



Seaford Town Council

**Seaford Town Council Finance & General Purposes Committee Agenda
– 21st July 2021**

To the Members of the Finance & General Purposes Committee

Councillors M Brown (Chair), B Payne (Vice Chair), N Adil, D Argent, L Boorman, J Cash, O Honeyman, R Honeyman, J Meek, R Reed and L Wallraven.

A meeting of the **Finance & General Purposes Committee** will be held at

Seaford Baptist Church, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 21st July 2021 at 7.00pm**, which you are summoned to attend.

Adam Chugg, Town Clerk

13th July 2021

PLEASE NOTE:

Due to the close proximity of the meeting date to the proposed easing of restrictions date (currently proposed as 19th July) and the details of the meeting having to be published before confirmation of any changes to restrictions, this Committee meeting will operate under the arrangements as set out below.

- **Public attendance at this meeting will be limited to 14 people.**
- **The meeting will also be livestreamed and recorded to the Town Council's YouTube channel to enable to public to watch this remotely.**
- **See the end of the agenda for further details of public access and participation.**
- **Unless you have a valid medical exemption, all participants must wear a mask when at the meeting – failure to do so may result in you being asked to leave.**

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. **Grants Applications 2021 - 2022**

To consider report 42/21 presenting the grant requests received for consideration (pages 9 to 13).

5. **Finance Reports July 2021**

a. **Receipts, Payments and Bank Reconciliation Reports for March, April, May and June 2021**

To consider report 40/21 advising the Committee of Receipts, Payments and Bank Reconciliations for March, April, May and June 2021 (pages 14 to 17).

b. **Finance Report to 30th June 2021**

To consider report 41/21 informing the Committee of the Income and Expenditure to 30th June 2021 and highlight significant variances from budget (pages 18 to 32).

6. **Finance & General Purposes Committee Year End Income & Expenditure Report 2020-2021**

To consider report 37/21 presenting the 2020-2021 year-end financial position for the Finance & General Purposes Committee (pages 33 to 38).

7. **Town Council's Direct Debit Register**

To consider report 43/21 presenting the Town Council's current Direct Debit Register for approval (pages 39 to 41).

8. NEW ITEM Cashless Parking Donations

To consider report 48/21 seeking approval of a method for enabling online payments through the Town Council's website (pages 42 to 44).

9. Members Allowance Policy Review

To consider report 52/21 presenting the Town Council's Members Allowance Policy for review (pages 45 to 56).

10. Gifts & Hospitality Policy Review

To consider report 53/21 presenting the Town Council's Gifts & Hospitality Policy for review (pages 57 to 64).

11. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next two items of business for the reasons as set out below.

The resolutions of the item will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

12. Receipts Due for Payment EXEMPT

To consider exempt report 44/21 informing the Committee of unpaid receipts due on 30th June 2021 (exempt pages 1 to 5).

Reason for exemption: to discuss individual payments owed to the Town Council.

Explanation of Reason: both the Freedom of Information Act 2006 and Data Prevention legislation, protect the financial affairs of other individuals or companies from being publicised with the agenda or being discussed in open session.

13. Request for Town Council Financial Administration Aid – Seaford Community Partnership EXEMPT

To consider exempt report 51/21 informing the Committee of a request from Seaford Community Partnership for aid with the financial administration of a grant applied for and the financial administration of the associated project work (exempt pages 6 to 37).

Reason for exemption: to facilitate open discussion on a request, which includes discussing the financial affairs and capabilities of another organisation with a view to potential contract negotiations.

Explanation of Reason: both the Freedom of Information Act 2006 and Data Prevention legislation, protect the financial affairs of other individuals or companies from being publicised with the agenda or being discussed in open session. In this case, this also forms a part of potential contract negotiations, which also qualify for exemption.

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

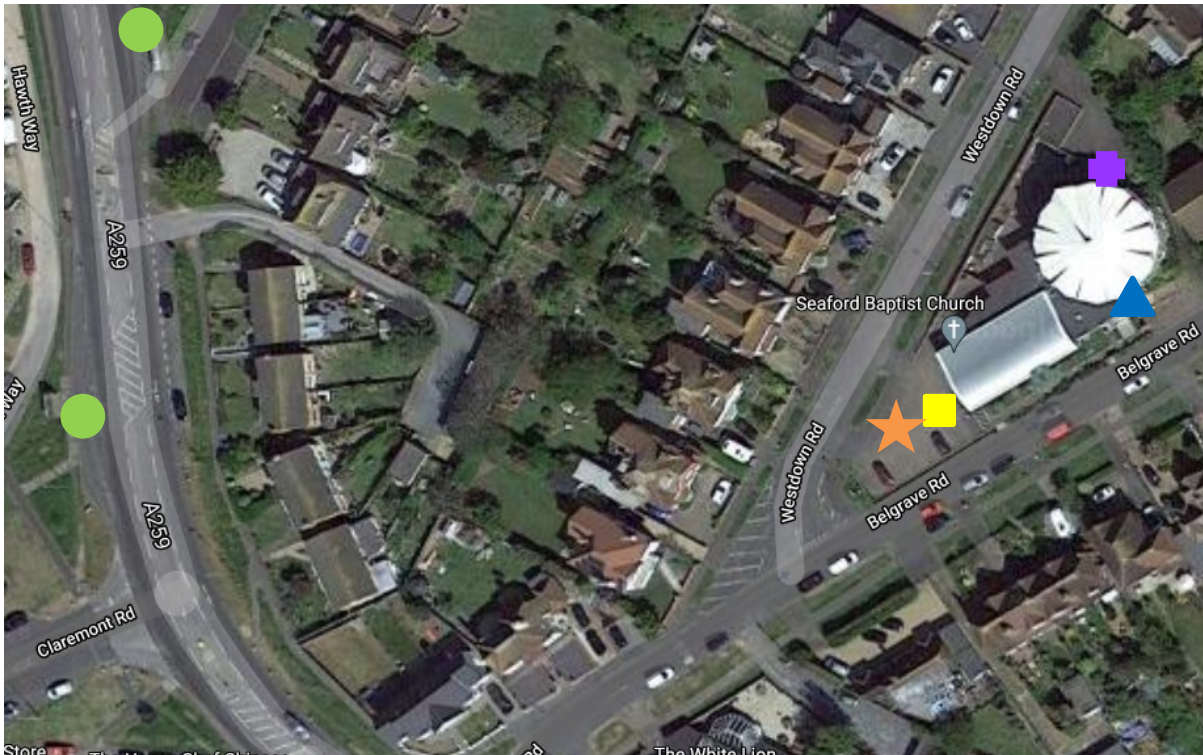
Spaces will be assigned on a first come, first served basis.

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/97920872987?pwd=ZWFSWGlyVTA4QXdOSkdXOUM5ZHFLdz09>

Zoom Meeting ID: 979 2087 2987

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:	42/21
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Grant Applications 2021-2022
By:	Lucy Clark, Finance Manager
Purpose of Report:	To consider and approve the grant requests received.

Recommendations
The Finance & General Purposes Committee is recommended:
1. To consider and approve the grant requests detailed in Appendices A and B as recommended by the working group.

1. Information

- 1.1 The Town Council's Discretionary Grant Scheme for 2021-2022 opened on 6th April 2021, offering local community groups, charities, or voluntary organisations the opportunity to apply for a financial grant from the Town Council.
- 1.2 There are two types of grants available. Small grants for up to £500 and large grants for over £500 and up to a maximum of £3,000.
- 1.3 The closing date for all applications and supporting documents to be returned was midday on 11th June 2021.
- 1.4 The grants scheme is promoted via press releases, the Town Council's website and Facebook, advising those who may wish to apply to download an application form direct from the Town Council's website.
- 1.5 The 2021-2022 approved budget for both small and large grants is £15,000. A further £5,000 has now been set aside for the Citizens Advice

Bureau who are now in three-year funding agreement with the Town Council.

- 1.6 21 applications were received overall with a total grant request of £40,099.
- 1.7 The Grants Working Group, open to all members of this Committee, met on 29th June 2021 via Zoom to review the applications received. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.8 The working group were able to assess each application individually and take time to consider each application in conjunction with the Town Council's Discretionary Grants Policy.
- 1.9 Following this process, the working group recommends that the large grants are awarded as per Appendix A totalling £13,014 and the small grants are awarded as per Appendix B totalling £900.
- 1.10 When considering all the applications both large and small, the working group did so in full recognition of the Town Council's Discretionary Grants Policy. Given the limited funds available, the Committee gave careful consideration to those organisations who exist for the sole benefit and pleasure of their members. In addition, some grants had to be turned down with others being reduced.

2. Financial Appraisal

- 2.1 The budget allocated for all grants is £15,000. The total amount requested is £40,099. The recommendation is to award a total of £13,914 which would leave £1,086 remaining to either be allocated at this meeting or returned to the General Reserve.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Returned Large Grant Applications (up to £3,000) for 2021/22

Name of Organisation	Summarised Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2021	Grants Working Group Recommendation to Award	Working Group Comments
Bishopstone United Charities	To help defray some of the cost of re-building the stone chimneys on the Grade 2 listed Almshouse dating from 1856.	Visual benefit to all Seaford residents visiting the area.	£ 3,000.00	£ 1,000.00	It is recommended that following all criteria having been met and not having received a grant in the past, a grant of £1,000 be awarded.
CTLA Community Transport	To support the continuance of Seaford Dial-a-Ride service at its pre-COVID level of activity.	Approx 800 Seaford residents (approx 16% overall).	£ 4,135.00	£ 1,000.00	It is recommended to reduce the award to £1,000. Whilst they provide a good service, their drivers are paid and their journeys are charged which produces profit on the Seaford use.
Cuckmere Community Bus Ltd	To meet ongoing running costs and avoid deficits helping bridge the gap between income and expenditure.	Approx 35/38% of Seaford residents.	£ 2,000.00	£ 2,000.00	It is recommended to give the full amount as they provide a worthwhile service, their drivers are all volunteers and their service is free with a good % of Seaford residents benefiting.
Down Syndrome Development Trust	To support six Seaford-based children with DS and their families to access their diverse range of programmes for a period of twelve months.	A total of 25 (6 families).	£ 1,500.00	£ 1,000.00	It is recommended to award £1,000. The group was set up by a Seaford resident to help and support other families in the local area and a worthwhile cause.
Friends of Bishopstone Station	To furnish the unit previously known as Linda's Store. The rail operator is refurbishing and leasing to the group on a peppercorn rent.	All those residents who wish to use it as a community hub on a donation basis	£ 1,500.00	£ 450.00	It is recommended that the amount of £450 be awarded. It was considered not to be a necessity so it was agreed that the amount of £450 would be awarded for the chairs only as some of the groups they have in mind to use the facility would not require tables.
Newhaven Lifeboat Station	Towards Newhaven Station running costs including crew kit, training, repairs and maintenance of the station and boat.	All residents using the coast are protected by the local lifeboat if in danger.	£ 3,000.00	£ 1,500.00	It is recommended that the amount of £1,500 be awarded provided it can be proven that an award would go direct to the Newhaven site and not the national pot. (An email has since been received and forwarded to the F&G committee which would appear to evidence this).
SCIP	Towards costs of the 2022 'Beacon Show'; an outdoor exhibition of 10 contemporary illustrative art pieces stretched across the Seaford seafront running from May - Sep 2022 but where work will start from October 2021.	Approx half of Seaford's population (12,000) are expected to view the exhibition with a further estimated 5,000 visitors boosting local income to Seaford's shops and cafes. A total of 690 people including children will be participating in workshops, guided walks and competitions all with Seaford related themes.	£ 3,000.00	£ -	It was recommended not to award anything this time as a grant in kind has already been given by allowing free use of the promenade for the duration of the exhibition.
SeeAbility (Royal School for the Blind)	To support our 'Powering Resilience Project' which supports mental wellbeing by addressing immediate needs and building resilience of people we support including colleagues so as to remain strong following the coronavirus.	In Seaford, there are a total of 14 people who will directly benefit from the Powering Resilience project.	£ 3,000.00	£ -	It is recommended not to award any grant this year as whilst Seaford residents benefit, it is a national charity who have more funds than Seaford Town Council. There was some debate on whether a grant would attribute to staff costs. Funds have been awarded in previous years so this year it was decided to focus on more local groups.
Seaford Bonfire Society	To assist with the ever increasing cost of event insurance, provision of medical emergency presence, event security, safety fencing and traffic management.	It is estimated that 9,500 local residents of all ages.	£ 3,000.00	£ 1,100.00	It is recommended that the amount of £1,100 be awarded would be towards the first aid cover and only if the event this year was to go ahead.
Seaford Cricket Club	To purchase a custom made Boundary Rope Trolley as the current trolley is falling apart and it's a struggle for the groundsman to manoeuvre.	The majority of our 250 members are from Seaford.	£ 1,000.00	£ 864.00	It is recommended to award £864 on the condition it can be evidenced that the balance needed can be sought.

Returned Large Grant Applications (up to £3,000) for 2021/22

Name of Organisation	Summarised Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2021	Grants Working Group Recommendation to Award	Working Group Comments
Seaford Dramatic Society (Seaford Little Theatre)	To install a Panasonic air conditioning system with NanoeX Air Purifier that also filters viruses.	69% of overall members are from Seaford and it is estimated that most patrons are also from Seaford.	£ 3,000.00	£ -	It is recommended not to award a grant as concerns of how the balance of £10,680 needed for this item would be raised. Only £720 of this has currently been secured.
St Wilfrid's Hospice	To buy 20 diagnostic kits for community nurses working in Seaford. The kits will include blood pressure machines, thermometers, urinalysis sticks and blood sugar testing devices.	391 people from Seaford were supported between April 2020 and March 2021 representing 17% of all people supported. The amount is expected to rise by 10% during 2021/22.	£ 2,200.00	£ 1,100.00	It is recommended to halve the amount and award £1,100 so as to fund 10 of the diagnostic kits.
Teddy Treats Childrens Charity	To support local children to develop creative talents with Teddy Treats Top Talent Sponsorship and to continue to provide toys at Christmas and panto trips for local families in need.	12 young people from Seaford - by supporting to develop their creative talents in various activities ranging from dance, football, art and singing.	£ 3,000.00	£ 1,000.00	It is recommended to award £1,000 as felt that a very beneficial cause for those young children and families in need.
The Youth Counselling Project	Funding would provide virtual counselling sessions enabling us to include more children. It would also allow us to reach out to 6 additional children or young people providing a total of 60 sessions with qualified children's mental health and wellbeing therapists.	6 young people and their families will benefit. The community as a whole would benefit indirectly from a reduction in youth offending.	£ 3,000.00	£ 2,000.00	It is recommended to award £2,000. Very beneficial for young people as work closely with schools and able to get counselling sessions to those in need very quickly.
The Crypt Gallery	Replacement front windows as current windows are not in good working condition and rotten.	The whole of Seaford by having access to high quality arts and community facility.	£ 1,750.00	£ -	It is recommended not go award a grant as the works required fall to Seaford Town Council as part of the lease so the amount will be budgeted next year when the work can be carried out.
Total Requested for 15 Grant Applications			£ 38,085.00	£ 13,014.00	

Small Grants (Up to £500) Returned Applications 2021-2022

Name of Organisation	Summarised Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2021	Grants Working Group Recommendation to Award	Working Group Comments
Ambulance Responder Team	To assist in maintaining our 4x4 Team Vehicle for one year.	All Seaford residents including the surrounding towns and villages	£ 500.00	£ 500.00	It is recommended to award the full amount of £500 as they've met the the criteria and a great cause.
Family Support Work	To enable to provide 2-3 home visits and calls to local families per week for 10 weeks.	60 Seaford Residents; 18 families including 27 parents and 33 children	£ 500.00	£ -	It is recommended not to award a grant as in accordance with the Discretionary Grants Policy 1.12, this organisation is not eligible to apply as they are a religious group.
Martello Rotary	Provision of equipment for the Save Our Seaford Charities fundraiser and hire fees for Martello Fields (£295)	All Seaford Residents benefit from the organisations activities	£ 300.00	£ -	It is recommended not to give an award as it is ultimately helping out the Mayor and his work with the Charities it could be seen to be giving ourselves a grant at the expense of other applications who may need to be turned down.
Seaford Community Partnership	To fund PL Insurance; Companies House fees; Domain Website Costs and Hiring of Halls for essential meetings. This covers The Transport Group; The Seaford/Gateway Group; The Flood Action Group; Trees for Seaford; Seaford Neighbourhood Plan Steering Group and Addressing Climate Change.	All Seaford Residents benefit from the organisations activities	£ 400.00	£ 400.00	It is recommended to award the full amount of £400 as SCP are a very useful partner in the town and work well together with the Town Council.
Seaford Rotary Charitable Trust	To pay for the hiring cost of the Martello East Field and use of promenade for the Rainbow Walk organised by RTN Jean Cash to support the Mayor's Charity Initiative.	Seaford Rotary serves the entire Seaford Community	£ 214.00	£ -	It is recommended not to award a grant as a similar situation as the Martello Rotary Request. In addition, the activity would have already taken place which goes against 1.13 of the Grant Policy 'Grants will not usually be awarded for projects or activities already delivered' and no bankstatement or PL insurance was provided within the application.
Willett Charitable Trust Bishopstone	Offset cost of strimming, flailing and cutting on the green (called The Egg) to keep it open and available for public access.	Thousands of residents benefit as there are two public rights of way giving access at all times across the green.	£ 100.00	£ -	It is recommended not to award a grant as thought this work could be carried out by the local farmer. In addition, it is downland grass that is becoming rare and with climate change it should be encouraged to wildflower some of the area.
Total Amount Requested			£ 2,014.00	£ 900.00	



Seaford Town Council

Report No:	40/21
Agenda Item No:	5a
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Receipts, Payments and Bank Reconciliation Reports for March, April, May and June 2021
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for March, April, May and June 2021.

Recommendations
The Finance & General Purposes Committee is recommended:
1.To note the contents of the report.

1. Information

- 1.1 In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2 The Chair of this Committee is the current appointed councillor and continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager.
- 1.3 In line with the above, the bank statements for March, April and May 2021 have been viewed and verified by the Chairman of this committee. Hard copies are available on request.

- 1.4 The bank statements for June were only reconciled by the Finance Manager shortly before this agenda has been issued so they have yet to be verified by the Chair but are likely to have been completed by the date of the meeting.
- 1.5 Attached in Appendix A is a table showing the total receipts and payments for the months of March, April, May and June 2021.
- 1.6 Cashbooks and BACS pages detailing these transactions are available on request.
- 1.7 The Finance Manager continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.8 For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.9 The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month into the Cooperative current account. A total of £63.27 dividends have been received for April, May and June.
- 1.10 Since 1st April 2021, a total of £500,000 has been transferred into the CCLA account bringing the total to £1,025,000.00.
- 1.11 The Responsible Finance Officer (RFO) previously explained that there was the possibility of negative interest rates. So far this has not happened and the interest rate for June actually rose very slightly.
- 1.12 As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils

g) Current yield (as at 30th June) is 0.0254% net of management fees compared to zero / 0.01% with some other companies used by Principle Authorities.

2. Financial Appraisal

2.1 As of 30th June 2021, the actual monies held in the Cooperative current account were £175,445.94 along with £1,025,000.00 being held in the CCLA Account.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
March	£ 263,472.01	£ 98,553.00	£ 165,975.54	£ 196,049.47
April	£ 196,049.47	£ 754,746.50	£ 674,296.80	£ 276,499.17
May	£ 276,499.17	£ 126,783.96	£ 196,921.29	£ 206,361.84
June	£ 206,361.84	£ 104,223.64	£ 131,420.49	£ 179,164.99

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
March	£ 525,000.00	£ -	£ -	£ 525,000.00
April	£ 525,000.00	£ 500,000.00	£ -	£ 1,025,000.00
May	£ 525,000.00	£ -	£ -	£ 525,000.00
June	£ 1,025,000.00	£ -	£ -	£ 1,025,000.00



Seaford Town Council

Report No:	41/21
Agenda Item No:	5b
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Finance Report
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform the Committee of the Income and Expenditure to 30th June 2021 and highlight significant variances from budget.

Recommendations
The Finance & General Purposes Committee is recommended:
1.To note the contents of the report.

1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period of 1st April 2021 to 30th June 2021 for each committee compared to the annual budget.
- 1.2 Details for over/under performance of individual budgets is provided by the cost centre managers when reporting to the relevant committee.
- 1.3 With regards to the Finance & General Purposes (F&GP) Committee Income & Expenditure report, significant variances are reported in Appendix B.

2. Financial Appraisal

- 2.1 As at 30th June 2021 the F&GP budget percentage is broadly in line with the projected annual budget with actual spend of £125,753 being 22.3% of the budget. The income received of £508,846 shows as being 50% of the budget which is due to the precept being issued in two halves.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	1,777	2,155	378			82.4%	
1051 Income Insurance Recharge	1,564	1,480	(84)			105.7%	
1055 Income Memorial Bench	20	0	(20)			0.0%	
1058 Income Water Recharge	0	4,525	4,525			0.0%	
1066 Income Concession	2,566	12,000	9,434			21.4%	
1073 Sports Pitch Hire & Green Fees	836	2,000	1,164			41.8%	
1095 Income Tennis Courts	0	6,000	6,000			0.0%	
	6,993	28,160	21,167			24.8%	230
Salts Recreation Ground :- Income							
4052 Water & Sewerage	(5,468)	8,420	13,888		13,888	(64.9%)	
4055 Electricity	40	300	260		260	13.4%	
4095 Tennis Court Expenditure	0	6,000	6,000		6,000	0.0%	
4096 LTA Loan	0	7,010	7,010		7,010	0.0%	
4100 Telecommunications	64	250	186		186	25.8%	
4115 Insurance	3,516	3,690	174		174	95.3%	
4250 Memorial Bench	(113)	0	113		113	0.0%	
4251 Dog Bin Emptying	469	2,000	1,531		1,531	23.4%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	16,140	69,635	53,495		53,495	23.2%	
4261 Grounds Maint non contract	968	6,000	5,032		5,032	16.1%	
4275 Building Maintenance	150	3,000	2,850		2,850	5.0%	
	15,767	107,305	91,538	0	91,538	14.7%	0
Salts Recreation Ground :- Indirect Expenditure							
	(8,774)	(79,145)	(70,371)				
Net Income over Expenditure							
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve							
	(9,004)						
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	813	2,550	1,738			31.9%	
1051 Income Insurance Recharge	565	635	70			88.9%	
1058 Income Water Recharge	(2,000)	3,000	5,000			(66.7%)	
1073 Sports Pitch Hire & Green Fees	303	6,500	6,197			4.7%	
	(320)	12,685	13,005			(2.5%)	0
Crouch Recreation Ground :- Income							
4052 Water & Sewerage	(2,000)	5,100	7,100		7,100	(39.2%)	
4115 Insurance	772	880	108		108	87.7%	
4251 Dog Bin Emptying	335	1,375	1,040		1,040	24.3%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Grounds Maintenance Contract	9,928	34,890	24,962		24,962	28.5%	
4261 Grounds Maint non contract	213	5,000	4,787		4,787	4.3%	
4275 Building Maintenance	86	500	415		415	17.1%	
Crouch Recreation Ground :- Indirect Expenditure	9,334	47,745	38,411	0	38,411	19.5%	0
Net Income over Expenditure	(9,653)	(35,060)	(25,407)				
107 Martello Fields							
1050 Income Rent	4,004	5,000	996			80.1%	
Martello Fields :- Income	4,004	5,000	996			80.1%	0
4115 Insurance	6	10	4		4	57.8%	
4251 Dog Bin Emptying	268	1,100	832		832	24.3%	
4260 Grounds Maintenance Contract	3,650	16,200	12,550		12,550	22.5%	
4261 Grounds Maint non contract	462	3,000	2,538		2,538	15.4%	
Martello Fields :- Indirect Expenditure	4,386	20,310	15,924	0	15,924	21.6%	0
Net Income over Expenditure	(382)	(15,310)	(14,928)				
108 Other Open Spaces							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	0	90	90			0.0%	
1053 Income Grants	942	0	(942)			0.0%	
1066 Income Concession	232	0	(232)			0.0%	
Other Open Spaces :- Income	1,404	90	(1,314)			1560.3%	230
4018 Water Refill Maint	45	0	(45)		(45)	0.0%	45
4052 Water & Sewerage	2	310	308		308	0.7%	
4115 Insurance	33	0	(33)		(33)	0.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	60	0	(60)		(60)	0.0%	
4251 Dog Bin Emptying	536	2,200	1,664		1,664	24.3%	
4260 Grounds Maintenance Contract	6,980	23,645	16,665		16,665	29.5%	
4261 Grounds Maint non contract	297	7,000	6,703		6,703	4.2%	
4262 Trees for Seaford	87	0	(87)		(87)	0.0%	87
4275 Building Maintenance	1,442	0	(1,442)		(1,442)	0.0%	
Other Open Spaces :- Indirect Expenditure	9,482	33,215	23,733	0	23,733	28.5%	132
Net Income over Expenditure	(8,077)	(33,125)	(25,048)				
6000 plus Transfer from EMR	132						
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve	(8,176)						

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>113</u> <u>Crypt</u>							
1051 Income Insurance Recharge	269	380	111			70.8%	
	<u>269</u>	<u>380</u>	<u>111</u>			<u>70.8%</u>	<u>0</u>
Crypt :- Income							
4115 Insurance	269	380	111		111	70.8%	
4275 Building Maintenance	0	500	500		500	0.0%	
	<u>269</u>	<u>880</u>	<u>611</u>	<u>0</u>	<u>611</u>	<u>30.6%</u>	<u>0</u>
Crypt :- Indirect Expenditure							
Net Income over Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	95	1,000	905		905	9.5%	
	<u>95</u>	<u>1,000</u>	<u>905</u>	<u>0</u>	<u>905</u>	<u>9.5%</u>	<u>0</u>
South Street :- Indirect Expenditure							
Net Expenditure	<u>(95)</u>	<u>(1,000)</u>	<u>(905)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	1,692	1,745	53		53	97.0%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
	<u>1,692</u>	<u>5,745</u>	<u>4,053</u>	<u>0</u>	<u>4,053</u>	<u>29.5%</u>	<u>0</u>
Martello Tower :- Indirect Expenditure							
Net Expenditure	<u>(1,692)</u>	<u>(5,745)</u>	<u>(4,053)</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	14,850	15,000	150			99.0%	
1050 Income Rent	5,040	10,000	4,960			50.4%	
1053 Income Grants	0	3,250	3,250			0.0%	
1054 Income Other	12	600	588			2.0%	
1066 Income Concession	900	3,300	2,400			27.3%	
1200 Income Nature Reserve	202	0	(202)			0.0%	
	<u>21,004</u>	<u>32,150</u>	<u>11,146</u>			<u>65.3%</u>	<u>0</u>
Seaford Head Estate :- Income							
4115 Insurance	418	880	462		462	47.5%	
4199 Other Expenditure	157	1,200	1,043		1,043	13.0%	
4251 Dog Bin Emptying	268	1,100	832		832	24.3%	
4260 Grounds Maintenance Contract	431	2,000	1,569		1,569	21.5%	
4261 Grounds Maint non contract	1,050	3,000	1,950		1,950	35.0%	
4275 Building Maintenance	60	1,000	940		940	6.0%	
4500 Nature Reserve Expenses	4,477	16,200	11,723		11,723	27.6%	
4501 Filming Expenses	2,480	3,000	520		520	82.7%	
	<u>9,340</u>	<u>28,380</u>	<u>19,040</u>	<u>0</u>	<u>19,040</u>	<u>32.9%</u>	<u>0</u>
Seaford Head Estate :- Indirect Expenditure							
Net Income over Expenditure	<u>11,664</u>	<u>3,770</u>	<u>(7,894)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seafont							
1011 Income Filming	2,000	0	(2,000)			0.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1057 Income Electricity Recharge	500	3,000	2,500			16.7%	
1058 Income Water Recharge	0	100	100			0.0%	
1066 Income Concession	51,420	41,820	(9,600)			123.0%	
1078 Income Entertainment Area	4,000	0	(4,000)			0.0%	
1084 Income Promenade	44	150	106			29.5%	
	58,675	45,070	(13,605)			130.2%	710
Seafont :- Income							
4018 Water Refill Maint	115	0	(115)		(115)	0.0%	115
4052 Water & Sewerage	0	500	500		500	0.0%	
4055 Electricity	501	3,000	2,499		2,499	16.7%	
4115 Insurance	913	955	42		42	95.6%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	180	0	(180)		(180)	0.0%	
4253 Shelters	240	2,500	2,260		2,260	9.6%	
4254 Martello Entertainments Area	210	0	(210)		(210)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	719	7,000	6,281		6,281	10.3%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	338	2,000	1,663		1,663	16.9%	
4301 Public Works Loan Payment	0	22,000	22,000		22,000	0.0%	
4501 Filming Expenses	400	0	(400)		(400)	0.0%	
	3,616	39,555	35,939	0	35,939	9.1%	115
Seafont :- Indirect Expenditure							
Net Income over Expenditure	55,059	5,515	(49,544)				
6000 plus Transfer from EMR	115						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	54,464						
118 Beach Huts							
1019 Rechargeable Income	930	0	(930)			0.0%	
1057 Income Electricity Recharge	40	100	60			40.0%	
1060 Beach Huts Site Licence	26,609	24,455	(2,154)			108.8%	
1061 Beach Hut Annual Rent	13,530	15,195	1,665			89.0%	
1066 Income Concession	2,495	6,240	3,745			40.0%	
1094 Income Seasonal Beach Huts	11,000	0	(11,000)			0.0%	
	54,604	45,990	(8,614)			118.7%	0
Beach Huts :- Income							
4019 Rechargeable Expenditure	880	0	(880)		(880)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Electricity Top Up Cards	0	100	100		100	0.0%	
4051 Rates	1,302	5,140	3,839		3,839	25.3%	
4055 Electricity	63	0	(63)		(63)	0.0%	
4110 Advertising & Publicity	0	1,000	1,000		1,000	0.0%	
4115 Insurance	1,028	1,215	187		187	84.6%	
4258 Seasonal Beach Hut Revenue Exp	7,616	2,000	(5,616)		(5,616)	380.8%	
4275 Building Maintenance	55	3,000	2,945		2,945	1.8%	
Beach Huts :- Indirect Expenditure	10,943	12,455	1,512	0	1,512	87.9%	0
Net Income over Expenditure	43,661	33,535	(10,126)				
<u>119 Old Town Hall</u>							
1050 Income Rent	489	1,275	786			38.3%	
1051 Income Insurance Recharge	160	200	40			80.2%	
Old Town Hall :- Income	649	1,475	826			44.0%	0
4115 Insurance	160	200	40		40	80.2%	
4275 Building Maintenance	0	2,000	2,000		2,000	0.0%	
Old Town Hall :- Indirect Expenditure	160	2,200	2,040	0	2,040	7.3%	0
Net Income over Expenditure	489	(725)	(1,214)				
<u>121 Seaford in Bloom</u>							
1054 Income Other	417	415	(2)			100.4%	
Seaford in Bloom :- Income	417	415	(2)			100.4%	0
4402 Seaford in Bloom	4,976	5,000	24		24	99.5%	
Seaford in Bloom :- Indirect Expenditure	4,976	5,000	24	0	24	99.5%	0
Net Income over Expenditure	(4,559)	(4,585)	(26)				
<u>125 Allotments</u>							
1050 Income Rent	1,019	1,035	16			98.4%	
Allotments :- Income	1,019	1,035	16			98.4%	0
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,019	535	(484)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>134</u> <u>CCTV</u>							
4055 Electricity	0	2,550	2,550		2,550	0.0%	
4115 Insurance	336	400	64		64	84.0%	
4276 CCTV	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	336	11,950	11,614	0	11,614	2.8%	0
Net Expenditure	(336)	(11,950)	(11,614)				
<u>135</u> <u>Community Service Other</u>							
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	7,210	7,210			0.0%	
Community Service Other :- Income	0	9,210	9,210			0.0%	0
4115 Insurance	52	60	8		8	86.2%	
4195 Events Expenditure	93	1,000	908		908	9.3%	
4273 Christmas Lights	6,445	15,000	8,555		8,555	43.0%	
4281 Christmas Event Expenses	0	10,300	10,300		10,300	0.0%	
4282 Armed Forces Day Expenditure	170	2,000	1,830		1,830	8.5%	
Community Service Other :- Indirect Expenditure	6,760	28,360	21,600	0	21,600	23.8%	0
Net Income over Expenditure	(6,760)	(19,150)	(12,390)				
<u>225</u> <u>Projects Pool</u>							
1014 CIL & S106 Receipts	7,639	0	(7,639)			0.0%	7,639
1016 Beach Hut Sales	37,000	0	(37,000)			0.0%	37,000
1053 Income Grants	0	400,000	400,000			0.0%	
Projects Pool :- Income	44,639	400,000	355,361			11.2%	44,639
4257 Seafront Improvement Plan	0	50,000	50,000		50,000	0.0%	
4274 Projects Expenditure	0	2,000	2,000		2,000	0.0%	
4420 Bonn BH Capital Expenditure	1,280	0	(1,280)		(1,280)	0.0%	1,280
4421 Martello Toilets Capital Costs	0	400,000	400,000		400,000	0.0%	
4423 Salts Development Plan	0	20,000	20,000		20,000	0.0%	
4424 South Hill Barn Development	0	5,000	5,000		5,000	0.0%	
Projects Pool :- Indirect Expenditure	1,280	477,000	475,720	0	475,720	0.3%	1,280
Net Income over Expenditure	43,359	(77,000)	(120,359)				
6000 plus Transfer from EMR	1,280						
6001 less Transfer to EMR	44,639						
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	60	1,500	1,440		1,440	4.0%	
4451 Twitten Naming	0	1,000	1,000		1,000	0.0%	
Planning & Highways :- Indirect Expenditure	60	2,500	2,440	0	2,440	2.4%	0
Net Expenditure	(60)	(2,500)	(2,440)				
Community Services :- Income	193,357	581,660	388,303			33.2%	
Expenditure	78,494	834,100	755,606	0	755,606	9.4%	
Net Income over Expenditure	114,862	(252,440)	(367,302)				
plus Transfer from EMR	1,527						
less Transfer to EMR	45,809						
Movement to/(from) Gen Reserve	70,580						

Finance & General Purposes201 Administration

1053 Income Grants	(0)	0	0			0.0%	
1054 Income Other	100	100	0			100.0%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	146	570	424			25.7%	
1176 Precept	492,075	984,150	492,075			50.0%	
1190 Interest Received	38	1,000	962			3.8%	
Administration :- Income	492,380	985,820	493,440			49.9%	0
4000 Salaries & Wages	77,585	316,925	239,340		239,340	24.5%	
4001 Employers NI	6,392	26,340	19,948		19,948	24.3%	
4002 Employers Superannuation	13,555	56,425	42,870		42,870	24.0%	
4009 Recruitment Costs	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	365	4,000	3,635		3,635	9.1%	
4012 Staff Expenses	0	800	800		800	0.0%	
4015 Office Refreshments	0	400	400		400	0.0%	
4100 Telecommunications	924	4,750	3,826		3,826	19.4%	
4105 Postage	13	400	388		388	3.1%	
4106 Stationery	124	1,800	1,676		1,676	6.9%	
4107 Photocopier	264	1,900	1,636		1,636	13.9%	
4108 Recycling & Shredding	0	210	210		210	0.0%	
4110 Advertising & Publicity	0	1,500	1,500		1,500	0.0%	
4111 Office Purchases - Non Capital	6	0	(6)		(6)	0.0%	
4112 Subscriptions	4,573	5,500	927		927	83.1%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Software Support	6,546	9,500	2,954		2,954	68.9%	
4114 Licence Fee	0	55	55		55	0.0%	
4115 Insurance	1,721	2,000	279		279	86.0%	
4116 Web Site	285	1,000	715		715	28.5%	
4154 Land Registry Fees	6	100	94		94	6.0%	
4155 Professional Fees	0	15,000	15,000		15,000	0.0%	
4156 Bank Charges	249	1,500	1,251		1,251	16.6%	
4157 Audit Fees	(2,520)	3,000	5,520		5,520	(84.0%)	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	0	3,000	3,000		3,000	0.0%	
4272 Equipment Purchases - Capital	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	110,086	459,205	349,119	0	349,119	24.0%	0
Net Income over Expenditure	382,294	526,615	144,321				
<u>205 Premises - Church Street</u>							
1050 Income Rent	4,672	7,610	2,938			61.4%	
Premises - Church Street :- Income	4,672	7,610	2,938			61.4%	0
4050 Rent payable	9,890	20,375	10,485		10,485	48.5%	
4051 Rates	2,485	8,695	6,210		6,210	28.6%	
4059 Church Street Service Charges	0	18,000	18,000		18,000	0.0%	
4115 Insurance	4	5	1		1	74.0%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	71	350	279		279	20.3%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	12,450	49,225	36,775	0	36,775	25.3%	0
Net Income over Expenditure	(7,778)	(41,615)	(33,837)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	11,408	23,270	11,862			49.0%	
1051 Income Insurance Recharge	386	425	39			90.7%	
Premises - Hurdis House :- Income	11,794	23,695	11,901			49.8%	0
4115 Insurance	398	425	27		27	93.8%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4301 Public Works Loan Payment	0	15,005	15,005		15,005	0.0%	
Premises - Hurdis House :- Indirect Expenditure	398	20,430	20,032	0	20,032	2.0%	0
Net Income over Expenditure	11,396	3,265	(8,131)				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>Civic Expenses</u>							
4013 Members Expenses	0	150	150		150	0.0%	
4014 Member Training	0	1,000	1,000		1,000	0.0%	
4106 Stationery	0	500	500		500	0.0%	
4113 Software Support	1,132	3,500	2,368		2,368	32.3%	
4115 Insurance	197	240	43		43	82.0%	
4180 Room Hire	1,359	0	(1,359)		(1,359)	0.0%	
4181 Civic - Mayors Allowance	125	1,000	875		875	12.5%	
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	(94)	250	344		344	(37.7%)	
4184 Civic - other	0	150	150		150	0.0%	
4188 Town Crier Expenses	0	250	250		250	0.0%	
4189 Young Mayor	100	250	150		150	40.0%	
4190 Election Costs	0	6,500	6,500		6,500	0.0%	
Civic Expenses :- Indirect Expenditure	2,819	14,290	11,471	0	11,471	19.7%	0
Net Expenditure	(2,819)	(14,290)	(11,471)				
<u>215</u> <u>Grants</u>							
4401 Grants	0	15,000	15,000		15,000	0.0%	
4406 SFA-CAB	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	20,000	20,000	0	20,000	0.0%	0
Net Expenditure	0	(20,000)	(20,000)				
Finance & General Purposes :- Income	508,846	1,017,125	508,279			50.0%	
Expenditure	125,753	563,150	437,397	0	437,397	22.3%	
Movement to/(from) Gen Reserve	383,093						

Golf Course and The View

<u>101</u> <u>Golf Course</u>							
1000 Golf Course Season Ticket	183,514	170,000	(13,514)			107.9%	
1001 Golf Course Green Fees M-F	52,530	82,000	29,470			64.1%	
1002 Golf Course Green Fees w/eb/h	35,424	71,300	35,876			49.7%	
1003 Golf Course Specials	14,638	72,400	57,762			20.2%	
1004 Golf Course Locker	945	1,100	155			85.9%	
1007 Golf Course Air Traffic	3,750	7,500	3,750			50.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	771	650	(121)			118.6%	
1077 Income Sale Equipment	3,100	3,000	(100)			103.3%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1311 Buggy Hire	5,513	17,500	11,987			31.5%	
Golf Course :- Income	300,185	425,535	125,350			70.5%	0
4000 Salaries & Wages	24,055	98,285	74,230		74,230	24.5%	
4001 Employers NI	2,099	8,715	6,616		6,616	24.1%	
4002 Employers Superannuation	3,202	17,080	13,878		13,878	18.7%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	125	2,000	1,875		1,875	6.3%	
4011 Staff Protective Clothing	1,166	1,250	84		84	93.2%	
4015 Office Refreshments	0	280	280		280	0.0%	
4041 Golf Professional Retainer	11,458	55,000	43,542		43,542	20.8%	
4045 Golf Course Player Costs	415	1,000	585		585	41.5%	
4046 Golf Club Membership Fees	14,520	14,300	(220)		(220)	101.5%	
4051 Rates	0	21,355	21,355		21,355	0.0%	
4052 Water & Sewerage	86	1,000	914		914	8.6%	
4060 Refuse	62	350	288		288	17.8%	
4100 Telecommunications	168	750	582		582	22.5%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	153	350	197		197	43.7%	
4110 Advertising & Publicity	0	500	500		500	0.0%	
4112 Subscriptions	490	500	10		10	98.0%	
4113 Software Support	1,184	1,935	751		751	61.2%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	8,206	9,785	1,579		1,579	83.9%	
4116 Web Site	72	75	3		3	96.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4156 Bank Charges	1,857	4,500	2,643		2,643	41.3%	
4201 Cleaning & Hygiene	20	500	480		480	4.0%	
4251 Dog Bin Emptying	321	1,325	1,004		1,004	24.3%	
4261 Grounds Maint non contract	13,587	37,000	23,413		23,413	36.7%	
4270 Vehicles & Equipment Maint	5,608	15,000	9,392		9,392	37.4%	
4271 Vehicle & Equipment Lease	68,237	66,850	(1,387)		(1,387)	102.1%	
4272 Equipment Purchases - Capital	0	8,500	8,500		8,500	0.0%	
4275 Building Maintenance	0	1,200	1,200		1,200	0.0%	
4276 CCTV	0	200	200		200	0.0%	
4279 Fire & Security	450	1,000	550		550	45.0%	
4308 Rent - Shop, Locker & Chng Rms	12,500	50,000	37,500		37,500	25.0%	
4309 Buggy Lease & Maintenance	1,761	8,000	6,239		6,239	22.0%	
Golf Course :- Indirect Expenditure	171,879	434,210	262,331	0	262,331	39.6%	0
Net Income over Expenditure	128,306	(8,675)	(136,981)				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 The View</u>							
1050 Income Rent	0	1,000	1,000			0.0%	
1053 Income Grants	24,696	0	(24,696)			0.0%	
1305 Income Hire Pro-Shop & Chg Rms	12,500	50,000	37,500			25.0%	
1307 Income Bar Sales	24,153	120,000	95,847			20.1%	
1308 Income Food Sales	48,516	240,000	191,484			20.2%	
1310 Income - Society Food	5,108	16,000	10,892			31.9%	
1312 Function Food Sales	1,431	0	(1,431)			0.0%	
1318 Income The View Kiosk	674	0	(674)			0.0%	
The View :- Income	117,078	427,000	309,922			27.4%	0
4000 Salaries & Wages	45,337	219,660	174,323		174,323	20.6%	
4001 Employers NI	3,095	16,180	13,085		13,085	19.1%	
4002 Employers Superannuation	3,984	22,070	18,086		18,086	18.1%	
4003 Sub-contracted Staff	111	4,000	3,889		3,889	2.8%	
4010 Staff Training	30	1,000	970		970	3.0%	
4012 Staff Expenses	0	150	150		150	0.0%	
4016 Staff Uniform	16	100	84		84	15.8%	
4017 Timesheet & Rota Software	206	220	14		14	93.5%	
4051 Rates	0	6,865	6,865		6,865	0.0%	
4052 Water & Sewerage	526	4,900	4,374		4,374	10.7%	
4055 Electricity	2,270	19,500	17,230		17,230	11.6%	
4056 Gas	649	5,000	4,351		4,351	13.0%	
4060 Refuse	779	3,500	2,721		2,721	22.3%	
4100 Telecommunications	826	3,000	2,174		2,174	27.5%	
4105 Postage	0	100	100		100	0.0%	
4106 Stationery	223	1,000	777		777	22.3%	
4110 Advertising & Publicity	1,282	5,000	3,718		3,718	25.6%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	541	1,100	559		559	49.2%	
4114 Licence Fee	131	1,000	869		869	13.1%	
4115 Insurance	3,100	3,920	820		820	79.1%	
4116 Web Site	16	220	204		204	7.2%	
4156 Bank Charges	548	5,000	4,452		4,452	11.0%	
4201 Cleaning & Hygiene	4,377	15,000	10,623		10,623	29.2%	
4202 Linen Cleaning	154	600	446		446	25.7%	
4270 Vehicles & Equipment Maint	230	2,000	1,770		1,770	11.5%	
4272 Equipment Purchases - Capital	1,655	1,000	(655)		(655)	165.5%	
4275 Building Maintenance	1,384	3,000	1,617		1,617	46.1%	
4276 CCTV	196	500	304		304	39.2%	
4279 Fire & Security	545	1,500	956		956	36.3%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
4303 Food Expenditure	18,695	96,000	77,305		77,305	19.5%	
4304 Bar Expenditure	9,992	42,000	32,008		32,008	23.8%	
4306 Catering Utensils & Equip	0	1,000	1,000		1,000	0.0%	
4307 Bar Utensils & Equip	0	250	250		250	0.0%	
4311 Pest Control	443	850	407		407	52.2%	
4313 Stock Take	0	2,200	2,200		2,200	0.0%	
4314 Cost of Card Top Up Incentives	656	3,000	2,344		2,344	21.9%	
4315 The View Kiosk Expenditure	150	0	(150)		(150)	0.0%	
4903 Term Maintenance	120	2,000	1,880		1,880	6.0%	
The View :- Indirect Expenditure	119,368	599,460	480,092	0	480,092	19.9%	0
Net Income over Expenditure	(2,290)	(172,460)	(170,170)				
Golf Course and The View :- Income	417,263	852,535	435,272			48.9%	
Expenditure	291,247	1,033,670	742,423	0	742,423	28.2%	
Movement to/(from) Gen Reserve	126,015						
Grand Totals:- Income	1,119,465	2,451,320	1,331,855			45.7%	
Expenditure	495,495	2,430,920	1,935,425	0	1,935,425	20.4%	
Net Income over Expenditure	623,971	20,400	(603,571)				
plus Transfer from EMR	1,527						
less Transfer to EMR	45,809						
Movement to/(from) Gen Reserve	579,689						

Finance & General Purposes Committee Variance Reporting

21/07/2021

		Current Update
201	Administration	
1176	Precept	21.07.21 - The Precept cost centre has been moved to 201 so now shows within this Committee. The first half was received in April with the 2nd half due in September.
1190	Interest Received	21.07.21 - The interest shown relates to April and May. The annual income will be significantly lower than the annual budget due to interest rates plummeting since the budget was set. It is likely to only achieve around 15% of the budgeted income by the end of 2021.
4112	Subscriptions	21.07.21 - This account code shows a high percentage of expenditure due to most subscription costs being paid out in the first couple of months of the financial year.
4113	Software Support	21.07.21 - This account code shows a high percentage of expenditure due to the annual Schools ICT costs which are paid in April each year.
4115	Insurance	21.07.21 - The insurance costs show a high percentage of expenditure as all of this is charged in April. It is likely that a saving will be made in this account by the year end. (This will relate to all cost centres that show insurance costs).
4157	Audit Fees	21.07.21 - This account is showing a credit due to the accrual from the 2020-2021. We do not receive the External Audit fees for 20/21 until September 2021.
210	Civic Expenses	
4180	Room Hire	21.07.21 - This account shows the unbudgeted cost of venue hire and related costs that had to be spent to enable the Town Council to conduct its meetings within the legal requirements following the change in law in May.
4183	Civic - Awards	21.07.21 - This account is showing a credit due to the accrual from 2020-2021.



Seaford Town Council

Report No:	37/21
Agenda Item No:	6
Committee:	Finance & General Purposes Committee (F&GP)
Date:	21st July 2021
Title:	F&GP Committee Year End Income & Expenditure Report 2020-2021
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To present the 2020-2021 year-end financial position for the F&GP Committee

Recommendations
The Finance & General Purposes 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 Town Council as a whole but the F&GP Committee's budget has been the least affected.
- 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 £20,161 more than budgeted, which included £22,799 received in government grants for furlough. Expenditure was £8,820 less than budgeted.
- 1.4 The actual spend was £544,549 more than received in income, which was £28,981 less than budgeted.

2. Budget Information

- 2.1 The significant variances for the individual cost centres are reported on below.

2.2 Administration (201)

- (a)** 1053 Income Grants - income received in furlough.
- (b)** 1190 Interest Received - is less than expected due to overall income being £672,000 less than expected and interest rates being very low.
- (c)** 4000 Salaries & Wages/4001 Employers NI - were above budget due to staff changes in the year.
- (d)** 4002 Employers Superannuation – was lower than budgeted due to staff leavers.
- (e)** 4113 Software Support – this was over budget due to the Dell Server Warranty, Zoom subscriptions and additional SIRAS accounts to enable home working.
- (f)** All costs were kept to a minimum with only essential spend, therefore there are small savings against most budgets.

2.3 Premises- Church Street (205)

- (a)** 1050 Income Rent – now includes a proportion of the service charge.
- (b)** 4051 Rates - were budgeted at 2019-2020 rates plus inflation, after the budget had been set for 2020-2021 Lewes District Council informed that the amount was incorrect, hence the overspend.
- (c)** 4059 Church Street Service Charge - was lower than expected as staff were not working in the offices, resulting in reduced cleaning and utilities.

2.4 Premises-Hurdis House (206)

- (a)** 4155 Professional Fees - relate to professional charges and valuations for buildings insurance and for rental purposes due to a change of use.
- (b)** 4301 Public Works Loan Payment - the capital part of the loan payment (£11,357) has been taken from the Capital Receipts Reserve.

2.5 Civic Expenses (210)

- (a)** There are many underspends on this cost centre due to the COVID-19 pandemic.
- (b)** The £12,000 budgeted to be earmarked was done so along with the £2,248 underspend from the previous year. This gives a balance of

£14,248 available in earmarked reserves towards the cost of the next elections.

2.6 Grants (215)



(a) 4401 Grants Pool - this budget was underspent by £9,192.

3. Financial Appraisal

3.1 The £28,981 saving in net expenditure over budget contributed towards the overall Town Council year end position; being £312,702 in General Reserves and £312,138 in Earmarked Reserves.

4. Contact Officer

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer (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
Finance & General Purposes							
201 Administration							
1053 Income Grants	22,799	0	(22,799)			0.0%	
1054 Income Other	62	100	38			62.5%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	572	644	72			88.9%	
1190 Interest Received	1,077	5,099	4,022			21.1%	
Administration :- Income	24,531	5,843	(18,688)			419.8%	0
4000 Salaries & Wages	392,443	340,272	(52,171)		(52,171)	115.3%	
4001 Employers NI	33,195	28,026	(5,169)		(5,169)	118.4%	
4002 Employers Superannuation	55,435	62,457	7,022		7,022	88.8%	
4003 Sub-contracted Staff	0	12,000	12,000		12,000	0.0%	
4004 Staff Welfare Costs	105	1,125	1,020		1,020	9.3%	
4009 Recruitment Costs	576	1,061	485		485	54.3%	
4010 Staff Training	1,208	4,000	2,792		2,792	30.2%	
4012 Staff Expenses	99	1,030	931		931	9.6%	
4015 Office Refreshments	0	515	515		515	0.0%	
4100 Telecommunications	3,522	5,150	1,628		1,628	68.4%	
4105 Postage	182	600	418		418	30.3%	
4106 Stationery	390	2,060	1,670		1,670	18.9%	
4107 Photocopier	899	1,648	749		749	54.6%	
4108 Recycling & Shredding	250	206	(44)		(44)	121.4%	
4110 Advertising & Publicity	2,742	5,000	2,258		2,258	54.8%	
4111 Office Purchases - Non Capital	77	1,591	1,514		1,514	4.8%	
4112 Subscriptions	4,605	5,000	395		395	92.1%	
4113 Software Support	10,549	8,685	(1,864)		(1,864)	121.5%	
4114 Licence Fee	55	35	(20)		(20)	157.1%	
4115 Insurance	1,944	1,993	49		49	97.6%	
4116 Web Site	615	850	235		235	72.4%	
4154 Land Registry Fees	6	21	15		15	28.6%	
4155 Professional Fees	5,174	4,000	(1,174)		(1,174)	129.3%	
4156 Bank Charges	1,016	1,803	787		787	56.3%	
4157 Audit Fees	2,790	3,120	330		330	89.4%	
4182 Catering & Hospitality	9	100	91		91	9.3%	
4199 Other Expenditure	0	120	120		120	0.0%	
4272 Equipment Purchases - Capital	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	517,884	494,968	(22,916)	0	(22,916)	104.6%	0
Net Income over Expenditure	(493,353)	(489,125)	4,228				

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>205 Premises - Church Street</u>							
1050 Income Rent	7,573	6,223	(1,350)			121.7%	
Premises - Church Street :- Income	7,573	6,223	(1,350)			121.7%	0
4050 Rent payable	19,780	20,373	593		593	97.1%	
4051 Rates	8,281	5,793	(2,488)		(2,488)	142.9%	
4059 Church Street Service Charges	11,890	18,000	6,110		6,110	66.1%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4201 Cleaning & Hygiene	162	0	(162)		(162)	0.0%	
4270 Vehicles & Equipment Maint	262	567	305		305	46.3%	
4275 Building Maintenance	401	1,000	599		599	40.1%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	40,779	46,233	5,454	0	5,454	88.2%	0
Net Income over Expenditure	(33,206)	(40,010)	(6,804)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	22,817	22,580	(237)			101.0%	
1051 Income Insurance Recharge	396	410	14			96.6%	
Premises - Hurdis House :- Income	23,213	22,990	(223)			101.0%	0
4115 Insurance	411	410	(1)		(1)	100.2%	
4155 Professional Fees	1,515	0	(1,515)		(1,515)	0.0%	
4301 Public Works Loan Payment	15,002	15,002	(0)		(0)	100.0%	11,357
Premises - Hurdis House :- Indirect Expenditure	16,929	15,412	(1,517)	0	(1,517)	109.8%	11,357
Net Income over Expenditure	6,284	7,578	1,294				
6000 plus Transfer from EMR	11,357						
Movement to/(from) Gen Reserve	17,641						
<u>210 Civic Expenses</u>							
1081 Young Mayor Income	0	100	100			0.0%	
Civic Expenses :- Income	0	100	100			0.0%	0
4013 Members Expenses	0	150	150		150	0.0%	
4014 Member Training	650	1,000	350		350	65.0%	
4106 Stationery	123	500	377		377	24.6%	
4110 Advertising & Publicity	0	50	50		50	0.0%	
4113 Software Support	3,429	3,618	189		189	94.8%	
4115 Insurance	226	205	(21)		(21)	110.2%	
4181 Civic - Mayors Allowance	0	1,500	1,500		1,500	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
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	156	500	344		344	31.2%	
4184 Civic - other	0	200	200		200	0.0%	
4188 Town Crier Expenses	45	250	205		205	18.0%	
4189 Young Mayor	85	600	515		515	14.2%	
4190 Election Costs	(2,248)	12,000	14,248		14,248	(18.7%)	
Civic Expenses :- Indirect Expenditure	2,466	21,073	18,607	0	18,607	11.7%	0
Net Income over Expenditure	(2,466)	(20,973)	(18,507)				
<u>215 Grants</u>							
4401 Grants	21,808	31,000	9,192		9,192	70.3%	
Grants :- Indirect Expenditure	21,808	31,000	9,192	0	9,192	70.3%	0
Net Expenditure	(21,808)	(31,000)	(9,192)				
Finance & General Purposes :- Income	55,317	35,156	(20,161)			157.3%	
Expenditure	599,866	608,686	8,820	0	8,820	98.6%	
Net Income over Expenditure	(544,549)	(573,530)	(28,981)				
plus Transfer from EMR	11,357						
Movement to/(from) Gen Reserve	(533,192)						
Grand Totals:- Income	55,317	35,156	(20,161)			157.3%	
Expenditure	599,866	608,686	8,820	0	8,820	98.6%	
Net Income over Expenditure	(544,549)	(573,530)	(28,981)				
plus Transfer from EMR	11,357						
Movement to/(from) Gen Reserve	(533,192)						



Seaford Town Council

Report No:	43/21
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Town Council Direct Debit Register
By:	Lucy Clark, Finance Manager
Purpose of Report:	To review and approve the Town Council's current Direct Debit Register

Recommendations
The Finance & General Purposes Committee is recommended:
1. To review and approve the Town Council's current Direct Debit Register

1. Information



- 1.1 Certain payments that are made on a regular basis have been set up to be paid by direct debit from the Town Council's Co-op current account. These mainly relate to the payment of utility bills, bank/credit card charges, business rates, PAYE, VAT, pension costs and PWLB payments.
- 1.2 Attached in Appendix A is a list of all current direct debits for review and approval.
- 1.3 At the end of each month, a list of all paid direct debits is produced by the Finance Assistant and presented to two councillors for verification.
- 1.4 On setting up new direct debits, a direct debit mandate is required to be signed by two councillors in accordance with the bank mandate and the instructions reported at the next available Finance & General Purposes Committee meeting.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager	
Town Clerk	

List of Active Direct Debits - 2021/22

Supplier	Description	Period
Barclaycard Merchant Services	The View PDQ Machine	Monthly
Barclaycard Merchant Services	Golf Course PDQ Machine	Monthly
Business Stream	Crouch Playing Fields Waste Water	6 Monthly
Business Stream	Ornamental Gardens Waste Water	6 Monthly
Business Stream	Salts Recreation Ground & Cottage Waste Water	6 Monthly
Business Stream	The View Waste Water	6 Monthly
Castle Water	Crouch Playing Fields Water	Quarterly
Castle Water	Golf Course Water	Quarterly
Castle Water	Ornamental Gardens Water	Quarterly
Castle Water	Salts Recreation Ground & Cottage Water	Quarterly
Castle Water	The View Water	Quarterly
Castle Water	West View Kiosk Water	Quarterly
Cellular Solutions	Admin/TIC/The View Telephone Charges	Monthly
EDF Energy	CCTV - Electrical Supply	Quarterly
Focus Group	The View Broadband Charges	Monthly
GoCardless (Madison Web Solutions)	Monthly Web Site Premium Hosting	Monthly
GoCardless (Culligan/Water Wellbeing)	POU Water Cooler Monthly Rental - Greenkeepers	Monthly
GoCardless (Culligan/Water Wellbeing)	POU Water Cooler 1/4 Rental	Quarterly
Hitachi Capital	Golf Buggies Lease	Monthly
HMRC Vat	Vat Return	Quarterly
ICO	Data Protection Renewal	Annual
Iris Payroll Solutions	Monthly Contracted Payslip Package	Monthly
Iris Business Software	Payroll Monthly Charge	Monthly
JCB Finance	Golf Machinery - Lease 1	Annual
KCS	Colour Photocopier Charges	Quarterly
Land Registry	Land Searches	When service used
Lewes District Council	Rates - Car Parking Spaces 1-2, 37 Church Street	Monthly - April to January
Lewes District Council	Rates - Zone 7, Ground Floor, 37 Church Street	Monthly - April to January
Lewes District Council	Rates - Zone 2, Ground Floor, 37 Church Street	Monthly - April to January
Lewes District Council	Rates - Zone 8, 1st Floor, 37 Church Street	Monthly - April to January
Lewes District Council	Rates - Seaford Head Golf Course & Premises	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 27	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 28	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 53	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 54	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 55	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 56	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 57	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 58	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 59	Monthly - April to January
Lewes District Council	Rates - Martello Beach Hut 60	Monthly - April to January
Nest Pensions	Workplace Pensions	Monthly
O2	Mobile Phones for Facilities & Golf Staff	Monthly
Pitney Bowes	Franking Machine Top Up	When topping up is required
Public Works Loan Board	Loan Repayments - Hurdis House	6 Monthly
Public Works Loan Board	Loan Repayments - The View Build Loans Combined	6 Monthly
SSE	Martello Kiosk Electricity	Quarterly
SSE	Salts Cricket Pavilion Electricity	Quarterly
SSE	West View Kiosk Electricity	Quarterly
SSE	Bonningstedt Beach Huts Electricity	Quarterly
Talk Talk	Golf Course Broadband Charges/Salts Lifeguard Hut Telephone	Monthly
The Co-Operative Bank	Bank Account Charges	Monthly
The Co-Operative Bank	FD Online Charges	Monthly
Total Gas & Power	Golf Club/The View Electricity	Monthly
Total Gas & Power	Golf Club/The View Gas	Monthly
UK Fuels	Golf Course Diesel/Unleaded Petrol	Monthly
Veolia	The View Refuse	Monthly



Seaford Town Council

Report No:	48/21
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Cashless Parking Donations
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To seek approval of a method for enabling online payments through the Town Council's website

Recommendations
The Finance & General Purposes Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To approve using Stripe to enable the receipt of online payments through the Town Council's website.3. To approve the associated costs of setting up Stripe on the Town Council's Website.

1. Information

- 1.1** Currently the Town Council has a physical donation point at South Hill Barn which generated £804 in 2019-2020 and £608 in 2020-2021. Officers would like to expand the donation options at this site and possibly other Town Council sites to offer a cashless donation option.
- 1.2** Having considered multiple options of online donation services, of which there are hundreds, officers are recommending the option of using Stripe, a bolt-on addition to the Town Council website, which can be set up to take online payments.



- 1.3** Stripe is a known and tested product that is used on many websites including other Town Councils. It is easy to administer and is recommended by the website developers as carrying less risk than other providers.
- 1.4** For a cashless donation to be processed, a member of public would open their smartphone, select their camera function, and then scan the QR code.
- 1.5** This would then take them to the Town Council website, where they could select the amount of money they would like to donate to park at South Hill Barn from a drop-down list.
- 1.6** This would then hit a back-end finance system (Stripe), which would immediately deduct the money from the account they choose to pay with (credit card, debit card, Paypal etc).
- 1.7** Stripe would pay the received funds into the Town Council's bank account on a monthly basis minus their fees (see paragraph 2.2). The finance team then log onto Stripe to get the breakdown of this income
- 1.8** If Stripe works successfully for this application then officers would recommend using Stripe to take payments for events, memorials and beach hut rentals.
- 1.9** Stripe has 3D secure authentication to verify the customers identity before the payment is made. Payment is taken immediately whereas some other providers have a delay.
- 1.10** The Payment Card Industry Data Security Standard (PCI DSS) applies to companies of any size that accept credit card payments. If the Town Council accepts card payments, then processes and transmits cardholder data, the data needs to be hosted securely with a PCI compliant hosting provider. Most providers charge for this. Stripe do not charge a PCI compliance fee; Stripe shoulders the PCI compliance burden by ensuring that the client never needs to handle sensitive card data.
- 1.11** Being able to receive income online will save officer time in administration and processing of payments received. Currently physical payments have to be manually taken, a receipt provided to the customer, money counted and taken to the bank. Online payments remove every single step for this and replaces it with a one to two minute process for payments.

2. Financial Appraisal

- 2.1** There is a development set-up cost with the website developers which is currently estimated at 7 hours at £75 per hour; total £525. This cost would not be exclusive to the cashless donation project, but across the online payments project. This cost will come from the Website budget code 4116/201. There is £310 contingency amount within this budget so this expenditure will put the code slightly over budget.
- 2.2** Stripe charges per transaction 1.4%+20p for European cards and 2.9%+20p for non-European cards. The fees are deducted from the income received and the Town Council receives the net amount.
- 2.3** For comparison, PayPal charges 2.9%+30p per transaction.

3. Contact Officer

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

RFO	
Town Clerk	



Seaford Town Council

Report No:	52/21
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Members Allowance Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To review the Town Council's Members Allowance Policy

Recommendations
The Finance & General Purposes Committee is recommended:
1. To recommend to Full Council to adopt the Members Allowance Policy as presented with report 52/21.

1. Information

- 1.1 In line with the schedule of policy reviews, officers have reviewed the Town Council's Members Allowance Policy. This is presented at Appendix A.
- 1.2 There are no recommended changes to the policy. The rates for travel expense claims remain in line with those of HM Revenue & Customs, so do not require changing.
- 1.3 There has been no indication of a wish to review the Town Council's position of not offering its members an allowance for undertaking councillor duties, or a budget set aside within this financial year, and therefore this is not recommended to change.
- 1.4 Lewes District Council issues annual guidance, from its independent remuneration panel, about parish and town council allowances. The 2020 guidance is attached at Appendix B for information. This guidance sets out the maximum allowance that can be offered (based on a set of pre-agreed

calculations) and consultation responses from local councils within the Lewes District about allowances offered.

- 1.5 If Committee members do wish to change the Town Council's position regarding members allowances, it is suggested that officers would need to be instructed to research this further and present this information to a future Full Council meeting for consideration. It would also be advisable that any change in policy and payment of allowance could not take effect until the start of a future municipal year, to ensure this could be budgeted for accordingly.
- 1.6 Members may notice that formatting changes have been made to the policy, to make this document more accessible and reader-friendly – this is the extent of the changes.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk	
------------	---



Seaford Town Council

Member's Allowance Policy

Basic Allowance

The introduction of The Local Authorities (Members' Allowances) (England) Regulations 2003 gave town and parish councils the ability to pay an allowance to local councillors in order to recognise the time and effort they put into their council duties. There is however no obligation to pay such allowances.

It is the policy of Seaford Town Council not to pay its elected members a basic annual allowance under the powers of the above regulations.

Members Travel Expenses

The Local Authorities (Members' Allowance) (England) Regulations 2003 state that a council can provide a travel allowance to be paid for:

1. A meeting of the authority;
2. A meeting of some other body to which the authority make appointments or nominations;
3. A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
4. A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which the representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
5. A meeting of a local authority association of which the authority is a member;
6. Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
7. Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and

empowering or requiring the authority to inspect or authorise the inspection of premises

8. Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
9. Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

In accordance with HM Revenue & Customs rates, it is the policy of Seaford Town Council that its members are entitled to claim back travel and mileage expenses at the following rates:

Cars: 45p/pm for the first 10,000 business miles in the tax year, 25p/pm thereafter

Motorbikes: 24p/pm for the first 10,000 business miles in the tax year, 24p/pm thereafter

Bicycles: 20p/pm for the first 10,000 business miles in the tax year, 20p/pm thereafter

A mileage claim form must be completed and submitted to the Town Clerk, along with supporting documentation, for authorisation before payment is made. Travel expenses may not be claimed for travel within the town boundaries. Travel expenses may be claimed for use of public transport and/or accommodation where the most reasonable price has been sourced and upon receipts being produced.

Adopted: XXX 2021

Review: August 2025 or as rates change, whichever sooner



REPORT OF THE INDEPENDENT REMUNERATION PANEL

FOR LEWES PARISH AND TOWN COUNCILS

FEBRUARY 2020

(updated November 2020)

South East Employers
The Guildhall
The High Street
Winchester
Hampshire
S023 9GH

Contents

1. Introduction.....	1
2. Terms of Reference.....	1
3. Approach.....	2
4. Arriving at the Recommendations.....	2
5. Recommendations.....	3
6. Travel and Subsistence.....	3

**Report from the Parish and Town Councils
Independent Remuneration Panel
February 2020**

1. Introduction

The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

“91. Parish councils may choose to pay their members an allowance, known as ‘parish basic allowance’, to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.”

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on the **28th, 29th and 30th January 2020** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in December 2003.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from fourteen of the Councils. A summary of the responses is included as Appendix 1. The Councils also had an opportunity to take part in an interview/workshop session on the **29th January 2020**, the following Parish and Town Council representatives were interviewed as part of the review:

- Councillor Robinson, Telscombe Town Council
- Councillor Baah, Lewes Town Council
- Councillor Lamb, Lewes Town Council
- Councillor Catlin, Lewes Town Council
- Councillor Jordan, Chair, Chailey Parish Council

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees

- Levels of responsibility and
- Hours worked

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

The Panel therefore recommends that those Towns and Parish Councils who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the Basic Allowance of Lewes District Council.

The basic allowance for the Council for 2020/21 (and 2021/22) is £3,260 subject to any indexation; 15% of this is £489 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.

Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did both hear and receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

The Panel therefore recommends that those Town and Parish Councils who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the Basic Allowance for Lewes District Council

The recommended Chair's Allowance is therefore any amount up to £978, 30% of the proposed Basic Allowance for Lewes District Council.

6. Travel and Subsistence.

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town Councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

Forgoing Allowances.

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town Council.

Publicity

With regard to the allowances, the Panel recommends that the Town and Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Town/Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors.

Implementation

The Panel recommends the new allowances should be implemented from April 2020. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to April 2020.

Mark Palmer- Chair, Independent Remuneration Panel

Daphne Bagshawe- Independent Remuneration Panel

Ian Buckingham- Independent Remuneration Panel

February 2020

Appendix 1 – Consultation Responses

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
1	Barcombe	Yes - Julie Shelley, Clerk		None	No	No	No	Monthly
2	Chailey	Yes - Bettina Newell, Clerk		The Chairman of Chailey Parish Council is paid a quarterly allowance of £200 (gross).	Chailey Parish Councillors are paid for expenses incurred only, ie. travel mileage if the Councillor/s attends meetings on the Parish Council's behalf. Possibly hotel costs if attending a course paid by the Council. Councillors do not receive expenses for attending monthly committee meetings.	The Chairman already receives an allowance, as above (1)	The Parish Councillors are entitled to receive travelling expenses, as above (2)	Full Council and Planning & Environs meetings are held monthly. Planning & Environs are sometimes held bi-monthly if urgent planning matters arise.
3	Ditchling	No response						
4	East Chiltington	No response						
5	Falmer	Yes - Melanie Cutress, Clerk		Falmer Parish Council pays no allowances or travel expenses and has no intention to do so at present.	No	No	No	Every two months.
6	Firle	Yes - Cllr Andrew Barr, Chairman		Firle Parish Councillors have in the past not claimed allowances, in the belief that we carry out our role with a sense of duty to our Parish. We do claim expenses if we have to travel far, but as a rule we do not. We believe that once we have paid our clerk we do not have much left and do not want to increase our precept greatly. We have been diligent and built up a reserve for budgeted work and as a contingency but feel that claiming for ourselves is out of order.	No	No	Yes - if travelling far (as above)	no response given.
7	Glynde and Beddingham	Yes - Cllr J Denis, Chair		No	Yes	Yes	Yes	Every 2 months.
8	Hamsey	No response						
9	Kingston	Yes - Jeanne Peterson, Clerk		No	No	No	The parish council already pays travelling expenses for attendance at meetings, training or other council business.	Bi-monthly

Appendix 1 – Consultation Responses

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
10	Lewes Town	Yes - Steve Bridgen, Clerk	Cllrs Catlin, Lamb, Makepeace	YES - £700pa	YES – we have paid such allowances since 2004	NO – the limited amount would be inadequate	YES – we have paid such allowances since 2004	Council meets x 10 per year. Planning Committee x17. Audit Panel x4. Ad hoc Working Parties and other committees — approx. 30 per year in aggregate
11	Newhaven Town	No response						
12	Newick	No response						
13	Peacehaven Town	Yes - Tony Allen, Clerk	Cllr Simmons	Yes - £1500 as Mayor's allowance.	Yes	Yes	Yes	9 Councils a year - see timetable for all meetings.
14	Piddinghoe	Yes - Julian Peterson, Clerk		No	No	No	Yes to travelling allowance	5 times a year.
15	Plumpton	Yes - Anita Emery, Clerk		No	Yes - but it depends on whether it affects the PC's precept.	As Q2 above	Yes - as Q2 above	Monthly
16	Ringmer	No response						
17	Rodmell	Yes - Alison Stevens, Clerk		No	No	No	not answered	not answered
18	Seaford Town	Yes - James Corrigan, Clerk	Cllrs Reed, Wallraven	Yes , £1500 per annum	The Council has not considered this since the May 2019 elections, equally there has been no request to do so up to now.	As Q2 above	The Council currently pays for mileage and public transport when on official business outside of town, such as training.	Council x 6, Personnel x 2, Community Services x4, Finance and General purposes x 4, Golf and The View x4, Planning x 13, AGM x 1, Annual Parish Meeting x 1, plus ad hoc Meetings as and when needed.
19	South Heighton	No response						
20	Telscombe Town	Yes - Stella Newman, Clerk	Cllrs Gallagher, O'Connor, Robinson	YES - £1,500 pa	Yes	Yes	Yes	Full Council and 2 of its Cttees meet monthly, 1 Cttee meets every 3 weeks. We have 3 Sub-Cttees, 2 of which meet twice a year and the third approx. 3-4 times a year.
21	Westmeston	No response						
22	Wivelsfield	Yes - Liz Gander, Clerk		We have a budget heading of Chairman's fund (£300) to provide for things like thank you gifts for volunteers, but this money is not paid across to the Chairman, but rather used as required.	Possibly	No	Yes	Monthly



Seaford Town Council

Report No:	53/21
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	21st July 2021
Title:	Gifts & Hospitality Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To review the Town Council's Gifts & Hospitality Policy

Recommendations
The Finance & General Purposes Committee is recommended:
1. To recommend to Full Council to adopt the Gifts & Hospitality Policy as presented with report 53/21.

1. Information

- 1.1 In line with the schedule of policy reviews, officers have reviewed the Town Council's Gifts & Hospitality Policy. This is presented at Appendix A.
- 1.2 There are a few minor changes to the policy, which are tracked within the attached appendix.
- 1.3 The main change is an addition to ensure that the policy makes mention to the financial tips received by staff at The View. Tips are recommended as being regarded as an 'appropriate gift' under the terms of the policy and therefore do not require entering on the Register of Gifts & Hospitality, which would be an unreasonable expectation to put upon the staff at The View.
- 1.4 The policy is reasonably large and detailed but is in place with two main purposes; to ensure transparency and also to protect both councillors and employees, ensuring adequate guidance and unambiguity as to how to handle offers of gifts and/or hospitality.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk	
------------	---



Seaford Town Council

Gifts & Hospitality Policy

1. Introduction

- 1.1 The purpose of this policy is to provide guidance for all councillors and Town Council employees when considering whether to accept gifts or hospitality from individuals or organisations as a result of their position with the Town Council and their duties and responsibilities to record this correctly.
- 1.2 The Town Council must ensure that all councillors and employees of the Town Council are aware that they should not use their position(s) with the Town Council for their own personal gain or for the personal gain of third parties (normally external companies and suppliers) to whom they have a professional/ business association.
- 1.3 To do so will be deemed gross misconduct in accordance with the Town Council's Disciplinary Procedure for an employee and may be found to be a breach of the Member's Code of Conduct where a councillor is concerned.
- 1.4 It is essential that members of the public have confidence in the integrity, impartiality and honesty of councillors and employees.
- 1.5 This policy covers all Town Council councillors and employees of the Town Council.

2. Code of Conduct

- 2.1 When councillors make their Declaration of Acceptance of Office they acknowledge in writing that they will comply with the Member's Code of Conduct; a copy of which all councillors have received.
- 2.2 The conduct expected of Town Council employees is clearly detailed in their contract of employment ~~and~~, the Town Council's Staff Handbook and within Town Council policies.

3. General Caution

- 3.1 The Town Council's guidance is that any councillor or employee ought to treat any offer or gift, favour or hospitality with caution that is made, or may be perceived to have been made, in connection with their position as an officer or councillor.
- 3.2 The acceptance of gifts or hospitality is not always unlawful or inappropriate. The decision in every case is whether it is appropriate to accept any gift or

hospitality that might be offered to you, the source of the gift or hospitality and having regard to how it might be perceived.

- 3.3 If any councillor or employee has any doubt over whether or not to accept a gift or hospitality they should err on the side of caution and politely but firmly decline the offer if an immediate response is needed, or alternatively seek the advice of the Town Clerk.

4. The Legal Position

- 4.1 It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to doing or forbearing to do anything in respect of any transaction involving the Town Council.
- 4.2 The onus would be on the individual to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Seaford Town Council.

5. Definitions

- 5.1 For the purposes of this policy, the following definitions are implied:
- a. A gift is defined as anything given, a present, either in or out of normal working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and/or drink etc.
 - b. Hospitality is defined as “a friendly and generous reception and entertainment of guests” – this will include any lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services.
 - c. A reward is defined as “a thing given in recognition of service, effort or achievement” – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.
- 5.2 Common gifts often include pens, diaries, calendars and other business stationery, articles of clothing, books or flowers and more occasionally, the offer of free or discounted food or refreshments.

6. Appropriate Gifts & Hospitality

- 6.1 There are circumstances during the normal course as a councillor or employee where gifts and hospitality may be accepted:
- a. Civic hospitality provided by another public authority.
 - b. Any formal invite to an event in capacity as Civic Mayor, Deputy Mayor or other position.

- c. Normal and modest refreshment in connection with any meeting in the course of your work as a councillor or employee (e.g. tea, coffee, biscuits etc).
 - d. Small, low value gifts (below £25 such as pens, calendars, business stationery, flowers and other mementos or tokens).
 - e. Tickets for sporting, cultural and entertainment events that are sponsored or promoted by Seaford Town Council or bodies to which the councillor or employee has been appointed by Seaford Town Council, and the tickets are offered in relation to that sponsorship or promotion.
 - f. Drinks or other modest refreshment in the normal course of socialising arising consequentially from Town Council business (e.g. inclusion in a round of drinks after a meeting).
 - g. Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom Seaford Town Council has a business connection.
 - h. Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from civic events).
 - i. Invitations to local community clubs or groups hospitality events especially those who are tenants of Seaford Town Council.
 - j. Invitations to attend a local community event in an official capacity as a councillor or employee of Seaford Town Council where hospitality is available.
- 6.2 The above may include that offered by existing concession or licence holder or tenants of the Town Council, but should not be accepted in any period of tender for said contract or a non-existing concession or licence holder (see section 7.1 below).
- 6.3 Due to the nature of the work and sector, financial tips received by employees at The View shall also be regarded as appropriate gifts under the terms of this policy. Both The View duty managers and employees must still however be mindful of ensuring that the tips are not conflicting with section 7 of this policy.

7. Principles for Accepting Gifts and Hospitality

- 7.1 In deciding whether it is appropriate to accept any gift or hospitality, the councillor or employee must consider the following:

- a. Do not accept a gift or hospitality as an inducement or reward for anything you do as an Officer or Councillor. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
 - b. Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
 - c. Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - i. From parties involved with Seaford Town Council in a competitive tendering or other procurement process.
 - ii. From applicants for planning permission and other applications for licences, consents and approvals in which Seaford Town Council has an involvement, even as a consultee.
 - iii. From applications for grants, including voluntary bodies and other organisations applying for public funding from Seaford Town Council.
 - iv. From parties in legal proceedings with Seaford Town Council.
- 7.2 Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- 7.3 Do not solicit any gift or hospitality and avoid giving any perception of doing so.

8. Gifts Received and Donated to the Mayor's Charity

- 8.1 Councillors or employees on receiving gifts of value may pass them to the Mayor to be used for fundraising activities rather than retaining them personally.
- 8.2 Gifts received in this nature should still be recorded on the Register of Gifts & Hospitality (see section 9 below), [save for where the gift is included within section 6.1 of this policy.](#)

9. Registration of Gifts & Hospitality

- 9.1 Councillors and employees offered a gift or hospitality, even if not accepted and regardless of monetary value, must declare it by providing the full details in writing to the Town Clerk, who will enter it on to the Town Council's Register of Gifts & Hospitality.
- 9.2 This notification should include:
 - a. A full description of the gift and/or hospitality offered;
 - b. The best estimate of its market value or cost;
 - c. Who provided it;

- d. Where and when it was received;
 - e. Whether it was accepted or declined;
 - f. Intention if accepted i.e. consume, partake in hospitality, share with other employees, mayor's fundraising etc.
- 9.3 The only exception to 9.1 above is those gifts and hospitality offers included at section 6.1 of this policy; to record every item of this nature would be considered excessive and a needless use of Town Council officer time.
- 9.4 Upon receiving notification of a gift or hospitality, the Town Clerk will advise (if relevant) whether the councillor or employee is able to either retain the gift or partake in the hospitality on offer.
- 9.5 The Town Clerk will be unlikely to allow retention of gifts that can be used as part of the Mayor's fundraising causes, with the exception of small gifts as mentioned at 5.2. These will be passed to the Mayor's Secretary to be used accordingly for fundraising.
- 9.6 In the situation of the Town Clerk being the intended recipient, they should include the entry in the Register of Gifts & Hospitality and inform the Mayor and Chair of Personnel of the way in which they deem the offering be best handled.

10. Inappropriate Gifts and Hospitality Offered

- 10.1 If any person who has or seeks to have dealings with the Town Council offers a councillor or employee, or a member of their immediate family (i.e. spouse, partner or child) a gift or hospitality and the councillor or employee has concerns about the reasons for the offer then they should refuse, politely but firmly.
- 10.2 All such refusals should be notified orally or in writing as soon as is reasonably possible to the Town Clerk, or in the case of the Town Clerk, to the Mayor and Chair of Personnel.
- 10.3 For the avoidance of doubt, inappropriate gifts and hospitality are deemed to conflict with the principles at section 7.1.

11. Policy Enforcement

- 11.1 If a councillor or employee is unhappy with the decision of the Town Clerk, they should register their appeal to the Chair of the Appeals Committee within 10 working days of receipt of the Town Clerk's decision.

- 11.2 Any failure to comply with this policy by a Town Council employee may be deemed gross misconduct in accordance with the Council's Disciplinary Procedure and therefore could result in an employee's summary dismissal.
- 11.3 Any failure to comply with this policy by a councillor may lead to a Code of Conduct investigation by Lewes District Council's Monitoring Officer; if a breach of the Code of Conduct is upheld there are various sanctions that can be enforced.
- 11.4 It is every manager's responsibility to ensure that all employees for whom they are responsible have a copy of this policy. All new employees should be given a copy of this policy as part of the induction process. Heads of Service are responsible for ensuring that this policy is adhered to within their service.
- 11.5 The Town Clerk is responsible for ensuring all councillors receive a copy of this policy upon joining the Town Council and are reminded annually of the process for registering offers of gifts and hospitality.
- 11.6 The Town Council's Register of Gifts & Hospitality will be published annually on the Town Council's website to ensure complete transparency.

Adopted: XXX 2021

Review: August 2025