCILLORS** is always invited and encouraged; see page 30 for the contact details for the Town Councillors.



# COMMITTEE STRUCTURE

The Council's structure is set out as follows with all Committees and Sub-Committees reporting back to the Council, with the exception of the Appeals Committee which is a stand alone entity:



The Council sets the terms of reference and delegated powers for each of its Committees, usually at its Annual Meeting.

Delegated power means passing the decision-making capability of the Council on to another; without this, the Council would not be able to carry out its day-to-day functions. The full Scheme of Delegation setting out the delegated powers to Committees, Sub-Committees and Council Officers can be found on the Council's website.

## Meetings

The Council and its Committees meet at regular times throughout the Municipal Year. The meetings for the current 2019/2020 year are set out on the next page.

Meetings are usually held at 7pm in the Council Offices at 37 Church Street, Seaford.

All agendas, reports and minutes of meetings are available for download on the Council's website and Facebook page.

These are all public meetings and the Council encourages members of the public to come along and take part, see how the Council operates and the tasks and projects it has at hand. Please do note that due to the size of the accommodation at 37 Church Street the Public Gallery can only accommodate 24 members of the public.

There is a specific public participation section of each meeting to enable the public to get involved. The Council has a public participation policy, which helps guide and govern how public participation should progress.

Meetings are also video recorded and uploaded to the Council's YouTube channel.

Committee	Time/ Venue	2019												2020				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May				
<b>Community Services</b>	7pm - Church Street			11 Thurs								Budget 14 Thurs				16 <sup>h</sup> Thurs		
<b>Planning &amp; Highways</b>	7pm - Church Street (unless stated)	23 8pm Thurs	6 Thurs	18 Thurs	8 <sup>h</sup> Thurs	19 Thurs	10 Thurs	21 Thurs	12 Thurs	9 Thurs	20 <sup>h</sup> Thurs	12 Thurs	2 Thurs	14 Thurs				
<b>Finance &amp; General Purposes</b>	7pm - Church Street			4 Thurs		26 Thurs		Budget 28 Thurs						19 Thurs				
<b>Council</b>	7pm - Church Street	Annual Mtg* 16 Thurs	Annual Return** 20 Thurs		15 Thurs		17 Thurs			Budget 23 Thurs				26 Thurs			Annual Mtg*** 21 Thurs	
<b>Golf &amp; The View</b>	7pm - The View at Seaford Head		11 Tues			3 Tues			Budget 3 Tues					3 Tues				
<b>Personnel</b>	7pm - Church Street					Appraisals 12 Thurs					Pay Review 27 Thurs							
	6pm - The View at Seaford Head	Town Forum 21 Tues															Town Forum 5 Tues	



## The View at Seaford Head

T : 01323 890139 - E: [hello@the-view.co.uk](mailto:hello@the-view.co.uk)

W: [www.the-view.co.uk](http://www.the-view.co.uk)

**the View**

Restaurant, Bar & Function Venue



SEAFORD HEAD

*For all of your function requirements  
Our private function room is ideal for up to 50 guests and  
the maximum capacity of the whole venue is 120.*



**WEDDINGS. MEETINGS. PARTIES. WAKES  
ANNIVERSARIES. REUNIONS. AFTERNOON TEA**

**No room hire charge if opting for a finger buffet/hot fork buffet or 2/3 course meal**

Opening Hours: 7am to 8pm, 7 days per week (10pm Fridays & Saturdays)

Free Wi-Fi ~ Ample free car parking ~ Fully wheelchair accessible ~ Air conditioned ~ All day food options

