



Seaford Town Council

To the Members of the Full Council

The **Full Council** is being asked to make **remote decisions, via email**, on urgent business as set out in this agenda with votes being submitted by **Tuesday 31st March** at 9.00am.

Isabelle Mouland
Assistant Town Clerk
26th March 2020

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public.

4. Policy Reviews:

a. Scheme of Delegation

To consider report 156/19 presenting the reviewed Scheme of Delegation for adoption (Votes CEA 1, 2, 3, 4 & 5).

5. Additional Authorised Signatory to the CCLA's Public Sector Deposit Fund

To consider report 141/19 presenting a report regarding approving the appointment of a further authorised signatory for the CCLA's Public Sector Deposit Fund (Vote CEA 6).

6. Seaford Head Golf Course Pump House Tender Funding

To consider report 158/19 regarding the Seaford Head Golf Course pump house tender funding (Vote CEA 7).

7. Pay Grading & Awards EXEMPT

To consider exempt report 170/19 presenting details of employee's pay grades and annual pay increases (Votes CEA 8 & 9).

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

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Agenda Item No:	8 (f)
Committee:	Council – decision requested by email as result of Covid-19 Crisis Emergency Arrangements
Date:	March 2020
Title:	Scheme of Delegation Review
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present the revised Scheme of Delegation for adoption.

Recommendations

You are recommended to:

- 1. Adopt the revised Scheme of Delegation as presented at Appendix A (Vote CEA-1).**
 - 2. Agree to temporarily delegate power to the Planning Officer in consultation with the Chair of the Planning & Highways Committee to agree and submit a response on planning applications and tree works applications, where a consensus is reached by Planning & Highways Committee members by email. Where a consensus cannot be reached, the application will be referred to a meeting of the Planning & Highways Committee (Vote CEA-2).**
 - 3. Agree to delegate power to the Finance Manager in consultation with the RFO and Chair of Finance & General Purposes to agree the timescale for the 2020 annual financial grants process (Vote CEA-3).**
 - 4. Agree to temporarily suspend section 6 of the Public Participation Policy and allow members of the public to submit representation in writing, to be read out at the meeting (providing it does not take longer than four minutes) with an answer being provided at the meeting and then minuted in the usual fashion. In the case of participation regarding planning applications or reports, this will be circulated to Committee members by email and then included in the notes with an answer, in the usual fashion (Vote CEA-4).**
 - 5. Agree to temporarily delegate power to the RFO in consultation with the Chair of the Personnel Committee and Mayor to temporarily increase individual staff members salary scale points to reflect additional responsibilities being taken on as a result of external factors (Vote CEA-5).**
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1. Information

- 1.1** Further to the changes to the staff structure in November 2019 and the Council meeting on 28th January 2020, the Council's Scheme of Delegation has been reviewed.

1.2 Attached at Appendix A is the revised Scheme of Delegation with tracked changes.

1.3 The key changes are as follows:

- a.** Delegations to committees and those powers retained by Council have been corrected to reflect current and best practice.
- b.** The Disciplinary/Grievance Sub-Committees delegated powers have been clarified and an addition made, as per the recommendation within exempt report 146/19 considered by the Council on 28th January 2020.
- c.** The Town Clerk's delegated powers have been put in a table to aid the reader and also allow clear identifying of which role is responsible for each item in the absence of the Town Clerk.
- d.** The role of Deputy Town Clerk has been removed.
- e.** The role of Responsible Financial Officer has remained with the necessary delegated powers.
- f.** The newly-created role of Assistant Town Clerk has been included with the necessary delegated powers.
- g.** Further to the role becoming part time, the Executive Support Officer's delegated powers have been reviewed to reflect the responsibilities of the role as amended. Any responsibilities and associated delegated powers removed from Executive Support Officer's role have been included in the newly-created role of Assistant Town Clerk.
- h.** The General Manager of The View and Golf Professional both deal with incoming complaints relating to their services; the Scheme of Delegation now reflects this.

1.4 The Council is recommended to adopt the revised Scheme of Delegation as presented with a next review date of May 2021, unless required sooner.

Covid-19 Emergency Arrangements

1.5 On 20th March the Council issued a position statement setting out changes to its operations as a response to the Covid-19 outbreak and government guidance issued.

1.6 At the time of writing this report, it is still not known whether there will be any changes made to the legislation surrounding parish and town council meetings and election arrangements.

1.7 The Council is continually monitoring the forthcoming guidance and is reviewing its operations and emergency arrangements weekly, or more often where required.

1.8 In order to assist the Council to continue to function and most importantly, perform its legal responsibilities, the Council is being asked to temporarily increase delegated powers.

1.9 The requested delegated powers are set out below:

- a.** 'To temporarily delegate power to the Planning Officer in consultation with the Chair of the Planning & Highways Committee to agree and

submit a response on planning applications and tree works applications, where a consensus is reached by Planning & Highways Committee members by email. Where a consensus cannot be reached, the application will be referred to a meeting of the Planning & Highways Committee.'

This is to ensure the Council continues to respond to planning applications in a timely manner, meeting its legal responsibility as a local town council, whilst still allowing all Committee members to be involved in the decision-making process.

It is the intention that an 'agenda' will still be issued publicly detailing the applications and reports the Committee will be considering by email and then notes will be issued detailing the responses and any public comments received (public participation).

- b.** 'To delegate power to the Finance Manager in consultation with the RFO and Chair of Finance & General Purposes to agree the timescale for the 2020 annual financial grants process.'

This process would usually begin in April, with grants considered by the Finance & General Purposes Committee in July, however at this point in time officers would look to delay this until the Council has a better understanding of its financial position and monies available for the grants scheme.

- c.** 'To temporarily suspend section 6 of the Public Participation Policy and allow members of the public to submit representation in writing, to be read out at the meeting (providing it does not take longer than four minutes) with an answer being provided at the meeting and then minuted in the usual fashion. In the case of participation regarding planning applications or reports, this will be circulated to Committee members by email and then included in the notes with an answer, in the usual fashion.'

Section 6 states that 'to take part in public participation you must be present at the meeting to ask your question or make your statement.' Given government guidance, the Council should not be encouraging members of the public to feel they must attend public meetings to be able to make representations on items on the agenda or indeed preventing those who cannot leave their homes from being able to participate.

By allowing public participation to be submitted in writing to be read out at meetings or circulated to members in the case of the Planning & Highways Committee, this allows for members of the public to participate and councillors to still feel as though they are 'hearing the voices' of the public and taking these in to consideration.

- d.** 'To temporarily delegate power to the RFO in consultation with the Chair of the Personnel Committee and Mayor to temporarily increase individual staff members salary scale points to reflect additional responsibilities being taken on as a result of external factors, with this being reported to the Personnel Committee at the next available meeting.'

This is being recommended to allow the RFO in consultation with the above two councillors to grant a temporary increase to staff members

salaries to reflect additional responsibilities taken during unexpected circumstances outside of their control.

- 1.10** The temporary delegations at 1.9.a, 1.9.c and 1.9.d above are recommended to be in place until government guidance has changed/relaxed on social distancing and gatherings.

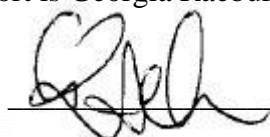
2. Financial Appraisal

The financial implications of this report are not quantifiable at this time as the only direct financial consideration is surrounding the suggested delegation at 1.9.d. In making any decisions under this delegated power, the RFO would be sure to provide the two councillors with a detailed financial evaluation of any increases being considered. This would then be reported back to the next available Personnel Committee meeting.

3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer



Assistant Town Clerk

Z.L. Moulard.

Responsible Financial Officer

A Singh



Seaford Town Council

Scheme of Delegation

The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Appointing Council representatives to outside bodies.
- 1.9 All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.2 Finance & General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.2.1** Review of budget position.
- 2.2.2** Consideration of annual budget request of all standing Committees for recommendation to Council.
- 2.2.3** Approval and award of grants and donations.
- 2.2.4** Considering and agreeing action to all Internal Audit reports.
- 2.2.5** Approval of Risk management strategy.
- 2.2.6** Civic & ceremonial activities.
- 2.2.7** Electoral matters.
- 2.2.8** Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).

2.3 Community Services Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Salts Recreation Ground.
- 2.3.2** Crouch Gardens & Recreation Ground.
- 2.3.3** Martello Fields.
- 2.3.4** Martello Tower.
- 2.3.5** Allotments.
- 2.3.6** Seafront & beach, including beach huts.
- 2.3.7** Seaford Head Estate (excluding Seaford Head Golf Course and The View).
- 2.3.8** Crypt & 23 Church Street.
- 2.3.9** Old Town Hall.
- 2.3.10** Public toilets.
- 2.3.11** 37 Church Street.
- 2.3.12** Hurdis House.
- 2.3.13** CCTV.
- 2.3.14** Other open spaces.
- 2.3.15** Seating, dog & litter bins.
- 2.3.16** Events.
- 2.3.17** Community support.
- 2.3.18** Tree Wardens.
- 2.3.19** Bus shelters.
- 2.3.20** Street lighting.
- 2.3.21** Spend within the Community Services Budget.

- 2.3.22** Consideration of annual budget request of Community Services Committee for recommendation to Finance & General Purposes Committee.

2.4 Planning & Highways Committee

All matters (except for creating Council Policy) relating to:

- 2.4.1** Planning applications.
- 2.4.2** Tree works applications.
- 2.4.3** Highways & traffic matters.
- 2.4.4** Street naming.
- 2.4.5** Local and regional plans.
- 2.4.6** All other planning or highway matters the Town Council is consulted on.

2.5 Golf & The View Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1** Seaford Head Golf Course.
- 2.5.2** The View at Seaford Head.
- 2.5.3** Reviewing and commenting on policies of Seaford Head Golf Club.
- 2.5.4** Spend within the Golf & The View Budget
- 2.5.5** To withdraw club memberships and bar from the premises, and any golfers whose behaviour justifies this.
- 2.5.6** The Golf Professional service and associated service level agreement.
- 2.5.7** Consideration of annual budget request of Golf & The View Committee for recommendation to Finance & General Purposes Committee.

2.6 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.6.1** All personnel matters not delegated to officers or Sub-Committees.
- 2.6.2** Authorise or not all incremental pay rises following staff appraisals.
- 2.6.3** Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.6.4** Authorise permission for staff to accept secondary employment.
- 2.6.5** Authorise adjustments to employees Terms & Conditions of employment.

2.7 Grievance/Disciplinary Sub-Committee

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.7.1** Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.7.2** Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.7.3** Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.7.4** Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

2.8 Appeals Committee

Note: the committee cannot consider an appeal against a decision taken by the Full Council.

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.8.1** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.8.2** Consider and resolve all Freedom of Information Act appeals.
- 2.8.3** Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.8.4** Consider all appeals against decisions where this is available within a policy.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

3.1 Town Clerk

- 3.1.1** The Town Clerk shall be the Proper Officer of the Council as defined in law.

