



Seaford Town Council

**Seaford Town Council Community Services Committee Agenda
– 25th November 2021**

Please note that this meeting has changed venue and will be taking place at:

**Seaford Head School,
Steyne Road (lower school site),
Seaford,
BN25 1AL**

Please arrive from 6.55pm for a meeting start at 7pm – the entrance is right by the main doors to the school, so will be easily found when you arrive.

For those that aren't aware, there is plenty of car and bike parking on site or the school is a 10 (ish) minute walk from the town centre bus stops.

Please also remember:

- ✓ Mask
- ✓ Lateral flow test before attend
- ✓ Dress in warm layers (the external doors will be kept open for ventilation)



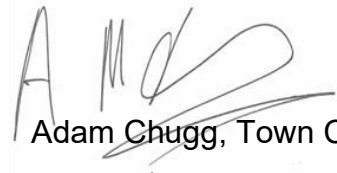
Seaford Town Council

Seaford Town Council Community Services Committee Agenda – 25th November 2021

To the Members of the Community Services Committee

Councillors O Honeyman (Chair), L Wallraven (Vice Chair), Adil, Cash, Dunn, Edson, Everden, MA Hayder, R Hayder, J Meek and B Webb.

A meeting of the **Community Services Committee** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Thursday, 25th November 2021** at **7.00pm**, which you are summoned to attend.



Adam Chugg, Town Clerk

19th November 2021

PLEASE NOTE:

- **Public attendance physically/in person at this meeting will be limited to 10 due to the size of the meeting space.**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting.**
- **See the end of the agenda for further details of public access and participation.**
- **All participants are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**

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 physically in the meeting room, in accordance with relevant legislation and Seaford Town Council Policy.

4. Projects & Facilities Manager Update

To consider report 120/21 informing the Committee on progress and actions relating to Seaford Town Council's assets and services (pages 6 to 13).

5. Community Services Finance Report up to 31st October 2021

To consider report 121/21 informing the Community Services Committee of Income and Expenditure up to 31st October 2021 (pages 14 to 25).

6. Community Services Draft Budget Report 2022 - 2023

To consider report 133/21 presenting the Community Services draft budgets for 2022-2023 and projected budgets to 2026-2027 (pages 26 to 49).

7. Events Policy Review

To consider report 123/21 presenting updates to the Events Policy for Committee to consider, to ensure it is fit for purpose (pages 50 to 75).

8. Various Proposals to Seaford Town Council-owned Green Spaces

To consider report 125/21 informing the Committee of various proposals for Town Council-owned green spaces for the year 2022 – 2023 (pages 76 to 100)

9. Road Safety Proposal

To consider report 128/21 informing the Committee of issues raised by residents and parents of school children regarding the safety of a road crossing near to Chyngton Primary School (pages 101 to 104).

10. Grounds Maintenance Contract Review

To consider report 126/21 seeking the Committee's approval of a review of the current Grounds Maintenance contract (pages 105 to 107).

11. Staycation 2021 Update Report

To consider report 122/21 updating the Committee on the various Staycation projects that happened in 2021 and items relating to anti-social behaviour on the seafront (pages 108 to 110).

12. [The Salts – Various Sports Club Proposals](#)

To consider report 124/21 informing the Committee of proposals from the 6th Seaford Scouts, Premier Football and Seaford Cricket Club to carry out various projects at the Salts Recreation Ground (pages 111 to 124).

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. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 10. 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.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

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.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want 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. 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.
7. 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.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments:

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to admin@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Covid-safety Measures:

While Covid restrictions are no longer mandated, in most situations, the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by continuing to observe the following:

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. You are encouraged to wear a mask at the meeting, in particular when moving around the venue.
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:	120/21
Agenda Item No:	4
Committee:	Community Services
Date:	25th November 2021
Title:	Projects & Facilities Manager Update Report
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee on progress and actions relating to Seaford Town Council's assets and services.

Recommendations
The Community Services Committee is recommended:
1.To note the contents of the report.

1. Projects and Facilities Information

1.1 The Salts Recreation Ground

Tennis Courts

All funding is now in place. Including an extra contribution from the Town Council of up to £10,000 to cover increase in material cost since the project was first quoted for in February 2020.

The chosen contractors for both the construction of the courts and installation of flood lights have been appointed, with works hopefully to start in January and to be completed by April 2022.

Tenders have been advertised for a coach to either rent courts for a certain number of hours per week or to take on full operation of the courts, paying an agreed amount to the Town Council each year. More details are in

Report 130/20 that was brought to the Community Services Committee meeting on 4th February 2021.

Phase 2 CCTV - On Hold

Approximately 60% of the project was completed in 2019 with the second part of the project on hold until 2022. £5,000 has been allocated for this work in the proposed 2022 – 2023 budget.

Playground

Officers are continuing to obtain quotes for resurfacing works. It is likely this will be quite expensive, with initial quotes coming in at £50,000 plus. With this in mind, officers are looking to carry out these works gradually over the next 3-4 years. External funding will also be sought which may hopefully speed works up.

1.2 Seafront

Martello Toilets/Café

Since the last report, design details have been finalised and submitted for planning permission. Geotechnical investigations have been carried out to ascertain what additional works may be required to the existing foundations for the new building. ABIR Architects are currently working on the technical design and we hope to be in a position to issue tenders by the end of January.

As of writing this report, officers have not received any further updates regarding the lottery grant application.

Seasonal Beach Huts

The huts were removed by the end of September, as specified in the planning permission conditions. Feedback has been excellent with many people preferring the location of the huts opening straight onto the beach. Bookings were plentiful, with huts fully booked over the summer holidays.

Weekly bookings worked well and were easier to manage than daily, so it is intended to keep with weekly hire next year.

Bönningstedt Wall

A contractor has now been appointed to carry out this work, which is hoped to be completed by Christmas.

1.3 Projects Overview List

Please see the list at Appendix A. This is a working document and is subject to change; for example, if additional funding is received or projects are reprioritised. The document includes six new projects:

- Seafront Lamppost head replacement
- Grounds Maintenance Contract Review
- Martello Fields Water Refill Station
- Signage to Cuckmere Haven
- Bönningstedt Memorial
- Rainbow Bench

1.4 External Grants

The Town Council's Grants Administrator has now left the Town Council and applications will be now mainly carried out the officer working on the relevant project.

Current year's grant applications:

Purpose	Grant Organisation	Amount	Status
Salts Tennis Courts	CIL 1 st Bid	£20,000	Successful
Salts Tennis Courts	Sports England	£40,000	Successful
Salts Tennis Courts	CIL 2 nd Bid	£40,000	Successful
Salts Tennis Courts	LTA contribution	£7,000	Successful
Martello Toilets and Café	Community Lottery Fund	£222,550	Resubmitted

1.5 Filming and Photography

Summer was busy with lots of fashion campaigns using Hope Gap and Seaford Head Nature Reserve including a feature film, The Policeman, filmed at Hope Gap.

The Film & Liaison Officer has been working with the tenant farmer (Tom Masters) to ensure large crews can base in their field to reduce the impact to the public and Seaford Head Nature Reserve. Filming in October included an ITV series, Grace, and several student films. Currently there is filming taking place for the Seaford Head Project - Iron Age Fort. This is a partnership with South Downs National Park, Seaford Town Council and Archaeology South East UCL.

The Film & Liaison Officer has worked with Sussex Wildlife Trust to update the parking plan and to agree rest areas on Seaford Head Nature Reserve as part of updating the Filming Policy.

1.6 Events

The summer saw a busy time for events on Seaford's open spaces due to COVID-19 restrictions and re-scheduling.

South Hill Barn hosted three art exhibitions; Last Minute Artists, Piano Pinatas and Cuckmere SOS in conjunction with Artwave. All three exhibitions were well received within the community and attracted a large footfall for the exhibitors, who have all re-booked for 2022. The exhibitions have also attracted interest from other hirers who are enquiring about hire fees and availability to hold exhibitions, talks and some small music concerts.

Martello Fields had Coles Funfair return for 10 days during the summer holidays, UK Triathlon, Rotary boot fairs, Seahaven Pride, Support our Seaford Charities and Seaford Bonfire Night.

Seahaven Pride Family Festival was a new event for Seaford Town Council to facilitate, due to its size and festival-nature, which was booked and

delivered within four months. This was a huge piece of work for all officers involved with regards to the planning, promotion, licences and management. With all this in place, the event was a success and was extremely popular with the local community and visitors. It will hopefully become an annual feature.

Support our Seaford Charities was also a new event held this year, run by the Rotary Club. A great day was had by all and officers have received a booking to hold the event again in 2022.

Seaford Bonfire night was delivered well by the organisers, although some regular features had to be left out of the event, due to funds not being able to be raised to cover costs. The event attracted a large number of visitors this year and was supported by Sussex Police. No incidents were reported and the clear up by the bonfire society team was fantastic. The event did however still attract the plastic light trolley stalls, which as Seaford is a plastic free town, isn't something which the Town Council can condone. Internal meetings have already taken place with officers to look at what action can be taken for 2022 bonfire event to prevent this from reoccurring.

The Salts Recreational Ground saw the first Community Climate & Eco Fair – 'A Greener Seaford'. At the fair, lots of exhibitors shared information with the community and the fair was well received, with lots of visitors. The space used at The Salts worked well for this type of event. Officers have been asked if the event will be held again and are waiting to hear if there will be a repeat booking.

Two vigils have also taken place this summer - one at the Peace Gardens within The Crouch, organised by the Quakers. The other was held at The Shoal, Seahaven Remembers, and was a peaceful vigil against racial injustice, promoting peace, love and tolerance regardless of race, creed or colour, as part of Black History Month.

The final event for this calendar year is Seaford's Christmas Magic, being held on Saturday 4th December in the Crouch Gardens. Officers and the event committee have worked tirelessly to be able to bring this event back

to the town after sadly having to postpone the 2020 event due to COVID-19 restrictions. The event and its various activities have been planned in such a way that should any restrictions be introduced, the event should still be able to go ahead. Seaford Christmas Magic is a key part of the town's community events calendar and is always well anticipated and extremely well attended, by people of all demographics from across Seaford's community and further afield.

1.7 Concessions

Concessions had a challenging summer for trading, with the weather being a bit up and down this year.

West View Concession Huts saw a good trade, although one tenant did hand their notice to Seaford Town Council at the end of July, which officers temporarily filled for the remaining two months of the season. The vacant hut will be advertised next year, to find a new tenant who will complement the other commercial huts.

Skipper Water Sports Concession extended its licence through the month of September too. They are looking to return next summer.

Crepes De La Crème's planned pop-up trailer at Bönningstedt promenade didn't work out for the concession holder. This was mainly due to transporting the unit each day to trade. This concession spot is now closed as a trial space for staycation season.

Crepes De La Crème hut at the bottom of Dane Road will be staying on the promenade to trade through the winter.

Holy Cow Ice Cream hut worked well again this summer and has now come to the end of the season - the hut will be removed and stored for the winter months.

South Hill Barn's Cotton's Coffee Bar handed its notice in and finished trading in October. High & Over's concession, Brewster's Coffee & Co, has worked hard to build a trade at this site and been open rain or shine. Due to

the footfall at the High & Over during the winter months, Brewster's Coffee and Co won't be trading this winter and have signed a contract to trade at South Hill Barn site, from November 2021 to the end of March 2022.

Officers will advertise the South Hill Barn concession site in accordance with Town Council policy, for a concession to start to trade from 1st April 2022.

1.8 Leases

The 50-year lease of the football clubhouse at The Crouch with Seaford Town Football Club has been agreed and will be signed off by both parties imminently.

1.9 Staff

Since the last meeting, the team has a new Projects Officer, who is settling in very well and already proving to be a great asset to the team.

1.10 Meeting Dates

Officers and the Chair of Community Services have agreed that the current meeting schedule for the remainder of this municipal year is lacking where Community Services Committee meetings are concerned. This results in overly full agendas or items that would usually come through Committee going straight to Full Council instead so as to avoid a delay in a process.

In light of this it has been agreed, under delegated powers, to alter the meeting dates as follows:

Existing meeting date – Thursday 3rd March 2022 CANCELLED

New meeting dates – Thursday 10th February 2022 AND Thursday 5th May 2022

This reduces the gap between meetings (currently late-November to early-March) and ensures that the Committee is able to consider relevant business at key times of year when the Projects & Facilities team is busy

planning the calendar year ahead (including projects, events and concessions, amongst others).

Despite this change being enabled under delegated powers, the inclusion within this report provides an opportunity for Committee members to raise any concerns or questions ahead of this change being formalised.

2. Financial Appraisal

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

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	



Seaford Town Council

Report No:	121/21
Agenda Item No:	5
Committee:	Community Services
Date:	25th November 2021
Title:	Community Services Finance Report up to 31st October 2021
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st October 2021.

Recommendations
The Community Services Committee is recommended:
<ol style="list-style-type: none">1.To note the contents of the report.2.To approve earmarking the £10,000 budget for the swimming pool maintenance (4410/130) if not spent at the financial year end.

1. Information

- 1.1 Appendix 1 shows a breakdown of income and expenditure for Community Services budget up to 31st October 2021.

105 Salts Recreation Ground

1073-Sports Pitch Hire and Green Fees income is already over double what was budgeted for. This is due to the budgeted figure being kept low this year due the risk of another lockdown and a backdated invoice for the Rugby club of £2,135.

4261-Grounds Maintenance Non-Contract has gone over budget mainly due to playground equipment replacement. Please note a separate cost centre has been proposed in next years budget exclusively for the playground.

4275-Building Maintenance will go over budget, mainly due to maintenance works to the café and changing rooms.

106 Crouch Recreation Ground

1073-Sports Pitch Hire and Green Fees income is way over what was budgeted for as the budgeted figure was kept low this year due the risk of another lockdown.

4275-Building Maintenance This is Over budget due to a new roof being required for the Football club. £12,800 was received from the football club and £5,000 was met from the buildings maintenance EMR.

107 Martello Fields

1050-Income Rent is higher than expected as many events such as the car boot sales have returned and there were 2 funfairs during the year.

108 Other Open Spaces

4275-Building Maintenance £1,442 has been spent on renovations to the War memorial. £942 was funded by grants (1053/108) and £500 which was vired from the Grounds Maintenance Non Contract Budget (4261/108)

115 Martello Tower

4275-Building Maintenance expenditure low but expect to have a survey and valuation carried this year which will probably use up most of the budget.

116 Seaford Head Estate

1011 Income Filming-Over twice what was budgeted for so far, as filming has been very busy over summer. It is expected things will quiet down through winter.

118 Beach Huts

1094 Income Seasonal Beach Huts did not have a budget for this year, as when budgeted for it was not known whether short term rentals could go ahead due to restrictions.

The same applies for 4258 Seasonal Beach Hut Revenue Exp for which only £2,000 was budgeted.

121 Seaford in Bloom

Savings to 4402 Seaford in Bloom were made by reducing the specification of the summer planting and not having any winter planting.

130 Other Recreation

4110 An agreed sum of up to £10,000 is budgeted each year to contribute towards the swimming pool maintenance costs. Wave leisure/ East Sussex County Council have said that major works are required to replace the air handling unit and this work may not be completed this financial year, they have therefore asked if we can keep the £10,000 budgeted this year for them to spend next year. This sum will be earmarked at the year end if not spent, making it available next year.

135 Community Services Other

1070 Armed Forces Day had no income due to being cancelled.

225 Projects Pool

4421 Martello Toilets Capital Costs is showing some spend which is mainly for professional fees and investigative works for the Martello Toilet/Café project.

2. Earmarked Reserves



- 2.1** Attached as Appendix 2 is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this Committee's use.
- 2.2** Like last year, at the year end, unspent balances on appropriate budgets will be transferred to EMR. It is anticipated that these EMRs will be built up year on year from current year underspends. If contingency sums are available in EMRs to meet potential liabilities, then the Town Council can reduce budgets accordingly and keep increases in future precepts to a minimum.

3. Financial Appraisal

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

4. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	1,927	2,155	228			89.4%	
1051 Income Insurance Recharge	1,564	1,480	(84)			105.7%	
1055 Income Memorial Bench	1,320	0	(1,320)			0.0%	
1058 Income Water Recharge	0	4,525	4,525			0.0%	
1066 Income Concession	11,566	12,000	434			96.4%	
1073 Sports Pitch Hire & Green Fees	4,708	2,000	(2,708)			235.4%	
1095 Income Tennis Courts	0	6,000	6,000			0.0%	
	21,314	28,160	6,846			75.7%	230
Salts Recreation Ground :- Income							
4052 Water & Sewerage	(3,350)	8,420	11,770		11,770	(39.8%)	
4055 Electricity	91	300	209		209	30.4%	
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	153	250	97		97	61.3%	
4115 Insurance	3,516	3,690	174		174	95.3%	
4250 Memorial Bench	(71)	0	71		71	0.0%	
4251 Dog Bin Emptying	1,094	2,000	906		906	54.7%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	37,761	69,635	31,874		31,874	54.2%	
4261 Grounds Maint non contract	7,116	6,000	(1,116)		(1,116)	118.6%	
4275 Building Maintenance	2,495	3,000	505		505	83.2%	
	48,805	107,305	58,500	0	58,500	45.5%	0
Salts Recreation Ground :- Indirect Expenditure							
	(27,490)	(79,145)	(51,655)				
Net Income over Expenditure							
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve							
	(27,720)						
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	1,219	2,550	1,331			47.8%	
1051 Income Insurance Recharge	565	635	70			88.9%	
1053 Income Grants	12,800	0	(12,800)			0.0%	
1055 Income Memorial Bench	2,600	0	(2,600)			0.0%	
1058 Income Water Recharge	(2,000)	3,000	5,000			(66.7%)	
1073 Sports Pitch Hire & Green Fees	8,492	6,500	(1,992)			130.6%	
	23,676	12,685	(10,991)			186.6%	0
Crouch Recreation Ground :- Income							
4052 Water & Sewerage	(1,638)	5,100	6,738		6,738	(32.1%)	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	772	880	108		108	87.7%	
4250 Memorial Bench	1,293	0	(1,293)		(1,293)	0.0%	
4251 Dog Bin Emptying	781	1,375	594		594	56.8%	
4260 Grounds Maintenance Contract	23,228	34,890	11,662		11,662	66.6%	
4261 Grounds Maint non contract	1,198	5,000	3,802		3,802	24.0%	
4275 Building Maintenance	17,886	500	(17,386)		(17,386)	3577.1%	5,000
Crouch Recreation Ground :- Indirect Expenditure	43,519	47,745	4,226	0	4,226	91.1%	5,000
Net Income over Expenditure	(19,843)	(35,060)	(15,217)				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	(14,843)						
<u>107 Martello Fields</u>							
1050 Income Rent	9,251	5,000	(4,251)			185.0%	
Martello Fields :- Income	9,251	5,000	(4,251)			185.0%	0
4115 Insurance	6	10	4		4	57.8%	
4251 Dog Bin Emptying	625	1,100	475		475	56.8%	
4260 Grounds Maintenance Contract	8,539	16,200	7,661		7,661	52.7%	
4261 Grounds Maint non contract	1,714	3,000	1,286		1,286	57.1%	
Martello Fields :- Indirect Expenditure	10,884	20,310	9,426	0	9,426	53.6%	0
Net Income over Expenditure	(1,633)	(15,310)	(13,677)				
<u>108 Other Open Spaces</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1053 Income Grants	942	0	(942)			0.0%	
1055 Income Memorial Bench	1,500	0	(1,500)			0.0%	
1066 Income Concession	507	0	(507)			0.0%	
1072 Income Trees for Seaford	212	0	(212)			0.0%	212
Other Open Spaces :- Income	3,482	90	(3,392)			3868.4%	442
4018 Water Refill Maint	45	0	(45)		(45)	0.0%	45
4052 Water & Sewerage	336	310	(26)		(26)	108.4%	
4115 Insurance	33	0	(33)		(33)	0.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	1,241	0	(1,241)		(1,241)	0.0%	
4251 Dog Bin Emptying	1,250	2,200	950		950	56.8%	
4260 Grounds Maintenance Contract	16,331	23,645	7,314		7,314	69.1%	
4261 Grounds Maint non contract	2,463	6,500	4,037		4,037	37.9%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4262 Trees for Seaford	1,639	0	(1,639)		(1,639)	0.0%	1,639
4275 Building Maintenance	1,442	500	(942)		(942)	288.4%	
Other Open Spaces :- Indirect Expenditure	24,779	33,215	8,436	0	8,436	74.6%	1,684
Net Income over Expenditure	(21,298)	(33,125)	(11,827)				
6000 plus Transfer from EMR	1,684						
6001 less Transfer to EMR	442						
Movement to/(from) Gen Reserve	(20,056)						
<u>113 Crypt</u>							
1051 Income Insurance Recharge	269	380	111			70.8%	
Crypt :- Income	269	380	111			70.8%	0
4115 Insurance	269	380	111		111	70.8%	
4275 Building Maintenance	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	269	880	611	0	611	30.6%	0
Net Income over Expenditure	0	(500)	(500)				
<u>114 South Street</u>							
4275 Building Maintenance	676	1,000	324		324	67.6%	
South Street :- Indirect Expenditure	676	1,000	324	0	324	67.6%	0
Net Expenditure	(676)	(1,000)	(324)				
<u>115 Martello Tower</u>							
4115 Insurance	1,692	1,745	53		53	97.0%	
4275 Building Maintenance	130	4,000	3,870		3,870	3.3%	
Martello Tower :- Indirect Expenditure	1,822	5,745	3,923	0	3,923	31.7%	0
Net Expenditure	(1,822)	(5,745)	(3,923)				
<u>116 Seaford Head Estate</u>							
1011 Income Filming	36,670	15,000	(21,670)			244.5%	
1050 Income Rent	11,295	10,000	(1,295)			112.9%	
1053 Income Grants	0	3,250	3,250			0.0%	
1054 Income Other	429	600	171			71.5%	
1066 Income Concession	1,650	3,300	1,650			50.0%	
1200 Income Nature Reserve	465	0	(465)			0.0%	
Seaford Head Estate :- Income	50,508	32,150	(18,358)			157.1%	0

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	418	880	462		462	47.5%	
4199 Other Expenditure	818	1,200	382		382	68.2%	
4251 Dog Bin Emptying	625	1,100	475		475	56.8%	
4260 Grounds Maintenance Contract	1,008	2,000	992		992	50.4%	
4261 Grounds Maint non contract	2,079	3,000	921		921	69.3%	
4275 Building Maintenance	120	1,000	880		880	12.0%	
4500 Nature Reserve Expenses	16,370	16,200	(170)		(170)	101.1%	
4501 Filming Expenses	2,480	3,000	520		520	82.7%	
Seaford Head Estate :- Indirect Expenditure	23,918	28,380	4,462	0	4,462	84.3%	0
Net Income over Expenditure	26,591	3,770	(22,821)				
<u>117 Seaford</u>							
1011 Income Filming	2,000	0	(2,000)			0.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1057 Income Electricity Recharge	1,458	3,000	1,542			48.6%	
1058 Income Water Recharge	0	100	100			0.0%	
1066 Income Concession	53,320	41,820	(11,500)			127.5%	
1078 Income Entertainment Area	5,600	0	(5,600)			0.0%	
1084 Income Promenade	178	150	(28)			118.4%	
Seaford :- Income	63,265	45,070	(18,195)			140.4%	710
4018 Water Refill Maint	115	0	(115)		(115)	0.0%	115
4052 Water & Sewerage	(4)	500	504		504	(0.8%)	
4055 Electricity	1,458	3,000	1,542		1,542	48.6%	
4115 Insurance	913	955	42		42	95.6%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	45	0	(45)		(45)	0.0%	
4253 Shelters	1,041	2,500	1,459		1,459	41.6%	
4254 Martello Entertainments Area	565	0	(565)		(565)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	2,021	7,000	4,979		4,979	28.9%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	1,461	2,000	539		539	73.0%	
4301 Public Works Loan Payment	0	22,000	22,000		22,000	0.0%	
4501 Filming Expenses	400	0	(400)		(400)	0.0%	
Seaford :- Indirect Expenditure	8,015	39,555	31,540	0	31,540	20.3%	115
Net Income over Expenditure	55,251	5,515	(49,736)				
6000 plus Transfer from EMR	115						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	54,656						

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Beach Huts							
1019 Rechargeable Income	930	0	(930)			0.0%	
1054 Income Other	402	0	(402)			0.0%	
1057 Income Electricity Recharge	160	100	(60)			160.0%	
1060 Beach Huts Site Licence	26,823	24,455	(2,368)			109.7%	
1061 Beach Hut Annual Rent	13,530	15,195	1,665			89.0%	
1066 Income Concession	4,395	6,240	1,845			70.4%	
1094 Income Seasonal Beach Huts	13,313	0	(13,313)			0.0%	
Beach Huts :- Income	59,553	45,990	(13,563)			129.5%	0
4019 Rechargeable Expenditure	880	0	(880)		(880)	0.0%	
4021 Electricity Top Up Cards	0	100	100		100	0.0%	
4051 Rates	2,982	5,140	2,159		2,159	58.0%	
4055 Electricity	143	0	(143)		(143)	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	12,493	2,000	(10,493)		(10,493)	624.6%	
4275 Building Maintenance	403	3,000	2,597		2,597	13.4%	
Beach Huts :- Indirect Expenditure	17,929	12,455	(5,474)	0	(5,474)	143.9%	0
Net Income over Expenditure	41,624	33,535	(8,089)				
119 Old Town Hall							
1050 Income Rent	977	1,275	298			76.7%	
1051 Income Insurance Recharge	160	200	40			80.2%	
Old Town Hall :- Income	1,138	1,475	337			77.1%	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	977	(725)	(1,702)				
121 Seaford in Bloom							
1054 Income Other	417	415	(2)			100.4%	
Seaford in Bloom :- Income	417	415	(2)			100.4%	0
4402 Seaford in Bloom	5,130	5,000	(130)		(130)	102.6%	
Seaford in Bloom :- Indirect Expenditure	5,130	5,000	(130)	0	(130)	102.6%	0
Net Income over Expenditure	(4,713)	(4,585)	128				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Allotments</u>							
1050 Income Rent	1,019	1,035	16			98.4%	
Allotments :- Income	<u>1,019</u>	<u>1,035</u>	<u>16</u>			<u>98.4%</u>	<u>0</u>
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,019</u>	<u>535</u>	<u>(484)</u>				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<u>134 CCTV</u>							
4055 Electricity	1,404	2,550	1,146		1,146	55.1%	
4115 Insurance	336	400	64		64	84.0%	
4276 CCTV	4,049	9,000	4,951		4,951	45.0%	
CCTV :- Indirect Expenditure	<u>5,790</u>	<u>11,950</u>	<u>6,160</u>	<u>0</u>	<u>6,160</u>	<u>48.5%</u>	<u>0</u>
Net Expenditure	<u>(5,790)</u>	<u>(11,950)</u>	<u>(6,160)</u>				
<u>135 Community Service Other</u>							
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	116	7,210	7,094			1.6%	
Community Service Other :- Income	<u>116</u>	<u>9,210</u>	<u>9,094</u>			<u>1.3%</u>	<u>0</u>
4115 Insurance	52	60	8		8	86.2%	
4195 Events Expenditure	150	1,000	850		850	15.0%	
4273 Christmas Lights	6,746	15,000	8,254		8,254	45.0%	
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	<u>7,118</u>	<u>28,360</u>	<u>21,242</u>	<u>0</u>	<u>21,242</u>	<u>25.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,002)</u>	<u>(19,150)</u>	<u>(12,148)</u>				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	87,430	0	(87,430)			0.0%	87,430
1016 Beach Hut Sales	37,000	0	(37,000)			0.0%	37,000
1053 Income Grants	1,000	400,000	399,000			0.3%	
Projects Pool :- Income	<u>125,430</u>	<u>400,000</u>	<u>274,570</u>			<u>31.4%</u>	<u>124,430</u>

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	10,547	400,000	389,454		389,454	2.6%	10,547
4423 Salts Development Plan	0	20,000	20,000		20,000	0.0%	
4424 South Hill Barn Development	925	5,000	4,075		4,075	18.5%	
Projects Pool :- Indirect Expenditure	12,751	477,000	464,249	0	464,249	2.7%	11,827
Net Income over Expenditure	112,679	(77,000)	(189,679)				
6000 plus Transfer from EMR	11,827						
6001 less Transfer to EMR	124,430						
Movement to/(from) Gen Reserve	75						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	180	1,500	1,320		1,320	12.0%	
4451 Twitten Naming	0	1,000	1,000		1,000	0.0%	
Planning & Highways :- Indirect Expenditure	180	2,500	2,320	0	2,320	7.2%	0
Net Expenditure	(180)	(2,500)	(2,320)				
Community Services :- Income	359,437	581,660	222,223			61.8%	
Expenditure	211,745	834,100	622,355	0	622,355	25.4%	
Net Income over Expenditure	147,693	(252,440)	(400,133)				
plus Transfer from EMR	18,626						
less Transfer to EMR	125,812						
Movement to/(from) Gen Reserve	40,506						
Grand Totals:- Income	359,437	581,660	222,223			61.8%	
Expenditure	211,745	834,100	622,355	0	622,355	25.4%	
Net Income over Expenditure	147,693	(252,440)	(400,133)				
plus Transfer from EMR	18,626						
less Transfer to EMR	125,812						
Movement to/(from) Gen Reserve	40,506						

Seaford Town Council

Earmarked Reserves 2021/22

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Transfers to Other Reserves	Used To Fund Expenditure	Closing Balance	Committed	Available Balance	Notes
320	Elections	14,248				£14,248.41		£14,248.41	Built up over the years to spread the cost of 4 yearly elections
321	Building Maintenance	13,165			5,000	£8,165.00		£8,165.00	Contingency to meet unexpected liability on all buildings
323	Crypt Professional Fees	£1,075.00				£1,075.00		£1,075.00	Expenditure to be used for Building Works at the Crypt.
326	Grounds Maintenance	£17,240.00				£17,240.00		£17,240.00	Contingency to meet unexpected liability on all grounds and open spaces
329	The Salts Landscaping	£844.55				£844.55		£844.55	Pitch repairs may be required due to wet weather over winter.
340	Vehicles & Equipment	£12,622.00				£12,622.00		£12,622.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements
342	Trees for Seaford *	£10,745.37	£212.28		£1,639.07	£9,318.58		£9,318.58	Income received from Resident Donations. Restricted to spend only on Trees
345	Memorial Bench Maintenance	£2,032.00				£2,032.00		£2,032.00	Contingency to meet maintenance needs of Memorial Benches
358	Community Projects	£1,469.75				£1,469.75		£1,469.75	Income received from donations for Beach Access Platform to be used for maintenance & repairs.
361	CIL Receipts *	£13,080.91	£87,429.93			£100,510.84	£30,000.00	£70,510.84	Income received from CIL monies - Restricted use 2021/22 up to £20,000 for tennis courts- include 2020/22 CIL receipts
362	Seafront Projects	£4,835.00				£4,835.00		£4,835.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area
363	Capital Receipts *	£161,898.77	£37,000.00		£1,280.00	£197,618.77	£72,000.00	£125,618.77	Can only be used for Capital Expenditure. 2021/22 £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts £22,000 for Martello toilets
366	Seafront Development Plan (SDP)	£58,882.08			£10,546.50	£48,335.58	£50,000.00	-£1,664.42	For expenditure on SDP
367	Water Refill Stations	£0.00	£1,170.00		£160.00	£1,010.00			
	TOTAL EMR	£312,138.84	£125,812.21	£0.00	£18,625.57	£419,325.48	£152,000.00	£266,315.48	

* RESTRICTED USE



Seaford Town Council

Report No:	133/21
Agenda Item No:	6
Committee:	Community Services
Date:	25th November 2021
Title:	Community Services Committee Draft Budget Report, 2022–2023
By:	Karen Singleton, Responsible Financial Officer (RFO) and Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the Community Services Draft Budgets for 2022-2023 and projected budgets to 2026-2027

Recommendations

The Community Services Committee is recommended:

1. To comment upon the draft Committee Budget 2022-2023 and projected budgets to 2026-2027 and recommend its proposals to the Finance & General Purposes Committee.

1. Summary

1.1 Attached to this report, as Appendix 1, is the draft Community Services Committee Budget for 2022-2023 and the projected budgets for 2023-2024, 2024-2025, 2025-2026 and 2026-2027

1.2 To support the Committee's understanding of the budgets, attached as Appendix 2 is the current Income & Expenditure for the first six months of this financial year, including the actual figures for 2020-2021. The Earmarked Reserves (EMR) that relate to this committee are attached as Appendix 3.

1.3 All budgets have been set on a prudent basis. Income has only been included where certain, savings have been made and budgets cut wherever possible.

1.4 As part of the budget setting process, the figures have been reviewed by Town Council officers and the Chair of this Committee.

2. Budget Information

2.1 1058 and 4052. It has proved very difficult to budget for water consumption at all sites. The water company bills up to 6 months in advance and then often credits back more than 1 year, this makes it impossible to work out annual consumption. If more information is available by January 2022, then these budgets may change.

2.2 4018- All water refill station maintenance has not been budgeted for as it will be met from EMRs.

2.3 4260- The **overall** Grounds maintenance contract with Lewes District Council has been increased by 2%, though there may be some other savings to me made. This is detailed in report 125/21 on this agenda. The figures put in the budgets last year did not include £4,514 for Client charges, charged by LDC, or £3,208 Playground inspections. Therefore the actual budget increases are more than 2%. The RFO has this year received a proper breakdown of costs per site from LDC.

2.4 105 Salts Recreation Ground

1066- Concession Income is higher than last year as the Salts café lease increases during the term.

1073- Sports pitch hire & Green fees have been increased back to the previous level before the Covid-19 pandemic.

1095- Tennis Court Income is as per the Lawn Tennis Association's (LTA) projections, assuming the courts will be fully refurbished by the start of the season.

4095 and 4096- Tennis Court expenditure is as per the Lawn Tennis Association's (LTA) projections, assuming the courts will be fully refurbished by the start of the season. The loan repayment for the Tennis courts (4096) will be paid in two instalments per year and it is possible that only one instalment will be due in 2022-2023. If this is the case, then this budget will half. Officers are still waiting to hear back from the LTA on this matter.

4261- Grounds Maintenance non-contract has been reduced by £3,000 as a separate budget code has been created for Playgrounds.

4275- Building Maintenance has increased as work is required in the changing rooms.

4276- A new budget has been created for maintenance of the CCTV equipment.

4283- Playground. The Town Council does not have a fund for playground maintenance (currently in Grounds maintenance non-contract) or more importantly playground replacement, which is very expensive. Therefore, a separate budget has been created so that at the year end, any underspends from this can be earmarked for playground maintenance and replacement. The playground will require new paths and surfacing in 2022-2023. This is commented upon in more detail in 120/21 report on this agenda.

2.5 106 Crouch Recreation Ground

1073- Sports pitch hire & Green fees have been increased back to the previous level before the Covid-19 pandemic.

4261- Grounds Maintenance non-contract has been reduced by £2,000 as a separate budget code has been created for Playgrounds.

4283- Playground. The Town Council does not have a fund for playground maintenance (currently in Grounds maintenance non-contract) or more importantly playground replacement, which is very expensive. Therefore, a separate budget has been created so that at the year end, any underspends from this can be earmarked for playground maintenance and replacement.

2.6 107 Martello Fields

1050- Income Rent has been increased back to the previous level before the Covid-19 pandemic.

2.7 108 Other Open Spaces

4261- Grounds Maintenance non-contract has been increased for additional tree works that are required around the town.

4275- Building Maintenance, a new budget has been created for War Memorial Maintenance.

2.8 113 The Crypt

4275- Building Maintenance has increased due to the building requiring new windows. £1,075 of this can come from the Crypt EMR (323).

2.9 114 South Street Toilets

Building Maintenance has been increased by £2,000 to repair the leaks in the roof budgets.

2.10 115 Martello Tower

No significant changes to last year's budgets.

2.11 116 Seaford Head Estate

1011- Filming income has been increased to £20,000 as the last two years significantly more than this has been achieved. It is expected that this figure will be on the low side, but prudent, as the income is not certain.

1021- A new income budget has been created for Income from events/hires at South Hill Barn.

4501- Filming expenses are 20% of the income plus the cost of the Film and Liaison Officers time. Hence these have increased as the income budget has increased.

2.12 117 Seafont

1011 and 4051- new budgets for filming income and expenditure have been created.

4261- Grounds Maintenance non-contract has been increased for promenade repairs and replacement of street light heads.

Last year a contingency budget was created in case the Town Council needed a loan to build the Martello Toilets. Officers are still waiting for the outcome of the lottery build so another sum has been budgeted for in 2022. This will enable the Town Council to apply for a loan to top up existing

funds should it be required. If the Council were to seek a loan, then a report would be brought to Full Council for approval to seek borrowing approval from the Government. The budget (£11,600) covers a £225,000 loan over 25 years.

2.13 118 Beach Huts

1094 and 4258- Seasonal beach huts have been budgeted for again in 2022-2023. These were not budgeted for this year as it was uncertain if they could do ahead.

4275- Building maintenance has increased to facilitate a door replacement program for the Martello beach huts

2.14 119 Old Town Hall

No significant changes to last year's budgets.

2.15 121 Seaford in Bloom

4402- In 2021, savings were made by reducing the specification of the summer planting and not having any winter planting. The budget included for 2022 has increased back to the original specification. This is considered in report 125/21 on this agenda.

2.16 125 Allotments

No significant changes to last year's budgets.

2.17 130 Other Recreation

No significant changes to last year's budgets.

2.18 134 CCTV

No significant changes to last year's budgets.

2.19 135 Community Services Other

No significant changes to last year's budgets.

2.20 225 Projects Pool

1016- Beach Hut Sales. There is one beach hut left at Bönningstedt that has not been sold and it is expected to be sold in 2022.

1053- This is the sum being applied for from the lottery. Should this not be successful then the income could be met from a loan, CIL (Community Infrastructure Levy), the Town Councils funds or a combination of these depending on what funds are available. This will be decided when the outcome of the lottery funding is known.

The expenditure included in the draft budget on projects is shown in more detail in Appendix 4.

2.21 301 Planning & Highways

4451- Twitten naming has been removed from this budget as the work of the Twittens Working Group was disrupted by the COVID-19 pandemic. It is the intention of officers to liaise with the necessary parties to review the progress of the working group, what further work is required and then reassess any budget required for the naming of twittens for the 2023-2024 financial year. The deadline for the work to be done is 2026.

3. Earmarked Reserves

- 3.1** Attached as Appendix 3 is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's services and are not just exclusively for this Committee's use.

4. Financial Appraisal




- 4.1** It was always known that expenditure would increase from 2022 as it has been kept so low in the previous two years due to Pandemic. The bottom line shows that overall, this Committee's budget has increased by 69.87%/£176,370, from £252,440 to £428,810. The amount to be met from Precept has increased by 53.28% from £172,840 to £264,935. This £92,095 increase effects the overall precept by 8.9%.
- 4.2** It is possible that some of the projects will be able to be met from CIL and a report will be brought to this committee next year to discuss the best use of the CIL money. The draft budget for 2022-2023 in this report does not rely on the use of CIL.

4.3 Officers are still working on other Committee budgets. This is the first Committee to discuss its budget. To put things in prospective, the overall Town Council budget currently shows the increase in Band D would be approximately 7.3%/£7.51 for the year. These figures will change as more information and the Band D base is known and committees meet to discuss their budgets.

4.4 Every £10,000 increase or decrease in the budget affects the Band D by approximately 1%.

5. Contact Officer

The Contact Officers for this report are Karen Singleton, RFO, or Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager	
Town Clerk	
RFO	

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account <u>Salts Recreation Ground</u>								
Code Cost Centre 105								
1050	Income Rent	2,155	2,160	2,225	2,292	2,360	2,431	
1051	Income Insurance Recharge	1,480	1,600	1,648	1,697	1,748	1,801	
1058	Income Water Recharge	4,525	2,200	2,266	2,334	2,404	2,476	
1066	Concession Income	12,000	18,600	23,400	14,000	20,000	20,000	
1073	Sports Pitch Hire & Green Fees	2,000	3,600	3,636	3,672	3,709	3,746	
1095	Tennis Court Income	6,000	8,465	20,310	24,765	24,765	25,725	
Salts Recreation Ground Income		28,160	36,625	53,485	48,760	54,987	56,179	
4018	Water Refill Maint	-	-	-	-	-	-	
4052	Water & Sewerage	8,420	4,000	4,120	4,244	4,371	4,502	
4055	Electricity	300	300	309	318	328	338	
4095	Tennis Court Expenditure	6,000	5,000	7,900	8,400	8,400	8,600	
4096	LTA loan	7,010	3,750	3,750	6,500	12,750	12,750	
4100	Telecommunications	250	260	268	276	284	293	
4115	Insurance	3,690	3,625	3,734	3,846	3,961	4,080	
4155	Professional Fees	-	1,000	1,000	-	-	1,000	
4251	Dog Bin Emptying	2,000	1,925	1,973	2,022	2,073	2,125	
4252	Additional Litter Pick	1,000	1,000	1,030	1,061	1,093	1,126	
4260	Grounds Maintenance Contract	69,635	74,625	76,491	78,403	80,363	82,372	
4261	Grounds Maintenance Non Contract	6,000	3,000	3,050	6,100	6,283	6,471	
4275	Building Maintenance	3,000	5,000	3,100	3,193	3,289	3,387	
4276	CCTV	-	800	816	832	849	866	
4283	Playground	-	15,000	15,000	15,000	15,000	10,000	
Salts Recreation Ground Expenditure		107,305	119,285	122,540	130,195	139,043	137,910	
Net Expenditure (Income)		79,145	82,660	69,056	81,435	84,057	81,730	4.44%
Account <u>Crouch Recreation Ground</u>								
Code Cost Centre 106								
1050	Income Rent	2,550	2,550	2,627	2,627	2,627	2,705	
1051	Income Insurance Recharge	635	580	597	615	634	653	
1058	Income Water Recharge	3,000	3,000	3,030	3,060	3,091	3,122	
1073	Sports Pitch Hire & Green Fees	6,500	8,500	8,585	8,671	8,758	8,845	
Crouch Recreation Ground Income		12,685	14,630	14,839	14,973	15,109	15,325	
4052	Water & Sewerage	5,100	5,500	5,665	5,835	6,010	6,190	
4115	Insurance	880	795	819	843	869	895	
4155	Professional Fees	-	1,000	-	-	-	1,000	
4251	Dog Bin Emptying	1,375	1,375	1,409	1,445	1,481	1,518	
4260	Grounds Maintenance Contract	34,890	35,325	36,208	37,113	38,041	38,992	
4261	Grounds Maintenance Non Contract	5,000	3,000	3,090	3,183	3,278	3,377	
4275	Building Maintenance	500	500	515	530	546	563	
4283	Playground	-	5,000	5,000	5,000	5,000	5,000	
Crouch Recreation Ground Expenditure		47,745	52,495	52,706	53,949	55,225	57,534	
Net Expenditure (Income)		35,060	37,865	37,867	38,976	40,116	42,209	8.00%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account <u>Martello Fields</u>								
Code Cost Centre 107								
1050	Income Rent	5,000	7,500	7,725	7,957	8,195	8,441	
	Martello Fields Income	5,000	7,500	7,725	7,957	8,195	8,441	
4115	Insurance	10	10	10	11	11	11	
4251	Dog Bin Emptying	1,100	1,100	1,128	1,156	1,185	1,214	
4260	Grounds Maintenance Contract	16,200	16,800	17,220	17,651	18,092	18,544	
4261	Grounds Maintenance Non Contract	3,000	4,000	4,000	3,250	3,348	3,448	
	Martello Fields Expenditure	20,310	21,910	22,358	22,067	22,635	23,217	
	Net Expenditure (Income)	15,310	14,410	14,633	14,110	14,439	14,776	-5.88%
Account <u>Other Open Spaces</u>								
Code Cost Centre 108								
1025	Income Sponsorship							
1050	Income rent	90	90	90	90	90	90	
	Other Open Spaces Income	90	90	90	90	90	90	
4052	Water & Sewerage	310	415	427	440	453	467	
4115	Insurance		35	35	40	40	40	
4154	Land Registry Fees	60	60	60	60	60	60	
4251	Dog Bin Emptying	2,200	2,200	2,255	2,311	2,369	2,428	
4260	Grounds Maintenance Contract	23,645	23,855	24,451	25,063	25,689	26,331	
4261	Grounds Maintenance Non Contract	6,500	9,000	7,250	7,468	7,692	7,922	
4275	Building Maintenance	500	500	500	500	500	500	
	Other Open Spaces Expenditure	33,215	36,065	34,979	35,882	36,803	37,749	
	Net Expenditure (Income)	33,125	35,975	34,889	35,792	36,713	37,659	8.60%
Account <u>Crypt</u>								
Code Cost Centre 113								
1051	Income Insurance Recharge	380	390	402	414	426	439	
	Crypt Income	380	390	402	414	426	439	
4115	Insurance	380	390	402	414	426	439	
4275	Building Maintenance	500	4,200	500	500	500	500	
	Crypt Expenditure	880	4,590	902	914	926	939	
	Net Expenditure (Income)	500	4,200	500	500	500	500	740.00%
Account <u>South Street Toilets</u>								
Code Cost Centre 114								
4275	Building Maintenance	1,000	3,000	1,000	1,030	1,061	1,093	
	South Street Expenditure	1,000	3,000	1,000	1,030	1,061	1,093	
	Net Expenditure (Income)	1,000	3,000	1,000	1,030	1,061	1,093	200.00%
Account <u>Martello Tower</u>								
Code Cost Centre 115								
4115	Insurance	1,745	1,745	1,797	1,851	1,907	1,964	
4275	Building Maintenance	4,000	4,000	4,000	4,000	1,000	1,000	
	Martello Tower Expenditure	5,745	5,745	5,797	5,851	2,907	2,964	
	Net Expenditure (Income)	5,745	5,745	5,797	5,851	2,907	2,964	0.00%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account Seaford Head Estate								
Code Cost Centre 116								
1011	Income Filming	15,000	20,000	20,000	20,000	20,000	20,000	
1021	Income South Hill Barn		1,000	1,000	1,000	1,000	1,000	
1050	Income Rent	10,000	10,000	10,000	10,000	10,000	10,000	
1053	Income Grants	3,250	3,250	3,250	3,250	3,250	3,250	
1054	Income Other	600		-	-	-	-	
1066	Income Concession	3,300	3,300	2,000	2,500	3,500	3,500	
Seaford Head Estate Income		32,150	37,550	36,250	36,750	37,750	37,750	
4115	Insurance	880	905	932	960	989	1,019	
4199	Other Expenditure	1,200						
4251	Dog Bin Emptying	1,100	1,100	1,128	1,156	1,185	1,214	
4260	Grounds Maintenance Contract	2,000	1,130	1,158	1,187	1,217	1,247	
4261	Grounds Maintenance Non Contract	3,000	3,000	3,090	3,183	3,278	3,377	
4275	Buildings Maintenance	1,000	1,000	1,030	1,061	1,093	1,126	
4500	Nature Reserve Expenses	16,200	16,900	17,407	17,929	18,467	19,021	
4501	Filming Expenses	3,000	8,000	8,000	8,000	8,000	8,000	
Seaford Head Estate Expenditure		28,380	32,035	32,745	33,476	34,228	35,003	
Net Expenditure (Income)		(3,770)	(5,515)	(3,505)	(3,274)	(3,522)	(2,747)	46.29%
Account Seafront								
Code Cost Centre 117								
1011	Income Filming	-	1,000	1,000	1,000	1,000	1,000	
1057	Income Electricity Recharge	3,000	3,820	3,935	4,053	4,174	4,299	
1058	Income Water Recharge	100	100	103	106	109	113	
1066	Income Concession	41,820	43,075	44,367	45,698	47,069	48,481	
	Income Bonningstedt memorial	-	-	-	10,000	10,000	10,000	
1084	Income Promenade	150	150	155	159	164	169	
Seafront Income		45,070	48,145	49,559	61,016	62,517	64,062	
4018	Water Refill Maint							
4019	Rechargeable Expenditure							
4052	Water & Sewerage	500	500	515	530	546	563	
4055	Electricity	3,000	3,820	3,935	4,053	4,174	4,299	
4115	Insurance	955	985	1,015	1,045	1,076	1,109	
4155	Professional fees	1,000	-	-	-	-	-	
4253	Shelters	2,500	2,500	2,575	2,652	2,732	2,814	
4255	Shoal Expenditure	500	500	500	500	500	500	
4261	Grounds Maintenance Non Contract	7,000	10,000	10,000	10,000	10,000	10,000	
4270	Vehicles & Equipment Maintenance	100	100	100	100	100	100	
4275	Building Maintenance	2,000	2,000	1,500	1,545	1,591	1,639	
	Martello Toilets rebuild PWLB loan	22,000	11,600	11,600	11,600	11,600	11,600	
4051	Filming Expenses	-	200	200	200	200	200	
Seafront Expenditure		39,555	32,205	31,939	32,225	32,520	32,824	
Net Expenditure (Income)		(5,515)	(15,940)	(17,620)	(28,791)	(29,997)	(31,238)	189.03%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account <u>Beach Huts</u>								
Code Cost Centre 118								
1057	Income Electricity Recharge	100	300	309	318	328	338	
1060	Beach Hut Site Licence	24,455	27,625	28,454	29,307	30,187	31,092	
1061	Beach Hut Annual Rental	15,195	12,090	12,453	12,826	13,211	13,607	
1066	Beach Hut Concessions x 4	6,240	5,150	5,253	5,358	5,465	5,575	
1094	Income Seasonal Beach Huts	-	13,300	13,699	14,110	14,533	14,969	
Beach Huts Income		45,990	58,465	60,167	61,920	63,724	65,581	
4021	Electricity Top Up Cards	100	-	40	-	40		
4051	Rates	5,140	5,300	5,459	5,623	5,791	5,965	
4055	Electricity	-	240	247	255	262	270	
4110	Advertising & Publicity	1,000	-	500		550		
4115	Insurance	1,215	1,060	1,092	1,125	1,158	1,193	
4258	Seasonal Beach Hut Revenue Expenditure	2,000	14,500	14,935	15,383	15,845	16,320	
4275	Building Maintenance	3,000	4,000	4,000	4,000	4,000	4,000	
Beach Huts Expenditure		12,455	25,100	26,273	26,385	27,647	27,748	
<u>Net Expenditure (Income)</u>		<u>(33,535)</u>	<u>(33,365)</u>	<u>(33,894)</u>	<u>(35,535)</u>	<u>(36,077)</u>	<u>(37,833)</u>	-0.51%
Account <u>Old Town Hall</u>								
Code Cost Centre 119								
1050	Income Rent	1,275	1,540	1,603	1,666	1,729	1,792	
1051	Income Insurance Recharge	200	205	211	217	224	231	
Old Town Hall Income		1,475	1,745	1,814	1,883	1,953	2,023	
4115	Insurance	200	205	211	217	224	231	
4275	Building Maintenance	2,000	2,000	2,000	2,000	2,000	2,000	
Old Town Hall Expenditure		2,200	2,205	2,211	2,217	2,224	2,231	
<u>Net Expenditure (Income)</u>		<u>725</u>	<u>460</u>	<u>397</u>	<u>334</u>	<u>271</u>	<u>208</u>	-36.55%
Account <u>Seaford In Bloom</u>								
Code Cost Centre 121								
1054	Other Income	415	415	415	415	415	415	
Seaford In Bloom Income		415	415	415	415	415	415	
4402	Seaford In Bloom	5,000	9,445	9,728	10,020	10,321	10,630	
Seaford In Bloom Expenditure		5,000	9,445	9,728	10,020	10,321	10,630	
<u>Net Expenditure (Income)</u>		<u>4,585</u>	<u>9,030</u>	<u>9,313</u>	<u>9,605</u>	<u>9,906</u>	<u>10,215</u>	96.95%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account <u>Allotments</u>								
Code Cost Centre 125								
1050	Income Rent	1,035	1,035	1,056	1,077	1,098	1,120	
	Allotments Income	1,035	1,035	1,056	1,077	1,098	1,120	
4261	Grounds Maintenance Non-Contract	500	500	500	500	500	500	
	Allotments Expenditure	500	500	500	500	500	500	
	Net Expenditure (Income)	(535)	(535)	(556)	(577)	(598)	(620)	0.00%
Account <u>Other Recreation</u>								
Code Cost Centre 130								
4410	Swimming Pool	10,000	10,000	10,000	10,000	10,000	10,000	
	Other Recreation Expenditure	10,000	10,000	10,000	10,000	10,000	10,000	
	Net Expenditure (Income)	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Account <u>CCTV</u>								
Code Cost Centre 134								
4055	Electricity	2,550	3,000	3,090	3,183	3,278	3,377	
4115	Insurance	400	350	361	371	382	394	
4276	CCTV	9,000	8,500	8,755	9,018	9,288	9,567	
	CCTV Expenditure	11,950	11,850	12,206	12,572	12,949	13,337	
	Net Expenditure (Income)	11,950	11,850	12,206	12,572	12,949	13,337	-0.84%
Account <u>Community Service Events</u>								
Code Cost Centre 135								
1070	Armed Forces Day	2,000	1,000	500	515	530	546	
1075	Christmas Event Income	7,210	7,210	7,426	7,649	7,879	8,115	
	Community Service Events Income	9,210	8,210	7,926	8,164	8,409	8,661	
4115	Insurance	60	65	67	69	71	73	
4195	Events Expenditure	1,000	1,500	1,545	1,591	1,639	1,688	
4273	Christmas Lights	15,000	15,000	15,450	15,914	16,391	16,883	
4281	Christmas Event Expenditure	10,300	10,300	10,609	10,927	11,255	11,593	
4282	Armed Forces Day Expenditure	2,000	2,000	2,060	2,122	2,185	2,251	
	Community Service Events Expenditure	28,360	28,865	29,731	30,623	31,542	32,488	
	Net Expenditure (Income)	19,150	20,655	21,805	22,459	23,133	23,827	7.86%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
Account Code <u>Projects Pool</u> Cost Centre 225								
1016	Beach Hut Sales	-	42,000	-	-	-	-	
1053	Income Grants	400,000	222,750					
Projects Pool Income		400,000	264,750	-	-	-	-	
4155	Professional Fees	-	15,000	-	-	-	-	
4257	Seafront Improvement Plan	50,000	20,000	35,000	20,000	10,000	10,000	
4274	Project Expenditure	2,000	36,000	30,000	10,000	10,000	10,000	
4421	Martello Toilets Capital Costs	400,000	427,550	-	-	-	-	
4423	Salts Development Plan	20,000	-	15,000	-	-	-	
4424	South Hill Barn Development	5,000	10,000	30,000	10,000	5,000	5,000	
	Fundraising Fees		3,000	3,000	3,000	3,000	3,000	
Projects Pool Expenditure		477,000	511,550	113,000	43,000	28,000	28,000	
Net Expenditure (Income)		77,000	246,800	113,000	43,000	28,000	28,000	220.52%
Planning & Highways Cost Centre 301								
4263	Bus Shelter Maintenance/Cleaning	1,500	1,500	1,545	1,591	1,639	1,688	
4451	Twitten Naming	1,000	-	-	-	-	-	
Planning & Highways Expenditure		2,500	1,500	1,545	1,591	1,639	1,688	
Net Expenditure (Income)		2,500	1,500	1,545	1,591	1,639	1,688	-40.00%

Account Code	Cost Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget	Percentage increase
COMMITTEE SUMMARY								
Net Expenditure (Income)								
105	Salts Recreation Ground	79,145	82,660	69,056	81,435	84,057	81,730	
106	The Crouch Recreation Ground	35,060	37,865	37,867	38,976	40,116	42,209	
107	Martello Fields	15,310	14,410	14,633	14,110	14,439	14,776	
108	Other Open Spaces	33,125	35,975	34,889	35,792	36,713	37,659	
113	Crypt	500	4,200	500	500	500	500	
114	South Street	1,000	3,000	1,000	1,030	1,061	1,093	
115	Martello Tower	5,745	5,745	5,797	5,851	2,907	2,964	
116	Seaford Head Estate	(3,770)	(5,515)	(3,505)	(3,274)	(3,522)	(2,747)	
117	Seaford	(5,515)	(15,940)	(17,620)	(28,791)	(29,997)	(31,238)	
118	Beach Huts	(33,535)	(33,365)	(33,894)	(35,535)	(36,077)	(37,833)	
119	Old Town Hall	725	460	397	334	271	208	
121	Seaford In Bloom	4,585	9,030	9,313	9,605	9,906	10,215	
125	Allotments	(535)	(535)	(556)	(577)	(598)	(620)	
130	Other Recreation	10,000	10,000	10,000	10,000	10,000	10,000	
134	CCTV	11,950	11,850	12,206	12,572	12,949	13,337	
135	Community Service Other	19,150	20,655	21,805	22,459	23,133	23,827	
225	Projects Pool	77,000	246,800	113,000	43,000	28,000	28,000	
301	Planning & Highways	2,500	1,500	1,545	1,591	1,639	1,688	
Total Net Committee Requirement		252,440	428,795	276,432	209,078	195,497	195,769	69.86%
Total Committee Income		581,660	479,550	233,728	243,419	254,673	260,087	-17.55%
Total Committee Expenditure		834,100	908,345	510,160	452,498	450,170	455,856	8.90%
Total Net Committee requirement		252,440	428,795	276,432	209,078	195,497	195,769	69.86%
Expenditure Covered by Existing EMR's								
EMR323 -The Crypt			(1,075)					
EMR361 - CIL		(13,000)						
EMR363 - Capital Receipts		(72,000)	(189,618)					
EMR 366- SDP			(15,182)					
Income which must be allocated to EMR:								
EMRXXX- Tennis Courts		5,400						
EMR363 Capital Receipts			42,000					
		172,840	264,920	276,432	209,078	195,497	195,769	53.27%

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
<u>105 Salts Recreation Ground</u>								
1025 Income Sponsorship	0	230	0	(230)			0.0%	230
1050 Income Rent	1,849	1,927	2,155	228			89.4%	
1051 Income Insurance Recharge	1,436	1,564	1,480	(84)			105.7%	
1055 Income Memorial Bench	1,300	20	0	(20)			0.0%	
1058 Income Water Recharge	4,036	0	4,525	4,525			0.0%	
1066 Income Concession	6,125	11,566	12,000	434			96.4%	
1073 Sports Pitch Hire & Green Fees	1,878	4,366	2,000	(2,366)			218.3%	
1076 Income Insurance Claim	2,840	0	0	0			0.0%	
1095 Income Tennis Courts	0	0	6,000	6,000			0.0%	
Salts Recreation Ground :- Income	19,465	19,673	28,160	8,487			69.9%	230
4018 Water Refill Maint	207	0	0	0		0	0.0%	
4052 Water & Sewerage	5,965	(3,350)	8,420	11,770		11,770	(39.8%)	
4055 Electricity	284	91	300	209		209	30.4%	
4056 Gas	87	0	0	0		0	0.0%	
4095 Tennis Court Expenditure	0	0	6,000	6,000		6,000	0.0%	
4096 LTA Loan	0	0	7,010	7,010		7,010	0.0%	
4100 Telecommunications	230	131	250	119		119	52.4%	
4115 Insurance	3,582	3,516	3,690	174		174	95.3%	
4155 Professional Fees	853	0	0	0		0	0.0%	
4250 Memorial Bench	722	(71)	0	71		71	0.0%	
4251 Dog Bin Emptying	1,875	937	2,000	1,063		1,063	46.9%	
4252 Additional Litter Pick	0	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	69,975	32,453	69,635	37,182		37,182	46.6%	
4261 Grounds Maint non contract	3,183	5,103	6,000	897		897	85.1%	
4275 Building Maintenance	12,473	1,095	3,000	1,905		1,905	36.5%	
Salts Recreation Ground :- Indirect Expenditure	99,437	39,906	107,305	67,399	0	67,399	37.2%	0
Net Income over Expenditure	(79,972)	(20,233)	(79,145)	(58,912)				
6000 plus Transfer from EMR	4,150	0						
6001 less Transfer to EMR	0	230						
Movement to/(from) Gen Reserve	(75,822)	(20,463)						
<u>106 Crouch Recreation Ground</u>								
1050 Income Rent	1,625	1,219	2,550	1,331			47.8%	
1051 Income Insurance Recharge	617	565	635	70			88.9%	
1053 Income Grants	0	12,800	0	(12,800)			0.0%	
1055 Income Memorial Bench	1,285	2,600	0	(2,600)			0.0%	

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1058 Income Water Recharge	2,000	(2,000)	3,000	5,000			(66.7%)	
1073 Sports Pitch Hire & Green Fees	5,081	7,246	6,500	(746)			111.5%	
1076 Income Insurance Claim	1,170	0	0	0			0.0%	
Crouch Recreation Ground :- Income	11,778	22,430	12,685	(9,745)			176.8%	0
4052 Water & Sewerage	4,230	(1,638)	5,100	6,738		6,738	(32.1%)	
4115 Insurance	854	772	880	108		108	87.7%	
4155 Professional Fees	1,256	0	0	0		0	0.0%	
4250 Memorial Bench	639	1,103	0	(1,103)		(1,103)	0.0%	
4251 Dog Bin Emptying	1,339	670	1,375	705		705	48.7%	
4260 Grounds Maintenance Contract	43,086	19,914	34,890	14,976		14,976	57.1%	
4261 Grounds Maint non contract	4,817	703	5,000	4,297		4,297	14.1%	
4275 Building Maintenance	1,270	17,886	500	(17,386)		(17,386)	3577.1%	5,000
Crouch Recreation Ground :- Indirect Expenditure	57,491	39,409	47,745	8,336	0	8,336	82.5%	5,000
Net Income over Expenditure	(45,713)	(16,979)	(35,060)	(18,081)				
6000 plus Transfer from EMR	0	5,000						
Movement to/(from) Gen Reserve	(45,713)	(11,979)						
<u>107 Martello Fields</u>								
1050 Income Rent	3,170	9,251	5,000	(4,251)			185.0%	
Martello Fields :- Income	3,170	9,251	5,000	(4,251)			185.0%	0
4115 Insurance	7	6	10	4		4	57.8%	
4251 Dog Bin Emptying	1,071	536	1,100	564		564	48.7%	
4260 Grounds Maintenance Contract	15,741	7,300	16,200	8,900		8,900	45.1%	
4261 Grounds Maint non contract	653	1,584	3,000	1,416		1,416	52.8%	
Martello Fields :- Indirect Expenditure	17,472	9,425	20,310	10,885	0	10,885	46.4%	0
Net Income over Expenditure	(14,302)	(174)	(15,310)	(15,136)				
<u>108 Other Open Spaces</u>								
1025 Income Sponsorship	0	230	0	(230)			0.0%	230
1050 Income Rent	90	90	90	0			100.0%	
1053 Income Grants	0	942	0	(942)			0.0%	
1055 Income Memorial Bench	0	1,500	0	(1,500)			0.0%	
1066 Income Concession	300	507	0	(507)			0.0%	
1072 Income Trees for Seaford	1,819	117	0	(117)			0.0%	117
Other Open Spaces :- Income	2,209	3,387	90	(3,297)			3762.8%	347
4018 Water Refill Maint	0	45	0	(45)		(45)	0.0%	45
4052 Water & Sewerage	136	336	310	(26)		(26)	108.4%	

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	33	0	(33)		(33)	0.0%	
4154 Land Registry Fees	0	0	60	60		60	0.0%	
4250 Memorial Bench	0	1,241	0	(1,241)		(1,241)	0.0%	
4251 Dog Bin Emptying	2,143	1,071	2,200	1,129		1,129	48.7%	
4260 Grounds Maintenance Contract	30,105	13,961	23,645	9,684		9,684	59.0%	
4261 Grounds Maint non contract	1,515	1,775	6,500	4,725		4,725	27.3%	
4262 Trees for Seaford	3,701	1,601	0	(1,601)		(1,601)	0.0%	1,601
4275 Building Maintenance	0	1,442	500	(942)		(942)	288.4%	
Other Open Spaces :- Indirect Expenditure	37,599	21,505	33,215	11,710	0	11,710	64.7%	1,646
Net Income over Expenditure	(35,390)	(18,119)	(33,125)	(15,006)				
6000 plus Transfer from EMR	3,701	1,646						
6001 less Transfer to EMR	1,819	347						
Movement to/(from) Gen Reserve	(33,508)	(16,820)						
<u>113 Crypt</u>								
1051 Income Insurance Recharge	369	269	380	111			70.8%	
Crypt :- Income	369	269	380	111			70.8%	0
4115 Insurance	369	269	380	111		111	70.8%	
4275 Building Maintenance	486	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	855	269	880	611	0	611	30.6%	0
Net Income over Expenditure	(486)	0	(500)	(500)				
<u>114 South Street</u>								
4275 Building Maintenance	585	676	1,000	324		324	67.6%	
South Street :- Indirect Expenditure	585	676	1,000	324	0	324	67.6%	0
Net Expenditure	(585)	(676)	(1,000)	(324)				
<u>115 Martello Tower</u>								
4115 Insurance	1,695	1,692	1,745	53		53	97.0%	
4275 Building Maintenance	525	130	4,000	3,870		3,870	3.3%	
Martello Tower :- Indirect Expenditure	2,220	1,822	5,745	3,923	0	3,923	31.7%	0
Net Expenditure	(2,220)	(1,822)	(5,745)	(3,923)				
<u>116 Seaford Head Estate</u>								
1011 Income Filming	51,992	36,020	15,000	(21,020)			240.1%	
1019 Rechargeable Income	125	0	0	0			0.0%	

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1050 Income Rent	10,155	11,295	10,000	(1,295)			112.9%	
1053 Income Grants	3,250	0	3,250	3,250			0.0%	
1054 Income Other	0	325	600	275			54.1%	
1055 Income Memorial Bench	3,335	0	0	0			0.0%	
1066 Income Concession	1,200	1,550	3,300	1,750			47.0%	
1200 Income Nature Reserve	608	430	0	(430)			0.0%	
Seaford Head Estate :- Income	70,665	49,619	32,150	(17,469)			154.3%	0
4019 Rechargeable Expenditure	125	0	0	0		0	0.0%	
4115 Insurance	851	418	880	462		462	47.5%	
4199 Other Expenditure	0	712	1,200	488		488	59.3%	
4250 Memorial Bench	2,071	0	0	0		0	0.0%	
4251 Dog Bin Emptying	1,071	536	1,100	564		564	48.7%	
4260 Grounds Maintenance Contract	1,858	861	2,000	1,139		1,139	43.1%	
4261 Grounds Maint non contract	3,373	1,994	3,000	1,006		1,006	66.5%	
4275 Building Maintenance	429	120	1,000	880		880	12.0%	
4500 Nature Reserve Expenses	15,577	14,091	16,200	2,109		2,109	87.0%	
4501 Filming Expenses	10,398	2,480	3,000	520		520	82.7%	
Seaford Head Estate :- Indirect Expenditure	35,754	21,212	28,380	7,168	0	7,168	74.7%	0
Net Income over Expenditure	34,911	28,407	3,770	(24,637)				
117 Seaford								
1011 Income Filming	1,890	2,000	0	(2,000)			0.0%	
1019 Rechargeable Income	221	0	0	0			0.0%	
1025 Income Sponsorship	0	710	0	(710)			0.0%	710
1055 Income Memorial Bench	690	0	0	0			0.0%	
1057 Income Electricity Recharge	2,629	1,337	3,000	1,663			44.6%	
1058 Income Water Recharge	146	0	100	100			0.0%	
1066 Income Concession	28,133	53,120	41,820	(11,300)			127.0%	
1078 Income Entertainment Area	5,600	4,800	0	(4,800)			0.0%	
1084 Income Promenade	0	178	150	(28)			118.4%	
Seaford :- Income	39,309	62,144	45,070	(17,074)			137.9%	710
4018 Water Refill Maint	45	115	0	(115)		(115)	0.0%	115
4019 Rechargeable Expenditure	221	0	0	0		0	0.0%	
4052 Water & Sewerage	79	(4)	500	504		504	(0.8%)	
4055 Electricity	2,629	1,337	3,000	1,663		1,663	44.6%	
4115 Insurance	925	913	955	42		42	95.6%	
4154 Land Registry Fees	3	0	0	0		0	0.0%	
4155 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	568	180	0	(180)		(180)	0.0%	

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 Shelters	2,052	921	2,500	1,579		1,579	36.8%	
4254 Martello Entertainments Area	765	330	0	(330)		(330)	0.0%	
4255 The Shoal Expenditure	0	0	500	500		500	0.0%	
4261 Grounds Maint non contract	4,453	1,656	7,000	5,344		5,344	23.7%	
4270 Vehicles & Equipment Maint	22	0	100	100		100	0.0%	
4275 Building Maintenance	3,074	1,286	2,000	714		714	64.3%	
4301 Public Works Loan Payment	0	0	22,000	22,000		22,000	0.0%	
4501 Filming Expenses	378	400	0	(400)		(400)	0.0%	
Seafront :- Indirect Expenditure	15,213	7,134	39,555	32,421	0	32,421	18.0%	115
Net Income over Expenditure	24,096	55,011	5,515	(49,496)				
6000 plus Transfer from EMR	0	115						
6001 less Transfer to EMR	0	710						
Movement to/(from) Gen Reserve	24,096	54,416						
<u>118 Beach Huts</u>								
1019 Rechargeable Income	3,335	930	0	(930)			0.0%	
1054 Income Other	539	183	0	(183)			0.0%	
1057 Income Electricity Recharge	110	120	100	(20)			120.0%	
1060 Beach Huts Site Licence	23,301	26,823	24,455	(2,368)			109.7%	
1061 Beach Hut Annual Rent	11,971	13,530	15,195	1,665			89.0%	
1066 Income Concession	2,950	4,245	6,240	1,995			68.0%	
1094 Income Seasonal Beach Huts	0	15,975	0	(15,975)			0.0%	
Beach Huts :- Income	42,207	61,806	45,990	(15,816)			134.4%	0
4019 Rechargeable Expenditure	3,210	880	0	(880)		(880)	0.0%	
4021 Electricity Top Up Cards	40	0	100	100		100	0.0%	
4051 Rates	4,151	2,562	5,140	2,579		2,579	49.8%	
4055 Electricity	129	124	0	(124)		(124)	0.0%	
4110 Advertising & Publicity	0	0	1,000	1,000		1,000	0.0%	
4115 Insurance	1,179	1,028	1,215	187		187	84.6%	
4258 Seasonal Beach Hut Revenue Exp	2,699	10,536	2,000	(8,536)		(8,536)	526.8%	
4275 Building Maintenance	3,903	283	3,000	2,717		2,717	9.4%	
Beach Huts :- Indirect Expenditure	15,311	15,413	12,455	(2,958)	0	(2,958)	123.8%	0
Net Income over Expenditure	26,896	46,393	33,535	(12,858)				
6000 plus Transfer from EMR	2,030	0						
Movement to/(from) Gen Reserve	28,926	46,393						

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>119 Old Town Hall</u>								
1050 Income Rent	1,275	855	1,275	420			67.1%	
1051 Income Insurance Recharge	191	160	200	40			80.2%	
Old Town Hall :- Income	1,466	1,016	1,475	459			68.9%	0
4115 Insurance	191	160	200	40		40	80.2%	
4275 Building Maintenance	990	0	2,000	2,000		2,000	0.0%	
Old Town Hall :- Indirect Expenditure	1,181	160	2,200	2,040	0	2,040	7.3%	0
Net Income over Expenditure	285	855	(725)	(1,580)				
<u>121 Seaford in Bloom</u>								
1054 Income Other	417	417	415	(2)			100.4%	
Seaford in Bloom :- Income	417	417	415	(2)			100.4%	0
4402 Seaford in Bloom	7,226	4,976	5,000	24		24	99.5%	
Seaford in Bloom :- Indirect Expenditure	7,226	4,976	5,000	24	0	24	99.5%	0
Net Income over Expenditure	(6,810)	(4,559)	(4,585)	(26)				
<u>125 Allotments</u>								
1050 Income Rent	1,012	1,019	1,035	16			98.4%	
Allotments :- Income	1,012	1,019	1,035	16			98.4%	0
4261 Grounds Maint non contract	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,012	1,019	535	(484)				
<u>130 Other Recreation</u>								
4410 Swimming Pool	7,248	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	7,248	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	(7,248)	0	(10,000)	(10,000)				
<u>134 CCTV</u>								
4055 Electricity	2,442	702	2,550	1,848		1,848	27.5%	
4115 Insurance	386	336	400	64		64	84.0%	
4276 CCTV	8,165	4,049	9,000	4,951		4,951	45.0%	
CCTV :- Indirect Expenditure	10,993	5,087	11,950	6,863	0	6,863	42.6%	0
Net Expenditure	(10,993)	(5,087)	(11,950)	(6,863)				

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Community Service Other								
1053 Income Grants	903	0	0	0			0.0%	
1070 Armed Forces Day Income	0	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	0	7,210	7,210			0.0%	
Community Service Other :- Income	903	0	9,210	9,210			0.0%	0
4115 Insurance	59	52	60	8		8	86.2%	
4195 Events Expenditure	194	0	1,000	1,000		1,000	0.0%	
4273 Christmas Lights	9,887	6,445	15,000	8,555		8,555	43.0%	
4281 Christmas Event Expenses	903	0	10,300	10,300		10,300	0.0%	
4282 Armed Forces Day Expenditure	0	170	2,000	1,830		1,830	8.5%	
Community Service Other :- Indirect Expenditure	11,044	6,667	28,360	21,693	0	21,693	23.5%	0
Net Income over Expenditure	(10,141)	(6,667)	(19,150)	(12,483)				
225 Projects Pool								
1014 CIL & S106 Receipts	17,747	7,639	0	(7,639)			0.0%	7,639
1016 Beach Hut Sales	274,083	37,000	0	(37,000)			0.0%	37,000
1053 Income Grants	0	1,000	400,000	399,000			0.3%	
Projects Pool :- Income	291,830	45,639	400,000	354,361			11.4%	44,639
4257 Seafront Improvement Plan	7,337	0	50,000	50,000		50,000	0.0%	
4274 Projects Expenditure	10,000	0	2,000	2,000		2,000	0.0%	
4420 Bonn BH Capital Expenditure	4,733	1,280	0	(1,280)		(1,280)	0.0%	1,280
4421 Martello Toilets Capital Costs	0	7,198	400,000	392,803		392,803	1.8%	7,198
4422 Skate Park in Salts	(190)	0	0	0		0	0.0%	
4423 Salts Development Plan	0	0	20,000	20,000		20,000	0.0%	
4424 South Hill Barn Development	0	925	5,000	4,075		4,075	18.5%	
Projects Pool :- Indirect Expenditure	21,880	9,402	477,000	467,598	0	467,598	2.0%	8,478
Net Income over Expenditure	269,950	36,236	(77,000)	(113,236)				
6000 plus Transfer from EMR	22,070	8,478						
6001 less Transfer to EMR	291,830	44,639						
Movement to/(from) Gen Reserve	190	75						
301 Planning & Highways								
4263 Bus Shelter Maintenance/Clean	360	150	1,500	1,350		1,350	10.0%	
4451 Twitten Naming	0	0	1,000	1,000		1,000	0.0%	
Planning & Highways :- Indirect Expenditure	360	150	2,500	2,350	0	2,350	6.0%	0
Net Expenditure	(360)	(150)	(2,500)	(2,350)				
Community Services :- Income	484,799	276,669	581,660	304,991			47.6%	
Expenditure	341,869	183,214	834,100	650,886	0	650,886	22.0%	
Net Income over Expenditure	142,930	93,455	(252,440)	(345,895)				

Detailed Income & Expenditure by Budget Heading 30th September 2021

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	31,951	15,238						
less Transfer to EMR	293,649	45,926						
Movement to/(from) Gen Reserve	(118,769)	62,767						
Grand Totals:- Income	484,799	276,669	581,660	304,991			47.6%	
Expenditure	341,869	183,214	834,100	650,886	0	650,886	22.0%	
Net Income over Expenditure	142,930	93,455	(252,440)	(345,895)				
plus Transfer from EMR	31,951	15,238						
less Transfer to EMR	293,649	45,926						
Movement to/(from) Gen Reserve	(118,769)	62,767						

Seaford Town Council

Earmarked Reserves 2021/22

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Transfers to Other Reserves	Used To Fund Expenditure	Closing Balance	Committed	Available Balance	Notes
321	Building Maintenance	13,165			5,000	£8,165.00		£8,165.00	Contingency to meet unexpected liability on all buildings
323	Crypt Professional Fees	£1,075.00				£1,075.00		£1,075.00	Expenditure to be used for Building Works at the Crypt.
326	Grounds Maintenance	£17,240.00				£17,240.00		£17,240.00	Contingency to meet unexpected liability on all grounds and open spaces
329	The Salts Landscaping	£844.55				£844.55		£844.55	Pitch repairs may be required due to wet weather over winter.
340	Vehicles & Equipment	£12,622.00				£12,622.00		£12,622.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements
342	Trees for Seaford *	£10,745.37	£212.28		£1,639.07	£9,318.58		£9,318.58	Income received from Resident Donations. Restricted to spend only on Trees
345	Memorial Bench Maintenance	£2,032.00				£2,032.00		£2,032.00	Contingency to meet maintenance needs of Memorial Benches
358	Community Projects	£1,469.75				£1,469.75		£1,469.75	Income received from donations for Beach Access Platform to be used for maintenance & repairs.
361	CIL Receipts *	£13,080.91	£87,429.93			£100,510.84	£30,000.00	£70,510.84	Income received from CIL monies - Restricted use 2021/22 up to £20,000 for tennis courts- include 2020/22 CIL receipts
362	Seafront Projects	£4,835.00				£4,835.00		£4,835.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area
363	Capital Receipts *	£161,898.77	£37,000.00		£1,280.00	£197,618.77	£72,000.00	£125,618.77	Can only be used for Capital Expenditure. 2021/22. £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts £22,000 for martello toilets
366	Seafront Development Plan (SDP)	£58,882.08			£10,546.50	£48,335.58		£48,335.58	For expenditure on SDP
367	Water Refill Stations	£0.00	£1,170.00		£160.00	£1,010.00			
	TOTAL EMR	£297,890.43	£125,812.21	£0.00	£18,625.57	£405,077.07	£102,000.00	£302,067.07	

* RESTRICTED USE

Cost Centre Centre	2021-22 Final Budget	2022-23 Draft Budget	2023-24 Draft Budget	2024-25 Draft Budget	2025-26 Draft Budget	2026-27 Draft Budget	Notes
Professional Fees		15,000					£5,000 consultation for Football Academy for potential £350k (s106 Newlands) £5,000 To write spec for Grounds Maintenance Contract £5,000 Climate Change - reduce carbon footprint 2022-2023 £20,000 Replacement Bins
Seafront Improvement Plan	50,000	20,000	35,000	20,000	10,000	10,000	2023/24 £5,000 Sand Pit Martello Tower - is this still a priority?- high maintenance - to be looked at when SDP is reviewed? £30,000 Memorial at Bonningstedt? - possible project -income should cover costs but a year later 2022/23 £5,000 Salts complete CCTV works £10,000 Martello Fields fence replacement.CIL? - 4 year plan £15,000 Martello Fields water refill station and tap - CIL list? -road needs digging up. £1,000 Rainbow bench £5,000 Signage to Cuckmere Haven
Project Expenditure	2,000	36,000	30,000	10,000	10,000		2023/24 - £10,000 Martello Fields fence replacement-CIL? 4 year plan £20,000 Electric to Bonningstedt Ice Cream Concession may not be possible and will be much more money than originally thought 2024/25 £10,000 Martello Fields fence replacement-CIL? 4 year plan 2025/26 £10,000 Martello Fields fence replacement-CIL? 4 year plan
Martello Toilets Capital Costs	400,000	427,550					£147,618 from Capital Receipts (including £22k) £42,000 from Beach Hut sale 2022 £15,182 from Seafront Development Plan EMR £222,750 from lottery or loan or CIL
Salts Development Plan	20,000	-	15,000	-	-		2023 - £15,000 Development Plan Feasibility Works
South Hill Barn Development	5,000	10,000	30,000	10,000	5,000	5,000	2022/23 £5,000 Professional Fees/building reports £5,000 To carry out works to the Barn to make it more attractive/more suitable for a broader range of uses door replacement - tiles -cracked wall 2023/24 Strategic objective? time to do? £30,000 renovations - long term
Fundraising Fees		3,000	3,000	3,000	3,000	3,000	To engage a professional fundraiser to help with large projects such as the football academy, South Hill Barn and The Salts Development Plan.
Projects Pool Expenditure	477,000	511,550	113,000	43,000	28,000	18,000	



Seaford Town Council

Report No:	123/21
Agenda Item No:	7
Committee:	Community Services
Date:	25th November 2021
Title:	Events Policy Review
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	For the Committee to consider updates to the Events Policy to ensure it is fit for purpose.

Recommendations
Community Services Committee is recommended:
1. To recommend to Full Council to adopt the revised Events Policy as presented in report 123-21. 2. To discuss and amend hire charges, if deemed necessary.

1. Information

- 1.1 Seaford Town Council hire its open spaces for various sized events throughout the year.
- 1.2 Some of these events are annual and well established. Others are new or one-off events which require additional support from officers, such as the recent Seahaven Pride event.
- 1.3 The sizes of events vary significantly in the number of attendees. This year the Town Council had a booking for one of its largest events, Seahaven Pride, at Martello Fields. This required additional officer time, documentation and licences to support the event.
- 1.4 All bookings require a risk assessment to support an application and/or relevant event management plan, with supporting licences, which can be provided to the Town Council in various formats.

- 1.5** As part of the review of the policy, officers have liaised with other local councils such as Lewes District Council and Brighton and Hove City Council to look at how the Town Council's hiring costs compare with others and if it was felt any changes were required.
- 1.6** Officers have reviewed the existing Events Policy (Appendix 1) and are recommending the below measures to support open space bookings going forward:
- a) Officers have made some changes to the hire application form for open spaces to ask the hirer more questions regarding the event to ensure a clearer understanding of the scope of each booking ahead of the initial discussions.
 - b) Officers have included a breakdown of event sizes in the policy and explained what documents, licences and booking timings are required for all event bookings.
 - c) Officers have also included a risk assessment template (Appendix 3) and guidance (Appendix 3) for all bookings to be included as part of the booking process. Hirers can choose to use this or their own templates. Whichever way, risk assessments will need to be checked and approved by relevant officers before the event can happen.
 - d) Officers would prefer all payments to the Town Council to be paid by BACS instead of cash or cheque, including any deposit payments. Non-refundable deposits are to be made at the relevant officer's discretion, for example, if an open space booking is made more than three months in advance for a larger capacity booking.
- 1.7** The proposed changes to the policy have also been reflected in the Application for Hire form and the terms and conditions within this form (Appendix 2).

2. Hire Charges

- 2.1** Officers have liaised with other local councils to look at the Town Council's open space charges to see if it ought to review any charges for 2022-2023.

- 2.2** Unfortunately, this has proved difficult to compare hire costs as both other councils charge based on the expected number of visitors to the event as opposed to the area of space hired.
- 2.3** Having reviewed the type of event bookings the Town Council usually handles, it was felt that to apportion charges based on expected number of attendees rather than area of space/per site, would be very hard to implement within the Town Council.
- 2.4** It would be such a significant change from the current method of charging (a set fee per site depending on type of group hiring i.e. commercial, not-for-profit etc) that it would result in significantly more work for officers and confusion for the regular hirers.
- 2.5** If however the Town Council finds that larger scale events do become more regular and greater in number, it may be that officers recommend reviewing this position. This will be monitored over the coming financial year.
- 2.6** Despite this, the policy does importantly clearly identify changes in process/documentation depending on the expected size of the event.
- 2.7** For the time being, officers have discussed internally how payments are received for bookings, including deposits and invoice payments, and have updated the terms and conditions for hirers to reflect this. A list of hire charges is shown within the policy at Appendix 1.

3. Plastic Free Events Charter

- 3.1** In May 2021, the Town Council adopted its revised Single Use Plastics Policy. This is a key document to ensure that the Town Council's commitment to reducing use of single plastics, and the recognition of Seaford as a plastic free town, is held at the heart of the Town Council's activities and can be evidenced with action beyond the initial commitment.
- 3.2** While it is somewhat unorthodox to duplicate across policy documents, it was felt vital to ensure that the Events Policy highlighted the plastic free events charter that the Town Council adopted in May 2021. The charter, as adopted, has therefore been included in this revised policy.

4. Financial Appraisal

4.1 If any hire charges are changed, figures will be altered in the 2022-2023 budget as part of ongoing budget setting works.

5. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	



Seaford Town Council

Events Policy

1. Introduction

Seaford Town Council fully recognises that outdoor events are of great value to the town, improving community well-being and visitor enjoyment. As such, the Town Council is pleased to allow, in principle and subject to the conditions of this policy, organised events to be held in open spaces owned by the Town Council, whether organised by the Town Council itself or external organisations.

This policy outlines the responsibility of the Town Council in organising and managing its own events and also the hiring of its open spaces and/or other assets (not including The View or Seaford Head Golf Course).

This policy ensures that the management and regulation of events organised and held in open spaces is for the mutual benefit of all.

2. General bookings and use of Seaford's Open Spaces

- ❖ Crouch Gardens
 - ❖ Martello Fields
 - ❖ The Salts Recreation Ground
 - ❖ South Hill Barn
 - ❖ Seaford Promenade
- a) All applications for events in open spaces must be made on the Town Council's application form to ensure the request can be recorded and monitored.
- b) This ensures that officers have the necessary information to satisfy themselves that the event will comply with the Health & Safety Executive, Guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events. This guide is available from www.hse.gov.uk .

Professional firework displays must comply with Health & Safety Executive Guide HSG 123.

- c) All event requests will be considered, with approval subject to open space availability and the event delivery supporting the Town Council’s strategic objectives.
- d) The size and type of the event determines how to apply and fees payable.

Size	Audience capacity *	How to apply
Small	Under 500	Submit an Application for Hire Form
Medium	500 – 3,000	
Large	Over 3,000	Submit an Application for Hire Form & Event Management Plan

* Audience capacity is the maximum number of people expected at the event at any one time, including any staff or volunteers.

3.Small & Medium Events

- a) The event organiser submits an Application for Hire Form (‘application form’) a minimum of 3 months before event set up on site begins.
- b) Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, it may be considered a large event regardless of estimated audience size.
- c) The application form is assessed by the Projects & Facilities team and consent will be issued by form of an email if permission is granted.
- d) The application form questions will need to be completed in full before submission. Depending on the nature of the event, the hirer may need to plan for some of the areas listed below under ‘large events’.
- e) A risk assessment is required for all events and the application form contains a template.

4. Large Events

- a) Following an application being submitted and an initial discussion with the Projects & Facilities team, an Event Management Plan must be submitted at least 6 months before event set up on site begins.
- b) If further development of the plan is necessary, a timescale greater than 6 months is likely to be required. If the timescale for event planning is not met, the Town Council's consent may be withdrawn.

5. Event Management Plan

- a) Organisers of large events will need to produce a plan that will be subject to the approval of the Projects & Facilities team. The plan will include but not be limited to:
 - i. Access Provision
 - ii. Cancellation procedure including adverse weather conditions
 - iii. Child and vulnerable adult protection
 - iv. Complaints procedure
 - v. Concessions and caterers
 - vi. Crowd management
 - vii. Emergency control
 - viii. Entertainment
 - ix. Environmental / Sustainability impact
 - x. Event communication plan including named contacts
 - xi. Fire safety and evacuation
 - xii. First aid / medical
 - xiii. Food safety
 - xiv. Infrastructure
 - xv. Licensing requirements
 - xvi. Lost children and property procedures
 - xvii. Marketing
 - xviii. Noise management
 - xix. Public liability insurance
 - xx. Risk assessments
 - xxi. Sanitary provision
 - xxii. Security and stewarding provision

- xxiii. Site plans
 - xxiv. Statement of intent
 - xxv. Production and event timetable
 - xxvi. Traffic management
 - xxvii. Transport management
 - xxviii. Waste management
- b) Where the applicant is looking to seek permission for alcohol sales at an event, they must inform the Town Council of this on the application form and set out the necessary risk and impact assessments specific to an event with alcohol on sale.
- c) Upon reviewing the assessment documentation, Town Council officers in consultation with the Chair of Community Services may determine whether or not permission is given for the event organisers to apply to Lewes District Council for a Temporary Event Notice/permit to sell alcohol. Event organisers should look on the District Council's website for more details on the application process and timescales and fees involved.
- d) It is the applicants' responsibility to notify appropriate authorities with details of the event as required.
- e) It is the applicants' responsibility to arrange licenses as required, in order to ensure the event complies with the most up to date legislation. Once licenses have been obtained, copies need to be provided to the Town Council to support the application.
- f) It remains the responsibility of the applicant to notify the Town Council in writing of any change of address or contact details. If required for whatever reason, the Town Council will only make contact with the applicant via the last address supplied by them.
- g) The Town Council will support the marketing of the event, where possible, by sharing details on the Town Council's website, social media, notice boards and staff email banners, once the application form and deposit have been received and hire provisionally agreed.

6. Plastic Free Events Charter

Those organising events on Town Council land or taking part in Town Council events, are informed that Seaford is a plastic free town and therefore not to:

- use plastic for their takeaways

The Town Council has committed to work towards also including not to:

- use plastic bags
- use balloons both plastic and helium, or
- use plastic cutlery.

In addition to the above, they are also asked to:

- reduce the amount of plastic bottled drinks sold, and
- encourage reusable cups for drinks (hot drinks and pint glasses) during 2021 with a view to becoming compliant by 2022.

Officers carry out unannounced spot checks to assess adherence to the above measures. Where it is found that the plastic free events charter is not being adhered to, officers will assess what steps can be taken to address this/prevent recurrence.

Actively reminding events organisers/partners of these aims for events within the town sends a strong message about the kind of town Seaford is aspiring to be and the kind of environment the town wants to hold.

7. Deposits & Cancellations

- a) It is at the Town Council's discretion to ask for a non-refundable deposit, if an open space booking is made more than three months in advance.
- b) Full payment will be invoiced one month in advance of the booking date, with payment to be made no later than two weeks before the booking date.
- c) Cancellation fees will apply to all open space bookings.
- d) Cancellations fees will be charged as follows:
 - within 28 days of the event or set up date (whichever sooner), 25% of the total booking fee
 - within 10 days of the event or set up date (whichever sooner), 50% of the total booking fee
 - within 48 hours of the event or set up date (whichever sooner), 100% of the total booking fee
- e) Cancellation of an event due to weather conditions –If an event is cancelled due to bad weather conditions, the Town Council is unable to offer a refund,

however, can look at re-arranging the event on an alternative date in the calendar year for the existing price charged.

- f) Refundable security deposits can be requested should the event place the open space at risk of damage. refundable within 10 working days of the open space passing inspection successfully after the event. Security deposits can be refunded via BACS.
- g) The Town Council reserves the right to cancel a scheduled event, where it is required to do so, and will notify the applicant in this circumstance. Where the Town Council cancels an event booking, the hirer will receive a full refund of any payments they have made.

8. Hire Charges

Hire charges for all outdoor spaces for commercial and not-for-profit/ voluntary groups according to hire location:

Crouch Ornamental Gardens – lends itself to open-air style theatre productions due to the great acoustics.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£171.25	£33.45
Set-Up / Close Down	£83.55	£16.75
Hourly	£27.85	£6.70

Martello East Fields – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£424.30	£169.75
Set-Up / Close Down	£189.95	£84.85
Hourly	106.10	£42.45

Martello West Field – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£275.85	£42.45
Set-Up / Close Down	£95.50	£21.20
Hourly	£53.05	£13.80

Salts Recreation Ground – Large grounds, close proximity to the train station, seafront and town centre.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£445.60	£178.25
Set-Up / Close Down	£200.55	£86.50
Hourly	£106.10	£44.55

South Hill Barn – ideal for showcasing exhibitions or holding talks.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£178.25	£33.55
Set-Up / Close Down	£89.15	£16.75
Hourly	£44.55	£6.70

Seaford Promenade - stretching from Splash Point to Seaford & Newhaven Sailing Club, great for sponsored walks/runs.

	Commercial	Not-for-Profit / Voluntary Groups
Flat Fee	£44.25	£44.25

Hire charges will be reviewed by officers on an annual basis, to complement the budget setting process. Where changes are recommended, these will be presented to the Community Services Committee and/or Full Council for consideration.

9. Town Council Events

9.1 Sussex Day

- a) Sussex Day is arranged by the Town Council's Projects & Facilities team and is held on the closest Saturday to 16th June each year, at 12noon.
- b) The Town Council welcomes the Town Crier to, as the master of ceremonies, to deliver the Sussex charter at 12noon.
- c) The Town Council arranges for the Mayor to raise the blue Sussex flag at the Martello Kiosk location.
- d) The Town Council arranges for 'Sussex by the Sea' to be sung following the raising of the flag and will provide printed copies of the song for all to join in the singing.
- e) The Town Council invites the Freemen of the Town and Town Councillors to attend and join in at the event.
- f) The Town Council arranges event support and funding in line with the budget agreed annually by Full Council.
- g) Changes from the above event format would be discussed with Mayor and Chair of Community Services Committee.

9.2 Armed Forces Day

- a) Armed Forces Day is arranged with a standalone non-Town Council committee including Town Council officers, Seaford Town Councillors, the Royal British Legion and Royal Society of St. George, as well as others approved by the committee.
- b) Armed Forces Day is held on the last Saturday in June, unless otherwise specified and agreed by the Armed Forces Day Committee.
- c) The committee agrees on an annual basis which military charity funds raised from the Armed Forces Day are to be donated to. The committee creates the programme of events, approves marketing materials used, and assists with fundraising activities.

- d) The Town Council arranges road closure applications to allow a military parade to be held between the hours of 11.30am and 1pm on the day, as agreed by the committee.
- e) The Town Council arranges event support, entertainment, marketing materials and funding, in line with the budget agreed annually by Full Council.
- f) Changes from the above event format would initially be discussed by the Armed Forces Day Committee and then with the Mayor and Chair of Community Services Committee.

9.3 Remembrance Sunday

- a) The Town Council supports the annual Remembrance Sunday celebration/commemoration activities with the Royal British Legion.
- b) The Town Council arranges installation of the wreath frame, event management and road closure for the Remembrance Sunday parade, in line with the budget agreed annually by Full Council.
- c) The Town Council arranges road closure applications to allow the wreath laying and parade to be held, between the hours of 10am and 11.30am on the Sunday after 11th November. This includes arranging a LANTRA to close the main A259 road.
- d) The Mayor's Secretary arranges wreaths as appropriate for the Mayor and Young Mayor.
- e) Changes from the above event format would initially be discussed with the Royal British Legion and then with the Mayor and Chair of Community Services Committee.

9.4 Seaford Christmas Magic

- a) Seaford Christmas Magic is arranged with a standalone non-Town Council committee including Town Council officers, local traders, working partners and other volunteers as approved by the committee.
- b) With the support of the committee, the Town Council arranges an annual festive celebration for residents, visitors and traders, usually on the first Saturday of December.

- c) The Town Council arranges road closure applications for the day before the event, between the hours of 4pm – 12 midnight, to allow for set-up of structures and also the day of the Seaford Christmas Magic event, from 6am – 10pm.
- d) The Town Council arranges road closures, event support, entertainment, marketing materials, and funding in line with the budget agreed annually by Full Council.
- e) The Town Council will advise and work with residents living within the town centre, traders and other organisation who need to have access during the road closures, for smooth running during the event.
- f) Seaford Bonfire Society works with the Town Council to manage the road closures during the Seaford Christmas Magic event.
- g) The Town Council works with the event management company to look at the layout of the event on the closed roads, to include health and safety factors, access points and flow of large numbers of visitors to the event. Also booking first aid support to be available throughout the day.
- h) The Town Council provides a full risk assessment for the event.
- i) The Town Council will advertise for local stallholders, arranging bookings and payments from traders in the run up to the event. This will include various enquiries from stallholders regarding the event and also set-up information to be produced by the Town Council for access, set-up and close down for the event.
- j) The Town Council will work with the Christmas Magic Committee to seek sponsorship of the event and coordinate any advertising in exchange for sponsorship. This includes contacting local businesses and asking if they would like to support and sponsor the Christmas Magic event.
- k) The Town Council seeks to provide a free lantern making activity for the children, where lanterns and products to decorate will be sourced and packs made to provide to each child. This includes organisation of the hall, working with partner businesses and arranging volunteers on the day of the event.
- l) The Town Council works with the Christmas Magic Committee and business partners to arrange for a stage and entertainment to be provided throughout the day, with a list of the entertainment provided to the community through advertising.

- m) The Town Council works with local community groups and partner businesses to provide a Christmas grotto, with Father Christmas and presents for each child attending the grotto.
- n) The Town Council works with the Christmas lights contractor, the Mayor and the Rotary Club to organise a countdown and switching on of the Christmas lights as part of the Christmas Magic event.
- o) The Town Council and Christmas Magic Committee look at and provide contingency plans for all aspects of the event.
- p) The Town Council runs the event with the help of the Christmas Magic Committee and other voluntary groups. Briefing sessions are required on the build up to the event and also on the day of event and the Town Council provides a work rota for all volunteers.
- q) The Town Council works with the Chamber of Commerce in judging the 'Best Dressed Window' competition, which the Mayor of Seaford announces before the Christmas lights are switched on.
- r) The Town Council will issued a press release on the build up to the event. Along with updating the Town Council's website and social media applications with this information. A press release is also completed after the Christmas Magic event and distributed in the same way.
- s) The Town Council also looks at various grant and sponsorship options which may be available to help support the event for the community.
- t) The Town Council provides a feedback questionnaire to all traders and residents regarding the Christmas Magic event to analyse and see where the event can be improved on each year for all.
- u) Changes from the above event format would initially be discussed with the Christmas Magic Committee and then with the Mayor and Chair of Community Services Committee.

Adopted: TBC

Review: TBC



APPLICATION FOR HIRE OF PUBLIC OPEN SPACES

Contact Details

Name of organisation			
Invoice Address			
Name of main contact			
Email			
Phone Numbers	Landline	Mobile	
Name of contact person on the day (if different from above)			
Email		Mobile no.	

Event Details

Name of event			
Proposed location			
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set up proposed start date		Proposed finish date	
Site clean up proposed start time		Proposed finish time	
No. of participants (including visitors) anticipated			



Description of Activities

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to **you** to inform us.

Description of Activity <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, music, dog shows, etc.</i>	
Do you have a site plan? Yes No <i>This is important if your event includes structures such as tents, stages, parking areas etc.</i>	
Will there be any of the following that may require a further license or permit? <i>If yes, please give further details. You may be eligible for a Temporary Event Notice (TEN) if the event is under a certain size. Further details on eligibility for a TEN are on the Town Council website</i>	
Live music	Yes No
Recorded music	Yes No
Dancing	Yes No
Performance of plays	Yes No
Films	Yes No
Alcohol	Yes No <i>If yes, please indicate in your risk assessment how you intend to minimise the risk of injury associated with intoxication or excessive alcohol consumption.</i>
Food and / or drink	Yes No <i>Food Hygiene Legislation applies to any activity that involves handling food and drink. You must provide relevant food hygiene certificates with this application.</i>
Road closures	Yes No <i>If yes, contact https://www.lewes-eastbourne.gov.uk/streets-parking-and-travel/street-closures-and-street-closure-event-register/street-closure-application-form/</i>
Street collections	Yes No <i>If yes, you will need a Street Collection License Contact https://www.lewes-eastbourne.gov.uk/licensing-and-registrations/street-licences/street-collection-licences/</i>
Will waste be produced? (food, general waste, plastics, paper etc.) Yes No <i>If yes, give details of your plans for recycling and waste management.</i>	



Seaford Town Council

<p>Will your event be plastic free? Yes No <i>If no, give details of what plastics you expect to be used/present at the event and any considerations for alternatives that could be made:</i></p>
<p>Do you require power? Yes No <i>If yes, give details of how you intend to supply it:</i></p>
<p>Do you require water? Yes No <i>If yes, give details of how you intend to supply it:</i></p>
<p>Will you be providing temporary toilets in addition to public toilets? Yes No <i>If yes, give details. Please note that existing facilities may not be available or may not be adequate for the number of people at the event. HSG195 has guidance on no. required.</i></p>
<p>Will you encourage people to travel sustainably? Yes No <i>If yes, give details, for example by telling people coming about local public transport links.</i></p>
<p>Will you require vehicle access at the event? Yes No <i>If yes, give details (number and type of vehicles to be used):</i></p>
<p>Will the event be accessible and open to all? Yes No <i>Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</i></p>

Please use this space for any further information that might help with your application:

Publicity

Do you give permission for your contact details to be added to a database, for use both internally and by members of the public inquiring about the event?	Yes No
Do you give permission for the event to be displayed on the Town Council website? https://www.seafordtownTown Council.gov.uk	Yes No
Do you give permission for the event to be displayed on the Visit Lewes Website? https://www.visitlewes.co.uk/whats-on	Yes No

Hire Agreement

<p><i>I have read and understood the Town Council's conditions applicable to the above hire and Standard Conditions of Hire outlined in Section 6 of this application, according to details supplied by me, and hereby agree to be bound by them. I confirm that I am authorised to act</i></p>



Seaford Town Council

on behalf of the above-named organisation in this matter.

Signature of applicant:

Date:

Standard Conditions of Use

6.1. Applications

All correspondence and applications for the Hire of Premises must be made to the Projects & Facilities Team which reserves the right to call for further particulars of the proposed hiring.

This application should be read in conjunction with the Town Council's Events Policy.

Bookings for the Town Council's open spaces are accepted from January each year for the following calendar year to be reviewed and accepted by the Projects and Facilities team.

6.2. Hirer

The Hirer must be over 18 and shall be the person by whom the application and agreement for hire is to be signed. Such person shall be responsible for the payment of all fees due in respect of the Hiring and for the observance and performance of these conditions; depending on the proposed purpose for hire, special conditions may also apply.

6.3. User

- (a) No part of the premises is to be used for any purpose other than the purpose of the Hiring.
- (b) No part of the Premises is to be used for any unlawful purpose or in any unlawful way.
- (c) The Hirer shall not enter upon the Premises prior to the agreed hire period, for any purpose without the prior written consent of the Town Council.
- (d) The Town Council reserves the right to refuse access or terminate the agreement if any of the terms and conditions have not been adhered to; or any regulations relevant to the purpose of hire have not been complied with.

6.4. Fees and Charges

- (a) The Town Council reserves the right to refuse access to the premises hired, if the whole of the fees have not been paid.
- (b) The Town Council also reserves the right to refuse to accept payment by cheque.

6.5. Payment of Charges

- (a) The payment of the hire fee will be invoiced a month in advance of the booking, to be paid no later than 2 weeks before the booking date.
- (b) A discretionary non-refundable security deposit maybe required, to form part of the booking, if the event is booked more than 3 months in advance. This payment will need to be made via BACS.
- (c) Repayment of the full security deposit amount will be made within 10 working days of the hired land being returned in an acceptable condition to close the hire licence subject to any deductions necessary under the terms of condition 6.15(d).



6.6. Supervision

During the Period of the Hiring the Hirer is to be responsible for:

- a) the efficient supervision of the Premises including (without prejudice to the generality of the above):
 - (i) the effective control of children
 - (ii) the orderly and safe admission and departure of persons to and from the Premises.
 - (iii) the orderly and safe vacation of the Premises in case of emergency
- b) the safety of the Premises
- c) the preservation of good order and decency in the Premises
- d) ensuring that all doors (if any) giving egress from the Premises are left unfastened and unobstructed and immediately available for exit
- e) ensuring that no obstruction is placed or allowed to remain in any way giving access or egress to the Premises

The Hirer is to provide such number of competent stewards and attendants as may in the opinion of the Town Council be necessary to secure compliance with the above requirements being a minimum of one steward or attendant over the age of 18 years for every 250 persons (or part of 250 persons) present or if most of the persons present are under 16 years of age one steward or attendant for every 100 persons (or part of 100 persons) present.

6.7. Expiration of Period of Hiring

At the expiration of the period of the Hiring, the Hirer is to leave the Premises in a clean and orderly state free of litter and in particular the Hirer is to remove all equipment previously brought in by or on behalf of the Hirer.

6.8. Agreement personal to Hirer

The benefit of the Agreement is personal to the Hirer and not assignable or capable of being sub-hired, without the prior written consent of the authorised officer of the Town Council.

6.9. Damage to Town Council Property

The Hirer is to take good care of and not cause any damage to be done to the Premises or to any fittings, equipment or other property in the Premises the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible, or anyone permitted by the Hirer to enter the Premises.

6.10. Injury to Persons and Loss of Property

- (a) The Town Council will not be liable for the death of or injury to any person attending the Premises for the purpose of the Hiring or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death, injury or loss is due to the negligence of the Town Council.
- (b) The Town Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the Premises either by the Hirer for his own purposes or by any other person, or left or deposited with any officer or employee of the Town Council
- (c) The Hirer will indemnify the Town Council against all liabilities arising from the actions of the Hirer to include but not be limited to those liabilities mentioned in this condition.



6.11. Third Party Insurance

The Hirer is to have in force throughout the Period of the Hiring a policy of insurance effected with a reputable insurance company or with underwriters at Lloyds covering the Hirer against third party risks for a sum of not less than £10,000,000 and at the request of the Town Council will produce to the Town Council upon application of event hire.

6.12. Further Exclusions of Liability

- (a) The Town Council will not be liable for any loss or damage due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Premises to be temporarily closed or the Hiring to be interrupted or cancelled.
- (b) The Town Council will not be liable for any other loss or damage resulting from high seas, sea spray, storm, tempest or any other cause whatsoever.
- (c) The Town Council gives no warranty that the Premises are legally or physically fit for any specific purpose.

6.13. Right of Entry

The Town Council reserves the right for duly authorised members or officers or employees of the Town Council to enter the Premises at any time for any authorised purpose, including for the purpose of ensuring compliance with the terms of this agreement. Any ticket takers or stewards are to be notified accordingly by the Hirer.

6.14. Nuisance

The Hirer shall not do anything or suffer or permit any person attending the Premises to do anything likely to cause annoyance or to be a nuisance to neighbouring occupiers.

6.15. Cancellation by Hirer

- (a) If the Hirer wishes to cancel the Hiring in whole or in part the Hirer must give to the Town Council notice to that effect.
- (b) Cancellations within 28 days of event booking will be charged a 25% of the total booking. Within 10 days of an event booking 50% of the total booking fee will be charged and 48 hours of the event 100% of the total booking fee will be charged.
- (c) Cancellation due to weather conditions, the Town Council is unable to offer a refund, however, can look at re-arranging the event on an alternative date in the calendar year for the existing price charged.
- (d) Refundable security deposits can be requested should the event place the open space at risk of damage, refundable within 10 working days of the open space passing inspection successfully after the event. Security deposits will be refunded via BACS.

6.16. Cancellation by Town Council

- (a) The Town Council may cancel the Hiring if the Premises are required for any purpose in connection with a Parliamentary or local government election or if the premises are rendered unusable by any such event as is mentioned in Condition 6.12(a).
- (b) If the hiring is cancelled for any such reason as is mentioned in Condition 6.16(a) the Town Council will give to the Hirer the maximum practicable notice and refund the Fee including the deposit but will not otherwise be liable to the Hirer.
- (c) The Town Council may cancel the hiring if, as a result of exceptional weather conditions, the premises is rendered unsuitable for use in the Town Council's opinion, or that of any duly authorised officer.



6.17. Breach by the Hirer

Should the Hirer fail to observe and perform any of these conditions and any appeal conditions the Town Council reserves the right to:

- (a) Charge and recover from the Hirer any expenses incurred by the Town Council in remedying such failure including the employment of such agents as may be appropriate; and
- (b) Cancel the Hiring of the Premises by the Hirer forthwith without incurring any liability to the Hirer for the return of any fee or otherwise.

6.18. Statutory requirements

The Hirer shall not do or permit any act matter or thing which would or might constitute a breach of any statutory requirement affecting the Premises nor which would or might vitiate in whole or in part any insurance effected in respect of the Premises.

6.19. Complaints

Any complaint arising out of the Hiring must be notified immediately to an authorised officer available at that time; and confirmed in writing to the Town Council within 3 days after the expiration of the period of Hiring. If an event is taking place over a weekend or bank holiday, and an officer is not contactable at that time, the complaint must be made on the next available working day. Out of hours officer contact details may be made available upon request if it is deemed necessary.

6.20. Town Council to Act by its officers

The Town Council may act through any authorised officer and references in these Conditions to any approval, discretion, consent or requirement of the Town Council are deemed to be references to the approval, discretion, consent or requirement of any such officer and anything which the Hirer is required to produce to the Town Council is to be produced to such officer.

6.21. Notices

All notices, demands or requests by either party to the other shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the address of the Hirer specified in the Agreement in the case of a notice, demand or request to the Hirer and to the Town Clerk at the Town Council's office in the case of a notice, demand or request to the Town Council.

6.22. Special Conditions Applicable

In special circumstances additional terms may be required or a special hire license may need to be signed by both parties before hire can be approved. Clear notification of the intended purpose for hire is required at the stage of application; and the requirement for special conditions shall be determined by the Town Council prior to any agreement.

6.23. Special Arrangements for Voluntary Groups

Seaford Town Council aims to support local voluntary/community and charity organisations wherever it can. When special arrangements have been made relating to the hire of the field, particularly in connection with hire fees, the Town Council would ask that records of income and donations are submitted following each event. This serves a number of purposes, not least the opportunity for Seaford Town Council to note the benefits for local group.

RISK ASSESSMENT FORM

Business Unit Title:		
Department:		
Assessment Date:	Performed By:	Review due:

What are the hazards?	Who might be harmed and how?	What is already being done?	Risk Level	Does anything else need to be done to manage this risk?	Action by whom?	Risk level after additional actions	Action by when?	Sign & date on completion

Additional comments:	
People Consulted during assessment:	

Assessor/s Signature/s:.....

Risk Matrix

15 to 25: High	9 to 15: Medium	1 to 9: Low
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Likelihood → Severity ↓	Almost Certain	Probable	Possible	Unlikely	Highly unlikely
Fatal	25	20	15	10	5
Major Injury resulting in Disability	20	16	12	8	4
Injury/ill health requiring Doctor or Hospital Treatment	15	12	9	6	3
Minor Injury requiring First Aid Only	10	8	6	4	2
Minor Injury requiring no First Aid	5	4	3	2	1

Risk Assessment Guidance

Please use the below as guidance for typical items that are to be included within a risk assessment for holding an event, for the general public and also any staff or volunteers working at the event;

- