



Seaford Town Council

To the Members of the Golf & The View Committee

Councillors D Argent (Chair), B Payne (Vice-Chair), N Adil, M Brown, J Cash, J Edson, R Reed, M Hayder, R Hayder and B Webb.

Also, the co-opted members from Seaford Head Golf Club; Alan Miller and Eddie Martin.

A meeting of the **Golf & The View Committee** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Tuesday, 8th June 2021** at **7.00pm**, which you are summoned to attend.

Adam Chugg, Town Clerk

28th May 2021

*** Members of the public looking to access this meeting should please refer to the notes at the end of this agenda. ***

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 relevant legislation and Seaford Town Council Policy.

Public participation will be invited in three ways; via Zoom, physically in person at the meeting or via written statements submitted in advance and read aloud by an officer.

4. Head Greenkeeper's Update Report

To consider report 22/21 providing an update on golf course maintenance (pages 7 to 10).

5. Golf Professional's Update Report

To consider report 23/21 providing an update on golf course related matters (pages 11 to 15).

6. The View General Manager's Update Report

To consider report 24/21 providing an update on operations at and performance of The View (pages 16 to 18).

7. Golf & The View 2020 – 2021 Year End Finance Report

To consider report 15/21 presenting the 2020 – 2021 year end financial position for the Golf & The View Committee (pages 19 to 25).

8. 17th Green Replacement – Initial Report

To consider report 25/21 presenting an initial report on the steps being taken so future options of the 17th green can be considered (pages 26 to 29).

9. Golf Professional Service Contract Review Update

To consider report 26/21 providing an update on the review of the Golf Professional service contract – progress so far and next steps (pages 30 to 31).

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

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

Circulation:

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Watching the livestream of the meeting on the [Town Council's YouTube channel](#)

OR

2. Attend the meeting in person.

Due to Covid-19 restrictions, the number of public in attendance will be limited to 14. The Town Council therefore asks that you contact

georgia.raeburn@sefordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

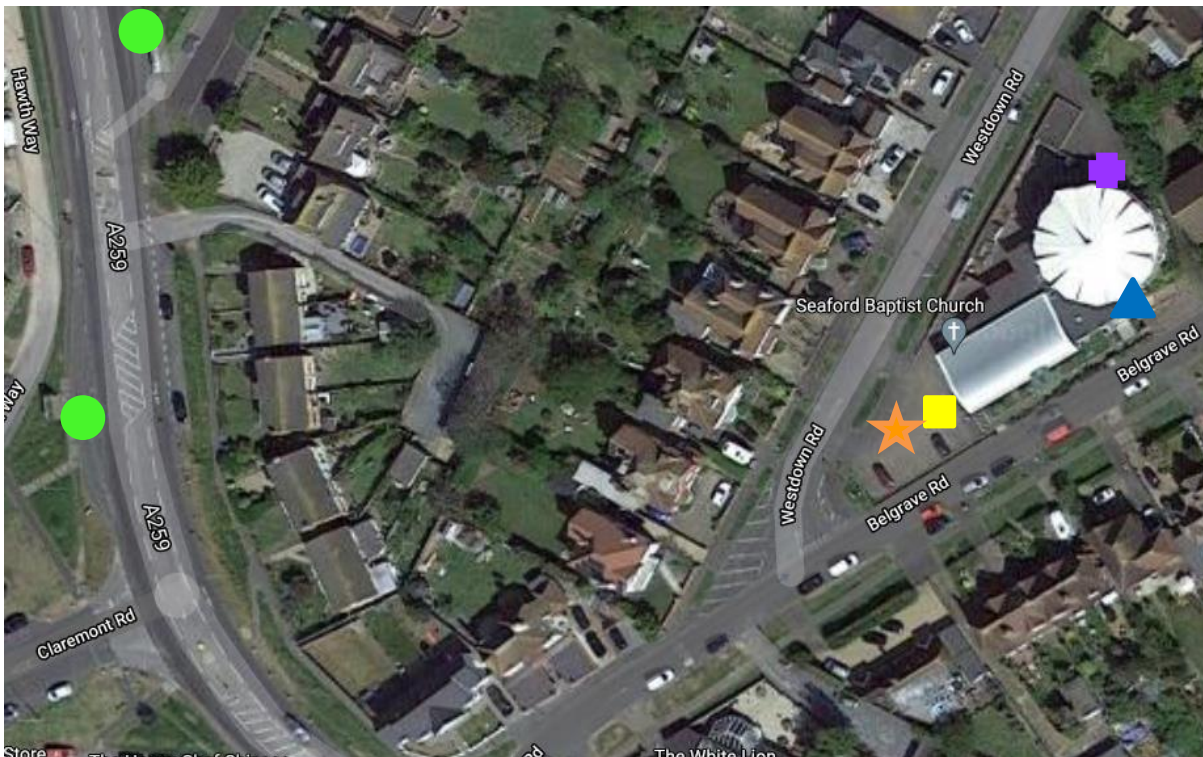
Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Access to the meeting by all participants is as set out below:



Picture key:

Green circle – main bus route stops, a 2 to 3 minute walk from venue.

Yellow square – bike racks available onsite.

Orange star – onsite car parking, limited number of spaces – alternative car parking on street.

Blue triangle – main entry point to be used, requires use of stairs OR

Purple cross - disabled access and pathway to Belgrave Road or Westdown Road.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting may do so in three ways:

1. Submit a written statement using the above contact details, which will be read out by a Council Officer during the public participation section of the meeting, or;
2. Join a virtual Zoom meeting that will be visible to the meeting participants and will allow you to make your statement verbally to those present in the meeting, or;
3. If attending the meeting in person, by making a verbal statement at the meeting during the public participation section of the meeting.

Your statement should be regarding business on the agenda for that meeting.

A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.

Written Statement:

1. Please ensure that any written statement is submitted to georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting.
2. Submissions can be submitted by post but you must be mindful that this is received 24 hours before the meeting still; the Town Council cannot take responsibility for post that is not received in time.
3. While every effort will be made to include all submissions possible, those received later than the above may not be guaranteed to be read aloud.
4. Submissions should be no longer than 4 minutes in length to read (this is roughly 1 – 2 pages of A4).
5. If there are any concerns about the nature of your submissions, officers will raise this with you in advance of the meeting where possible but the right is reserved to not read aloud all of submissions where there is a justified reason for this – officers will inform you where this is the case.

Verbal Statements:

Further details regarding the specifics of attending the Zoom meeting or in person are further below, but these are key points for any form of verbal participation in the meeting:

1. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is (if via Zoom, the technical host will also prompt you if needed).
2. You do not have to state your name if you don't want to.

3. This point is usually included on the meeting agenda as 'Public Participation' although in Planning & Highways Committee meetings members of the public are also invited to speak immediately before each planning application, if they wish to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. If attending via Zoom and you have no video feed and only audio, you will have to unmute yourself and state your wish to speak or indicate this using the 'chat function' within Zoom.
7. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
8. Members of the public should not speak at other points of the meeting.

Participation via Zoom meeting:

If you are looking to join the Zoom meeting you will need to join the meeting for 7.00pm.

Please use the meeting details below.

It is important to note that at this Zoom meeting you will only be able to see yourself and other public participants, not the physical meeting. If you would like to watch the meeting proceedings, you will need to have both the livestream and Zoom operating (which can be done on the one device/screen); [instructions to do this are available for download from the Town Council's website.](#)

Zoom Details:

Zoom Meeting Link:

<https://zoom.us/j/96182921571?pwd=SWdoSXgxZFNpNVd6NVgvNWxNaGk3dz09>

Zoom Meeting ID: 961 8292 1571

Zoom Meeting Passcode: please email georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting to request the passcode

Joining the Zoom Meeting:

1. When you join the meeting, you will enter the virtual waiting room and a Town Council officer (the 'technical host') will let you in to the meeting at the appropriate time.

2. We advise residents to change their Zoom names to 'Resident' as names will be visible to those in the meeting and possibly on the livestream of the meeting to YouTube.
3. With Zoom, you will have the option to choose whether or not you want your video feed on.
4. We ask that all members of the public remain muted during the meeting.
5. If joining part way through the meeting, you may have a short period in the waiting room if the host has to wait for a suitable point to allow you to enter.
6. The Zoom meeting will remain live for all of the meeting (save for where an exclusion of the press and public is required) but participation will be limited to the public participation section of the meeting.

Covid-safety Measures:

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings.

In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source [NHS website](#)); or if there is any reason to believe you have been in contact with someone with Covid-19.
2. Unless you have a valid medical exemption, you will be required to wear a mask when in the venue. Failure to do so could result in your being removed from the meeting.
3. The Town Council would encourage anyone attending the meeting in person to have carried out a rapid lateral flow coronavirus test before attending. These are tests taken at home, giving you an instant result, and ordered for free from the [Gov.uk website](#) or by calling 119 (open 7am to 11pm, calls are free).
4. If you test positive, do not attend the meeting; you will need to self-isolate immediately and follow the advice on the [NHS website](#).
5. Touch as few shared surfaces as possible when at the meeting and bring your own supplies (reusable water bottles, pens, tissues, copies of agendas etc).



Seaford Town Council

Report No:	22/21
Agenda Item No:	4
Committee:	Golf & The View
Date:	8th June 2021
Title:	Head Greenkeeper's Update Report
By:	Simon Lambert, Head Greenkeeper
Purpose of Report:	To provide the Committee with an update on golf course maintenance

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of this report.

1. Information

1.1 Overview:

1.2 As we entered into spring the course reopened and was very busy, this provided a challenging time as the temperatures were not great and with no rain, we struggled to get grass to grow. We managed the wear knowing that at some point we would get the spring we wished for and could start to get some growth. As April finished, we were not disappointed, the rains came and didn't seem to leave; as greenkeepers we were delighted. The fertilisers came out and we set about feeding and seeding all the areas of the course that required extra help. We have been delighted with the results and have been able to really shape and build a golf course that looks and plays great. We look forward now to some more settled weather and to continue to maintain the course.

1.3 The bluebells were late this year but didn't disappoint when they came. This year has provided one of the best shows of flowers with even some popping up in new areas. The wildflower meadows on Southdown corner

have really come into their own this year with thinner grasses and more flowers able to grow and offer pollen to bees and wildlife. The elms struggled last year with less watering due to lockdown but with maintenance and some care we hope to get them established.

- 1.4** We have developed the practice area into a more usable space to hopefully encourage more use and also provide space for lessons in the future. We have built a dedicated tee area with marked yardage boards. We have positioned three flags as targets at set distances. The yardage boards have been planted behind with gorse to help them blend in and look more natural in the future.
- 1.5** Following my last report investigation work continues on what is required and the cost involved in moving the 17th green and 18th tees. A report regarding this is elsewhere on this agenda and a working group is being formed to move the project forward.
- 1.6 Course maintenance:**
- 1.7** As we moving into spring and prior to golf coming back, we performed a number of cultural practices on the greens to remove thatch, introduce air and feed and renovate the greens surfaces. These have all had a great effect on the grass health and set a good base for the season.
- 1.8** The program has the added benefit of promoting a healthy soil profile encouraging and feeding the beneficial bacteria and fungi. These in turn help to break down thatch and nutrients not available to the grass plant. These together produce a protective web around the plant root system protecting it from pests and disease.
- 1.9** The work to remove two bunkers and shape the areas have gone really well, the 1st hole in particular has taken shape really well with good growth allowing us to utilise different moving heights to offer a challenging slope and mound to play over or round. This still offers a golfing hazard in this wind corridor where maintaining a bunker was tricky.
- 1.10** Bunkers following their renovations and shaping were all filled and topped up with new sand. This is a yearly task as during the windy spells we have, a large amount of sand is blown away. As we continue to shape and change the bunker designs, we will hopefully prevent some of this by opting for shapes and designs that help control the loss.

- 1.11** The buggies continue to be popular and bring in a good income. When we have found and purchased the appropriate digger, we will begin making plans for winter maintenance projects. Having a digger will enable us to improve the paths and routes to make them of a better standard, hopefully leading to increased use of the buggies during the autumn months.
- 1.12 Irrigation:**
- 1.13** The pumphouse and pump replacement project has been completed, the system is working well and we can now make more efficient watering programs for the course. The new pressure system has highlighted a few repairs that were needed on the course. This has been done and will now prevent further water loss and wastage.
- 1.14** The clubhouse roof irrigation supply of the water is still in need of addressing to repair small leaks and replace the meter, so we have a means of monitoring the water usage. We have looked into connecting to the borehole supply. This would require additional works and pressure reducing valves; costs for this could be quite high.
- 1.15** Moving forward this should be planned for as the current usage of water to irrigate the roof is costly and moving away from mains could help to save around £2,000- £3,000 annually.
- 1.16 Staff:**
- 1.17** After six months of working with our newest team member, I am pleased to say we are more than happy with the appointment. He has now completed his probation period and is enjoying his time here.
- 1.18** One of our Assistant Greenkeepers continued to make progress on his level 3 coursework. He has almost completed online learning for functional skills, Maths, ICT and English as appropriate as part of his modern apprenticeship.
- 1.19** We hope to begin to all take part in online learning of first aid training over the coming months as this is the safest way currently to ensure we all have had an update on our current qualifications.
- 1.20** Two team members will be attending at one day course for basic tree inspections this will allow us to identify and deal with any issues of health or safety issues with our trees prior to bigger problems being caused.

1.21 Machinery:



- 1.22 The year 4/5 machinery replacement has completed with two machines being traded in and one new machine replacing their jobs. This was purchased through a local company on purchase, leased over 5 years. The new machine has allowed us to maintain the course while using less fuel, in a more safe and efficient way.
- 1.23 Winter maintenance was complete and all units were sent away for blade replacement and sharpening. All machines have been working well during this period where we have certainly put them to the test with the increased levels of grass growth.
- 1.24 We are keeping an eye on the market for an appropriate digger to purchase. We have a few leads and will be following these up. We hope to have found and secured one prior to the end of summer to help us put together a winter renovations program. This will enable us to make huge improvements inhouse as explained in the first section of this report.
- 1.25 The condition of our modern machinery is an investment that enables our relativity small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

2. Financial Appraisal

- 2.1 The costs of moving and rebuilding the 17th green and 18th tee are being investigated.
- 2.2 The costs of works to the water supply for The View roof irrigation are to be investigated.

3. Contact Officer

The Contact Officer for this report is Simon Lambert, Head Greenkeeper.

Head Greenkeeper	
Town Clerk	



Seaford Town Council

Report No:	23/21
Agenda Item No:	5
Committee:	Golf & The View Committee
Date:	8th June 2021
Title:	Golf Professional's Update Report
By:	Fraser Morley, Golf Professional
Purpose of Report:	To provide an update on golf course related matters

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of the report.
2. To agree to purchase a 10-inch PSi Touch System and approve up to £834 towards the costs of this system.
3. To note that in future years, the Town Council would budget for the cost of the annual hardware support service (currently £282 including VAT) and will speak with Seaford Head Golf Club about whether it would be willing to make an annual contribution towards this cost.

1. Information

1.1 Course Conditions and Income:

1.2 This quarter has seen a return to golf again after a long lockdown. April was a great month for the return with some agreeable, if not cold, weather. We saw members and visitors return in abundance and figures showed us beating 2019 figures (there were no figures for 2020 as the course was closed) by nearly £10,000 across the three visiting incomes. May has been a little worse due to the weather and some awful weekends but end of month figures are still on track with a long weekend still to come. The forecast for the bank holiday weekend looks good at this time.

1.3 The Head Greenkeeper and his team have done an amazing job in preparing the course for play. We have had many great reviews for the

course and visitors stating we are at least a month ahead of some of the other courses, in terms of condition. This really justifies having the team continue to maintain the area through lockdown and enabled us to hit the ground running on reopening.

- 1.4** Income has been adversely affected in the last financial year. The return to golf has however seen positives in numbers of visitors and members alike. With some agreeable weather, this could be a fantastic year and help to claw back some of the losses from this most difficult of times.
- 1.5** The hire of golf buggies has been a little slower than normal, although conditions allow. This is mainly due to people still being nervous about sharing and also, if they are anything like myself, they feel they need the exercise more after lockdown.
- 1.6** Although certain revenues, such as buggies and societies, have been adversely affected over the last year, the green fees have held up those income streams. With restrictions now easing we will see a return of these in earnest.
- 1.7 Membership:**
- 1.8** Membership renewal has been positive, at time of writing this report we have, in terms of numbers, six more members than last year. This still shows a slight short fall on budget but with more people still to return. I am confident that we will pass budget for this year quite easily. Locker sales have already achieved budget.
- 1.9** Membership figures:

Membership Type	Current Year	Renewals	New	Last Year Total	Difference
7 Day	95	85	10	98	-3
Senior	120	112	8	117	+3
5 Day	4	4	0	8	-4
Intermediate 2	25	10	15	14	+11
Intermediate 1	6	1	5	10	-4
Youth	9	0	9	1	+8
Junior	6	4	2	11	-5
Totals	265	216	49	259	+6

- 1.10** We can see the breakdown of the members from the table above. The standout category has been the Intermediate 2 this year with 15 new members on last year. This is the 30-39 age group and sees a welcome increase in the younger demographic to the club. With the ever-aging membership, these areas are key over the next few year for recruitment for the sustainability and future of the club and course.
- 1.11** As I mentioned, I see these figures increasing as this year goes on as we welcome back golfers who are medically unable to pay currently and also when we pro-rata the prices on July 1st and offer the winter tickets from October 1st.
- 1.12** At the moment, the figures are very positive and attracting 49 new members is exceptional in these times.
- 1.13 Societies:**
- 1.14** This month has seen a welcome return of society golf. We had built a great reputation as a society venue with over 250 groups visiting us in 2019. This groundwork has seen a great return of these societies and new ones for this year. We currently have 110 booked in for the rest of the year and new ones coming in almost daily.
- 1.15** 2022 could see a record number of societies booking as some have deferred to next year with the doubts over any restrictions. Let's hope we can have a clear year to make this happen.
- 1.16 17th Hole:**
- 1.17** I am working closely with the Head Greenkeeper regarding the restructuring of the 17th hole. The report elsewhere on the agenda shows all the technical details and conditions needed to move forwards with the plan and will help futureproof the course for years to come.
- 1.18 World Handicap System (WHS) Terminal System:**
- 1.19** With the implementation of the new handicap system at the course, I believe it would be beneficial to install a handicap terminal for golfers to be able to enter their general play scores after their game. I feel this would not only increase revenue from the golfers but also go some way to welcoming back the golfers into The View, who might otherwise not use the facility. This is something that will be seen and expected at all golf clubs in the country.

- 1.20** This would be used by club members and visiting golfers alike. The Seaford Head Golf Club are willing to give a small donation towards the terminal and I feel it would pay for itself many times over with the increased footfall in the bar area. The final location of the terminal is to be confirmed but we are confident of finding a place for it within The View. This also gives a location to directly market to the golfers regarding specials and functions in The View.
- 1.21** Installation would not be able to happen until COVID-19 restrictions are lifted due to it being a shared device.
- 1.22** Below are a couple of images of the latest player score input (PSi) Touch Hardware options.
- (a)** 22-inch PSi Touch System; includes mountable contactless reader, standard VESA 75 wall mount and first year's hardware support free of charge* = £1,495.00+VAT
- (b)** 10-inch PSi Touch System; includes built-in contactless reader, desk mounted enclosure with the option for VESA 75 mounting and first year's hardware support free of charge* = £695.00+VAT
- 1.23** * PSi Touch Hardware support is an optional service at £235.00+VAT per year and renews on the anniversary month of installation.
- 1.24** All hardware does include the cost of installation but is possible to be done remotely.
- 1.25** Plinth stands can be provided for an additional £170.00+VAT.
- 1.26** The PSi's primary function is to allow members to sign in and enter scores but can be edited to have specific functions only.
- 1.27** Two example images of terminals are included below; the first being the 22-inch freestanding terminal and the second, the 10-inch desk mounted terminal:





1.28 I would suggest the 10-inch terminal would suffice for our need and also make it easier to move locations if needed.

2. Financial Appraisal

- 2.1 It is recommended that the Town Council agrees to cover the cost of up to £834 towards the cost of this terminal.
- 2.2 Seaford Head Golf Club has confirmed that it is happy and able to contribute £282, which is the equivalent cost of the annual hardware support service.
- 2.3 If this contribution is received, this would reduce the Town Council's expenditure towards this terminal down to £552.
- 2.4 In future years, the Town Council would budget for the cost of the annual hardware support service (currently £282 including VAT) and will speak with Seaford Head Golf Club about whether it would be willing to make an annual contribution towards this cost.
- 2.5 The purchase of this equipment has not been budgeted for. The expenditure sits in the Golf Course Player Costs budget (4045/101), which is £1,000.
- 2.6 This budget was to be utilised for new scorecards, although now the course has its new measurements and slope ratings, we are aiming to make the cost of the score cards cost neutral with advertising revenue. There is also £500 in the Advertising & Publicity (4110/101) budget, which could be used to cover any overspend due to there being no plans for any paid advertising this year.
- 2.7 To confirm, it is not anticipated that the purchase recommended within this report will represent an overspend on budget.

3. Contact Officer

The Contact Officer for this report is Fraser Morley, Golf Professional.

Golf Professional	
Town Clerk	



Seaford Town Council

Report No:	24/21
Agenda Item No:	6
Committee:	Golf & The View Committee
Date:	8th June 2021
Title:	The View General Manager's Update Report
By:	Craig Nicol, General Manager
Purpose of Report:	To provide an update on operations at and performance of The View

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of the report.

1. Information

- 1.1** The View opened outside only on April 15th and offered limited snacks Monday to Wednesday and opened the kitchen Thursday to Sunday.
- 1.2** The View opened inside from May 17th following government guidelines and has been busy since opening.
- 1.3** Most days, revenue is nearly back to pre-Covid levels like for like. With the expected return of golf societies and functions, The View is expected to return very quickly to the business levels experienced pre-lockdown.
- 1.4** Prices increased upon reopening and will need to increase in line with VAT increases in September and any food/drink inflation experienced.
- 1.5** Function bookings and enquiries are being made regularly and the diary is filling up on Friday and Saturdays throughout the year.
- 1.6** Future plans for midweek evening include a Wednesday charity evening and Theme Thursday evening (burger, curry, crepe, etc). Anyone who knows of a charity that would like to hold a regular Wednesday evening quiz night or fundraiser, please get in touch.

- 1.7 All kitchen staff have decided to move on to pastures new; I would like to thank The Head Chef and Sous Chef for the four and three years respectively that they have committed to The View and wish them well in their future careers.
- 1.8 A new Sous Chef has been appointed and at the time of writing I am in discussions with a promising Head Chef who can sustain the standard of our food offering and improve upon it.
- 1.9 One of our Bar Supervisors has also left the bar after four years' service and I thank her for her hard work and wish her well in her new career as a teaching assistant.
- 1.10 A new Bar Supervisor has joined the team after experience in the industry over many years.
- 1.11 Numerous new bar staff have joined us since reopening and it is always challenging to train and integrate new team members when busy
- 1.12 The Assistant Managers post remains to be filled, which has been vacant since March 2020. Operational and onsite management support for me is now needed as the business grows.
- 1.13 Once covid restrictions are lifted and recruitment and training are completed, it looks like being a very promising and busy year.
- 1.14 **Future facilities projects:**
- 1.15 Consideration should be given to decorating The View, specifically the toilets and corridor areas which have not been decorated in the six years the venue has been open, finance will be the determining factor in this decision.
- 1.16 We should also consider the renewing of tables and chairs, particularly the outside furniture as this has been outside since the venue opened and is starting to look tired, possibly a winter project depending on finance of course.
- 1.17 The possibility of an outside shed or storage area would also be a welcome addition, storage has always been an issue and when we have a function requiring round tables our normal tables have to be stored on the patio.
- 1.18 The three projects above will be investigated, with costs reported back to Committee at a later date. None of the above three projects have been budgeted for, so the expenditure if incurred in this financial year will either

be covered by financial savings, additional income or from general reserves. Failing that, those projects that can wait could be budgeted for within the 2022 – 2023 financial year.

2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report at this stage.
- 2.2 The financial implication of any associated works with the plans at 1.15 to 1.17 will be included in future reports to Committee for consideration and approval.
- 2.3 The financial update report elsewhere on the agenda covers the financial performance of The View during the 2020 – 2021 financial year.

3. Contact Officer

The Contact Officer for this report is Craig Nicol, General Manager.

General Manager	
Town Clerk	



Seaford Town Council

Report No:	15/21
Agenda Item No:	7
Committee:	Golf & The View Committee
Date:	8th June 2021
Title:	Golf & The View 2020 – 2021 Year End Financial Report
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To present the 2020 – 2021 year end financial position for the Golf & The View Committee

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of the report.

1. Summary

- 1.1** The last financial year (2020 - 2021) has been very difficult for the golf course and The View. The golf course has been closed for 5 months and The View has been closed for nearly 8 months, through lockdowns imposed by government due to the Covid-19 pandemic. This has severely affected the finances for which this Committee is responsible.
- 1.2** Attached as Appendix 1 is the income and expenditure report for this Committee showing the final year end (2020 - 2021) figures.
- 1.3** Overall the Committee income was £462,278 less than budgeted, included in income is £149,241 received in government grants. This was offset by expenditure being £343,197 less than budgeted.
- 1.4** The actual spend was £176,324 more than received in income, which was £119,071 more than budgeted. Considering the massive loss in income, the overall loss against budget was only 25% of this.

2. The Golf Course

- 2.1** The golf course was budgeted to make a 'profit' of £37,009 but the actual figures show a loss of £20,734. This was £57,743 down on budget.
- 2.2 Income:**
- 2.3** Total income was £106,859 less than budgeted. While fees from memberships (£127,500) only reached 67% of the budget (£189,943), the loss was partially offset by green fees (£115,440) being 42.8% more than budget (£80,850).
- 2.4** The biggest hit was on Golf Course Specials budget (society bookings) which were not allowed to happen in the year. Coupled with a refund given, this amounted to £74,359 less than budget. Buggy hire was £15,203 less than budget.
- 2.5** £17,854 was received in government grants.
- 2.6 Expenditure:**
- 2.7** Savings in expenditure were not so easy to achieve. It was not known when the golf course would be able to reopen so the maintenance of the greens had to carry on as normal, so that they could be ready to play on at short notice. Savings were made by receiving grants for furloughing staff when possible and business rates were waived saving £21,018. Other significant savings were made as shown in Appendix 1. These resulted in an underspend against budget of £49,116.

3. Capital Costs

- 3.1** A new pump house was rebuilt at a cost of £46,695 including VAT and this was met from Capital Receipts in the year and therefore did not reduce the General Reserve.

4. The View

- 4.1** The View is the service most affected by the Covid-19 pandemic. It was budgeted to make a 'loss' of £53,733 but the actual figures show a loss of £108,896. This was £55,163 down on budget. The loss was kept to a minimum by furloughing staff, government grants and savings on expenditure.
- 4.2** As £52,383 (the capital part of the loan) was met from Capital Receipts The View's loss only impacted the General Reserve by £1,350, which is quite an achievement considering the considerable loss of income.

4.3 Income:

4.4 Profit making activities such as functions and hosting societies were not allowed to happen in the year.

4.5 Total income was £320,419 less than budgeted. This includes government grants received of £131,387.

4.6 Income from bar (£38,118) and food (£85,339) sales only made 20.6% (£185,000) and 32.2% (£265,000) of budget respectively

4.7 Expenditure:



4.8 Staff costs were much lower than budget due to no overtime and casual staff working. As seen in Appendix 1, nearly all costs were greatly reduced due to The View being closed. Utilities were up to 60% less than budgeted and rates were waived saving £6,755. These contributed to expenditure being £265,257 less than budget

5. Financial Appraisal

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

6. Contact Officer

The Contact Officer for this report is Karen Singleton, RFO.

RFO	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Golf Course and The View</u>							
101 Golf Course							
1000 Golf Course Season Ticket	127,500	189,943	62,443			67.1%	
1001 Golf Course Green Fees M-F	115,440	80,850	(34,590)			142.8%	
1002 Golf Course Green Fees w/eb/h	68,646	73,500	4,854			93.4%	
1003 Golf Course Specials	(859)	73,500	74,359			(1.2%)	
1004 Golf Course Locker	1,073	1,000	(73)			107.3%	
1007 Golf Course Air Traffic	7,500	7,500	0			100.0%	
1019 Rechargeable Income	179	0	(179)			0.0%	
1050 Income Rent	85	85	0			100.0%	
1053 Income Grants	17,854	0	(17,854)			0.0%	
1054 Income Other	604	800	196			75.5%	
1077 Income Sale Equipment	7,000	7,000	0			100.0%	
1100 Income Advertising	0	2,500	2,500			0.0%	
1311 Buggy Hire	3,338	18,540	15,203			18.0%	
	348,359	455,218	106,859			76.5%	0
Golf Course :- Income							
4000 Salaries & Wages	91,737	96,935	5,198		5,198	94.6%	
4001 Employers NI	8,051	8,440	389		389	95.4%	
4002 Employers Superannuation	12,840	11,308	(1,532)		(1,532)	113.5%	
4004 Staff Welfare Costs	34	346	312		312	9.7%	
4009 Recruitment Costs	410	0	(410)		(410)	0.0%	
4010 Staff Training	72	1,910	1,838		1,838	3.7%	
4011 Staff Protective Clothing	649	1,273	624		624	51.0%	
4015 Office Refreshments	269	300	31		31	89.5%	
4019 Rechargeable Expenditure	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	47,906	53,894	5,988		5,988	88.9%	
4045 Golf Course Player Costs	1,044	2,500	1,456		1,456	41.8%	
4046 Golf Club Membership Fees	11,002	15,437	4,435		4,435	71.3%	
4051 Rates	0	21,018	21,018		21,018	0.0%	
4052 Water & Sewerage	3,620	1,000	(2,620)		(2,620)	362.0%	
4060 Refuse	187	350	163		163	53.5%	
4100 Telecommunications	686	783	97		97	87.7%	
4105 Postage	0	150	150		150	0.0%	
4106 Stationery	139	400	261		261	34.8%	
4110 Advertising & Publicity	429	5,000	4,571		4,571	8.6%	
4112 Subscriptions	462	600	138		138	77.0%	
4113 Software Support	1,884	1,527	(357)		(357)	123.4%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	9,499	9,352	(147)		(147)	101.6%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Web Site	72	74	2		2	97.3%	
4156 Bank Charges	3,544	4,532	988		988	78.2%	
4201 Cleaning & Hygiene	1,920	0	(1,920)		(1,920)	0.0%	
4251 Dog Bin Emptying	1,286	1,098	(188)		(188)	117.1%	
4261 Grounds Maint non contract	34,667	35,000	333		333	99.0%	
4270 Vehicles & Equipment Maint	13,768	15,000	1,232		1,232	91.8%	
4271 Vehicle & Equipment Lease	59,141	59,401	260		260	99.6%	
4272 Equipment Purchases - Capital	4,488	11,300	6,812		6,812	39.7%	
4275 Building Maintenance	878	1,200	322		322	73.2%	
4279 Fire & Security	1,111	750	(361)		(361)	148.1%	
4308 Rent - Shop, Locker & Chng Rms	50,000	50,000	0		0	100.0%	
4309 Buggy Lease & Maintenance	7,045	7,256	211		211	97.1%	
Golf Course :- Indirect Expenditure	369,093	418,209	49,116	0	49,116	88.3%	0
Net Income over Expenditure	(20,734)	37,009	57,743				
102 Capital Costs-Golf & The View							
1304 PWLB - Loan Income	0	35,000	35,000			0.0%	
Capital Costs-Golf & The View :- Income	0	35,000	35,000			0.0%	0
4266 Borehole & Related Expenditure	46,695	35,000	(11,695)		(11,695)	133.4%	46,695
4267 Spike Bar Costs	0	38,548	38,548		38,548	0.0%	
4301 Public Works Loan Payment	0	1,971	1,971		1,971	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	46,695	75,519	28,824	0	28,824	61.8%	46,695
Net Income over Expenditure	(46,695)	(40,519)	6,176				
6000 plus Transfer from EMR	46,695						
Movement to/(from) Gen Reserve	0						
103 The View							
1050 Income Rent	500	1,000	500			50.0%	
1053 Income Grants	131,387	0	(131,387)			0.0%	
1054 Income Other	108	0	(108)			0.0%	
1091 Income Building Maintenance	1,128	0	(1,128)			0.0%	
1305 Income Hire Pro-Shop & Chg Rms	50,000	50,000	0			100.0%	
1306 Income Golf Club Room Hires	0	2,600	2,600			0.0%	
1307 Income Bar Sales	38,118	185,000	146,882			20.6%	
1308 Income Food Sales	85,399	265,000	179,601			32.2%	
1310 Income - Society Food	113	33,500	33,387			0.3%	
1312 Function Food Sales	28	85,000	84,973			0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1313 Function Bar Sales	0	5,100	5,100			0.0%	
The View :- Income	306,781	627,200	320,419			48.9%	0
4000 Salaries & Wages	189,258	248,030	58,772		58,772	76.3%	
4001 Employers NI	12,897	16,510	3,613		3,613	78.1%	
4002 Employers Superannuation	16,608	16,252	(356)		(356)	102.2%	
4003 Sub-contracted Staff	1,299	6,000	4,701		4,701	21.7%	
4004 Staff Welfare Costs	42	418	376		376	10.0%	
4009 Recruitment Costs	0	100	100		100	0.0%	
4010 Staff Training	85	1,500	1,416		1,416	5.6%	
4012 Staff Expenses	0	160	160		160	0.0%	
4016 Staff Uniform	0	50	50		50	0.0%	
4017 Timesheet & Rota Software	206	212	6		6	97.0%	
4051 Rates	0	6,755	6,755		6,755	0.0%	
4052 Water & Sewerage	1,904	4,800	2,896		2,896	39.7%	
4055 Electricity	9,790	20,855	11,065		11,065	46.9%	
4056 Gas	2,872	5,411	2,539		2,539	53.1%	
4060 Refuse	1,458	3,605	2,147		2,147	40.4%	
4100 Telecommunications	2,652	3,500	848		848	75.8%	
4105 Postage	20	100	80		80	19.6%	
4106 Stationery	123	1,061	938		938	11.6%	
4107 Photocopier	0	10	10		10	0.0%	
4110 Advertising & Publicity	334	7,000	6,666		6,666	4.8%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	1,073	1,140	67		67	94.1%	
4114 Licence Fee	1,214	1,000	(214)		(214)	121.4%	
4115 Insurance	3,807	3,920	113		113	97.1%	
4116 Web Site	209	1,500	1,291		1,291	14.0%	
4156 Bank Charges	1,921	5,243	3,322		3,322	36.6%	
4196 Events Expenditure - The View	0	2,575	2,575		2,575	0.0%	
4201 Cleaning & Hygiene	7,230	17,347	10,117		10,117	41.7%	
4202 Linen Cleaning	193	3,090	2,897		2,897	6.3%	
4270 Vehicles & Equipment Maint	768	2,000	1,232		1,232	38.4%	
4272 Equipment Purchases - Capital	533	1,000	467		467	53.3%	
4275 Building Maintenance	2,793	3,000	207		207	93.1%	
4276 CCTV	22	1,871	1,849		1,849	1.2%	
4279 Fire & Security	1,544	1,100	(444)		(444)	140.4%	
4301 Public Works Loan Payment	104,977	105,000	23		23	100.0%	52,383
4303 Food Expenditure	30,532	120,000	89,468		89,468	25.4%	
4304 Bar Expenditure	14,521	55,000	40,479		40,479	26.4%	
4306 Catering Utensils & Equip	225	1,000	775		775	22.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4307 Bar Utensils & Equip	0	250	250		250	0.0%	
4311 Pest Control	966	768	(198)		(198)	125.8%	
4313 Stock Take	965	2,225	1,260		1,260	43.4%	
4314 Cost of Card Top Up Incentives	1,605	4,500	2,895		2,895	35.7%	
4903 Term Maintenance	1,030	5,000	3,970		3,970	20.6%	
The View :- Indirect Expenditure	415,676	680,933	265,257	0	265,257	61.0%	52,383
Net Income over Expenditure	(108,896)	(53,733)	55,163				
6000 plus Transfer from EMR	52,383						
Movement to/(from) Gen Reserve	(56,513)						
Golf Course and The View :- Income	655,140	1,117,418	462,278			58.6%	
Expenditure	831,464	1,174,661	343,197	0	343,197	70.8%	
Net Income over Expenditure	(176,324)	(57,243)	119,081				
plus Transfer from EMR	99,078						
Movement to/(from) Gen Reserve	(77,246)						
Grand Totals:- Income	655,140	1,117,418	462,278			58.6%	
Expenditure	831,464	1,174,661	343,197	0	343,197	70.8%	
Net Income over Expenditure	(176,324)	(57,243)	119,081				
plus Transfer from EMR	99,078						
Movement to/(from) Gen Reserve	(77,246)						



Seaford Town Council

Report No:	25/21
Agenda Item No:	8
Committee:	Golf & The View Committee
Date:	8th June 2021
Title:	17th Green Replacement – Initial Report
By:	Simon Lambert, Head Greenkeeper
Purpose of Report:	To present an initial report on the steps being taken so future options of the 17th green can be considered

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of the report.

1. Introduction

- 1.1 Given the ongoing cliff erosion at Seaford Head, including the recent new cracks and additional cliff fall, this report sets out initial thinking and steps being taken so future options can be considered.

2. Context

- 2.1 The golf course has a number of holes that are sited on the cliff tops of Seaford Head. The closest of these is the 17th, with the green being only 20 metres away from the 437-foot drop. The Vanguard Way is a coastal footpath that follows the coast and cliff top, which brings it past the 17th hole.
- 2.2 Following on from the past few years and the cliff falls that have taken place, the footpath and green have become not only closer to the edge of the cliff but, as a result of moving the roped guide line inland to keep users safe, have also brought users of the footpath and the golf playing areas closer together.

- 2.3** Town and District Council officers met a local geological consultant onsite to discuss this geological and geomorphological (relating to the form of the landscape) processes at Seaford Head. The consultant advised that the cliff adjacent to the 17th green is at significant risk of crumbling, more so than other areas along Seaford Head and that while they couldn't put a time to this, felt it sensible for plans to be put together to relocate the green.
- 2.4** The replacement of the 17th green and in the future the 18th tees have always been in a long-term plan. Due to the increased cliff falls and the study mentioned above at 2.3, the need to progress this to a high priority is now upon the Town Council.
- 2.5** The initial plans will need to take into account the requirements of the course, such as number of golf holes required, the distance of the course and the par of the hole. The Town Council will also need to consider the area the course is sited in. This hole sits inside the iron age fort, within the SSSI (Site of Specific Scientific Interest) area of Seaford Head and the route to allow the footpath to be used safely.

3. Actions Being Taken

- 3.1** Initial ideas and designs of replacement green positions are being drawn up so officers can present these to all that will need to be involved in the design, management, and placement as well as the permissions and protections that will need to be in place to ensure no environmental and historical damage is done to the site.
- 3.2** The build of the green will need to be stage one of the process, with further stages and alterations to tees planned for at the same time to future proof the course and the site.
- 3.3** The build will need to be a project that is tendered to a relevantly experienced golf course construction company, as the greenkeeping team is not big enough and does not have the required machinery to complete this type of project.
- 3.4** The build of the new green will ideally need to happen while the existing green is still in play to allow for consistency of the game of golf and always offering an 18-hole facility.
- 3.5** The Golf Professional and Head Greenkeeper have met on site and identified a few options that will make for a good replacement hole. Having

more than one option will ensure a design can be found that meets all the needs to ensure this vital modification is able to happen. These ideas will be presented to this Committee, along with a selected group of Seaford Head Golf Club members, once drawn up to get feedback and find any expertise that may help to progress the project forward.

4. Supporting Images

4.1 The three images below show the existing 17th green and footpath (Vanguard Way) and their proximity to the clifftop.





5. Financial Appraisal

5.1 There are no direct financial implications as a result of this report at this stage.

6. Contact Officer

The Contact Officer for this report is Simon Lambert, Head Greenkeeper.

Head Greenkeeper	
Town Clerk	



Seaford Town Council

Report No:	26/21
Agenda Item No:	9
Committee:	Golf & The View Committee
Date:	8th June 2021
Title:	Golf Professional Service Contract Review Update
By:	Adam Chugg, Town Clerk
Purpose of Report:	To provide an update on the review of the Golf Professional service contract – progress so far and next steps

Recommendations

The Golf & The View Committee is recommended:

1. To note the contents of the report.

1. Introduction

1.1 This report provides an update for the Committee on the review taking place. It is being undertaken in recognition of the following:

- (a)** The current agreement dates back to 2010 and therefore arrangements are due a review.
- (b)** The Golf Professional themselves asking for matters to be clarified.
- (c)** The importance of clarity in the status of the professional and also that the new/updated agreement confirms the expectations of the Town Council for the role.

2. Stage One Completion

2.1 This was to determine if the Golf Professional was a contractor or employee.

2.2 I am grateful to the Executive Support Officer for using the material available from HM Revenue & Customs to carry out the necessary investigations and tests.

2.3 These have confirmed the status as contractor, and we will proceed on this basis.

3. Stage Two Implementation

3.1 The Town Council has agreed that we need a suitable external professional to complete the review of the agreement, bringing both the necessary expertise and professional skills and knowledge to the process.

3.2 The great news is that the Professional Golfers' Association (PGA) can help with this, and their Head of Membership Support has agreed to undertake this work.

3.3 It is part of the PGA services provided to golf professionals in conjunction with their course owners, so is at zero cost.

3.4 The Town Clerk is arranging a visit day for them in July to meet the Golf Professional, the Chair and some members of this Committee, The View's General Manager, representatives of Seaford Head Golf Club and anyone else considered relevant, plus a tour of the course.

3.5 If this can't all be done in one day, officers will arrange subsequent Zoom meetings.

3.6 They will then complete their report for the Committee.

4. Financial Appraisal

4.1 There are no direct financial implications as a result of this report, although the Committee can note a potential saving in Professional Fees from the PGA carrying out the review at no cost.

5. Contact Officer

5.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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