3.1.2 See the table below for delegated responsibilities and the individuals to cover these in the absence of the Clerk:

	<u>Delegated Responsibility</u>	<u>Responsible in Absence</u>
<u>a.</u>	<u>Issue all statutory notifications.</u>	<u>Assistant Town Clerk</u>
<u>b.</u>	<u>Receive Declarations of Acceptance of Office.</u>	<u>Assistant Town Clerk</u>
<u>c.</u>	<u>Receive and record notices disclosing pecuniary interests.</u>	<u>Assistant Town Clerk</u>
<u>d.</u>	<u>Receive and retain documents and plans.</u>	<u>Assistant Town Clerk</u>
<u>e.</u>	<u>Hold the Council's Seal and apply it to documents as approved.</u>	<u>Assistant Town Clerk</u>
<u>f.</u>	<u>Sign notices or other documents on behalf of the Council.</u>	<u>Assistant Town Clerk</u>
<u>g.</u>	<u>Receive copies of By-laws made by principal authority.</u>	<u>Assistant Town Clerk</u>
<u>h.</u>	<u>Certify copies of By-laws made by the Council.</u>	<u>Assistant Town Clerk</u>
<u>i.</u>	<u>Sign summons to attend meetings.</u>	<u>Assistant Town Clerk</u>
<u>j.</u>	<u>Ensure compliance with Standing Orders.</u>	<u>Assistant Town Clerk</u>
<u>k.</u>	<u>Manage all Town Council staff, either directly or indirectly.</u>	<u>Executive Support Officer</u>
<u>l.</u>	<u>Manage the provision of Council services, buildings, land and resources.</u>	<u>Projects & Facilities Manager</u>
<u>m.</u>	<u>Incur expenditure in an emergency up to £5,000 whether budgeted or not.</u>	<u>Responsible Financial Officer?</u>
<u>n.</u>	<u>Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.</u>	<u>Assistant Town Clerk / Responsible Financial Officer / Projects & Facilities Manager</u>
<u>o.</u>	<u>Deal with dispensation requests from Members under the Code of Conduct.</u>	<u>Assistant Town Clerk</u>
<u>p.</u>	<u>Deal with matters specifically delegated by Council or Committee.</u>	<u>To be assessed individually by Senior Management Team</u>
<u>q.</u>	<u>Take all decisions relating to the training of Councillors & staff.</u>	<u>Executive Support Officer</u>
<u>r.</u>	<u>Appoint all employees in accordance with the Council's staff structure.</u>	<u>Executive Support Officer</u>
<u>s.</u>	<u>Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.</u>	<u>Executive Support Officer</u>

<u>t.</u>	<u>Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.</u>	<u>Executive Support Officer</u>
<u>u.</u>	<u>Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.</u>	<u>Executive Support Officer</u>
<u>v.</u>	<u>Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.</u>	<u>Executive Support Officer</u>
<u>w.</u>	<u>Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.</u>	<u>Responsible Financial Officer</u>
<u>x.</u>	<u>Responsible for the overall management of all budgets in accordance with Council policies.</u>	<u>Responsible Financial Officer</u>
<u>y.</u>	<u>Authorised to issue press releases on any Council activity exercised in accordance with Council policy.</u>	<u>Senior Management Team members</u>
<u>z.</u>	<u>Overall responsibility for Health & Safety across all Council owned sites.</u>	<u>Projects & Facilities Manager</u>
<u>aa.</u>	<u>Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.</u>	<u>Responsible Financial Officer</u>
<u>bb.</u>	Authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting).	<u>Assistant Town Clerk</u>
<u>cc.</u>	<u>Matters specifically delegated within Council policies.</u>	<u>(broadly speaking)</u> <u>Financial Policies – Responsible Financial Officer or Finance Manager</u> <u>Personnel Policies – Executive Support Officer</u> <u>Civic/Freedom of Information/Consultation Policies – Assistant Town Clerk</u> <u>To be assessed individually by Senior</u>

		<u>Management Team as and when required.</u>
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3.2 Assistant Town Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of Civic functions for the Council.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of employees within section.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.2.7** Matters specifically delegated by Council or Committee.

3.3 Executive Support Officer

- 3.3.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.3.2** Day to day management of all of the Council's Human Resources functions.
- 3.3.3** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.3.4** Matters specifically delegated by Council or Committee.

3.4 Responsible Financial Officer

- 3.4.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.4.2** Proper administration of the Council's financial affairs.
- 3.4.3** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.4.4** Ensure compliance with Financial Regulations.
- 3.4.5** Ensure compliance with all financial procedures.
- 3.4.6** Determine accounting policies, records and control systems.
- 3.4.7** Manage risk management of the Council.
- 3.4.8** Day to day management of employees within section.
- 3.4.9** Matters specifically delegated by Council or Committee

3.5 Finance Manager

3.5.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.5.2 Arrange and manage the Council's insurance arrangements.

3.5.3 Management of Council salaries in accordance with contracts of employment.

3.5.4 Day to day management of all employees within section.

3.5.5 Matters specifically delegated by Council or Committee.

3.6 Projects & Facilities Manager

3.6.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.6.2 Day to day management of land, buildings and other resources.

3.6.3 Project development for consideration by relevant Committee.

3.6.4 Management of maintenance contracts.

3.6.5 Day to day management of all employees within section.

3.6.6 Matters specifically delegated by Council or Committee.

3.6.7 Developing income generating activities.

3.6.8 Responsible for the management of the Community Services budget in accordance with Council Policy.

3.6.9 (Above responsibilities assumed by Projects Support Officers in the absence of the Manager).

3.7 General Manager - The View at Seaford Head

3.7.1 Day to day management of The View.

3.7.2 Management of the maintenance of the facility, including the car park.

3.7.3 Day to day management of all employees within section.

3.7.4 Appointment of all employees within structure.

3.7.5 Appointment of temporary and casual employees where a business case can be demonstrated.

3.7.6 Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.

3.7.7 Developing income generating activities.

3.7.8 Matters specifically delegated by Council or Committee.

3.7.9 Responsible for the management of The View budget in accordance with Council policy.

3.7.10 Dealing with complaints regarding The View, as per the Complaints Procedure.

3.7.11 (Above responsibilities assumed by Assistant Manager in the absence of the Manager).

3.8 Golf Professional (non-employee service contract)

3.8.1 Day to day management of the Golf Course.

3.8.2 Management of the maintenance of the Course.

3.8.3 Day to day management of all employees within section.

3.8.4 Authorising licensed vermin control shooters on course up to a maximum of four.

3.8.5 Developing income generating activities.

3.8.6 Matters specifically delegated by Council or Committee.

3.8.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.

3.8.8 Dealing with Complaints regarding activities on Seaford Head Golf Course, as per the Complaints Procedure.



Seaford Town Council

Report 141/19

Agenda Item:	9
Committee:	Council – decision requested by email as result of Covid-19 Crisis Emergency Arrangements
Date:	March 2020
Title:	Additional Authorised Signatories to the CCLA's Public Sector Deposit Fund.
By:	Lucy Clark, Finance Manager
Purpose of Report:	To approve changes for the management of the Public Sector Deposit Fund

Recommendations

You are recommended to:

- 1. To APPROVE the appointment of the RFO and the Assistant Town Clerk as authorised signatories and the RFO as a main correspondent for the CCLA Public Sector Deposit Fund as set out in 1.7 of this report (Vote CEA-6)**
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1. Information

- 1.1** The CCLA Public Sector Deposit Fund Account was set up in November 2018 by the previous Responsible Financial Officer.
- 1.2** On the set up of this account there were four appointed signatories:
 - Town Clerk
 - Responsible Financial Officer (RFO)
 - Finance Manager
 - Projects & Facilities Manager
- 1.3** The opening balance of £400,000 increased to £850,000 at its highest and currently sits at £575,000 at the time of writing this report. The total interest received to date is £4,890.33.
- 1.4** The Finance Manager is responsible for drawing down from this account and transferring into the Co-Op Current Account as and when necessary with the aim of leaving as much as possible within the CCLA account to maximise on the interest.
- 1.5** For clarity, the redemption of funds can only be transferred to the Co-op Current Account as per the original mandate and requires two authorised signatories to do this.
- 1.6** Following the departure of the Deputy Town Clerk and RFO in September last year, he was removed from the account reducing the signatories to three. This can make transferring funds difficult if people are on leave.

1.7 Approval is now sought to appoint the new RFO, Karen Singleton and the Assistant Town Clerk, Isabelle Mouland as authorised signatories and the RFO as a main correspondent for the Council's CCLA Public Sector Deposit Fund.

2. Financial Appraisal

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

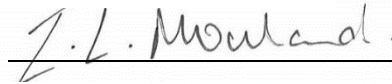
3. Contact Officer

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

Finance Manager



Assistant Town Clerk



Responsible Financial Officer





Seaford Town Council

158/19

Agenda Item No:	14
Committee:	Council – decision requested by email as result of Covid-19 Crisis Emergency Arrangements
Date:	March 2020
Title:	Seaford Head Golf Course Pump House Tender Funding
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	For members to consider the following report outlining the need and funding requirements for a new pump house servicing the irrigation system at the Seaford Head Golf course.

Recommendations

You are recommended:

- 1. To approve reallocating the Ear-Marked Reserve (EMR) set aside towards the cost of a spike bar at the Seaford Head Golf Course, to use in funding the building of a new pump house for irrigation of the Golf Course (Vote CEA-7).**
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1. Background information

- 1.1 In the last two years significant work has been undertaken to improve the irrigation system and associated infrastructure that supports the Seaford Head Golf Course.
- 1.2 Lakes and Greens currently undertake the annual serving of the irrigation system and advised that the water storage tank was showing perforations in the steel shell which was as a result of advanced corrosion on the inside of the structure. They advised that the tank should be replaced as soon as possible to avoid the possibility of a structural failure causing injury and damage to surrounding buildings and equipment. This service was undertaken in 2019.
- 1.3 At the time Lakes and Greens also provided the following advice:

*‘Both pumps are advancing in years and we would recommend replacement of both the pump set and pump house in the near future.
The pumphouse is so small, servicing of equipment is difficult with the close proximity of extreme high-pressure delivery pipe work and 3 phase electricity in a confined space is a high risk to operatives.
One of the pumps is in need of a replacement motor bearing we are arranging to have this replaced by the manufacturer we hope this can be carried out on site.’*
- 1.4 The Head Greenkeeper has kept members informed of the need for a new pump house via the Golf & The View Committee meetings.

- 1.5 It was hoped that with the introduction of a borehole this would negate the need to pay for the water for the Golf Course and this saving, in time, could be used to pay for a new pump house. However, there is a need to prioritise the new pump house as it is felt that the current installation is nearing the end of its life and could fail significantly in the near future.
- 1.6 Members are advised that the funding for the new water tank and borehole was from a VAT refund for the Golf Course of £50,000.
- 1.7 At the 23rd January 2020 budget meeting of Council, members budgeted to do the work in 2020, funded by a Public Works Loan Board (PWLB) loan. The repayments were budgeted for over 25-years.
- 1.8 Officers have been advised that it is unlikely that borrowing approval would be granted for this project. Approximately £40,000 is required and one of the criteria for borrowing approval is '*that the amount to be borrowed should generally not be less than £5 x the number of local government electors*' taken from the NALC Department for Communities and Local Government Guidelines providing a checklist of key information to be provided with any Parish and Town Councils borrowing application.

For Seaford Town Council this is £100,000. The renewal of the pump house has not been subject to a public consultation which is also a criteria of a successful borrowing approval decision.

- 1.9 As the project is of a relatively urgent nature, officers have looked at alternative sources of funding. There is currently £38,548 in an Ear-Marked Reserve (EMR) to be used for any planning and preliminary works associated with the building of a new spike bar at Seaford Head Golf Course.
- 1.10 This project is at a feasibility stage at present and therefore it is proposed to reallocate the £38,548 from the spike bar to fund a new pump house and revisit the funding for the spike bar as part of the 2021/22 budget setting process.
- 1.11 A formal tender process will be required to award a contract for a new pump house, subject to funding being approved.

2. Financial Implications

- 2.1 Members need to consider the financial implications should the pump house fail, and the irrigation system could not be used to water the golf course.
- 2.2. During 2019, the pumps failed for two weeks and the greenkeeping team had to hire a water bowser and hand water the course, which is not a sustainable process and required working over and above their contracted hours of work and usual working hours i.e. early starts and late finishes.

Some damage to the greens also occurred. If the greens are not kept in a good condition, there is risk to potential revenue as golfers and societies could choose not to use the course if it was not maintained to an acceptable level.

- 2.2 There is £38,548 in EMRs for a spike bar at the golf course and a budget for loan repayments of £1,971; a total of £40,519. This is thought to be sufficient for the project, but the exact amount will be unknown until the tenders have been received and opened.

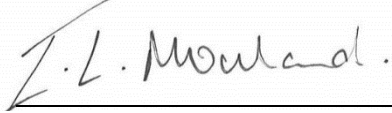
2. Contact Officer

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

Projects & Facilities Manager



Assistant Town Clerk



Responsible Financial Officer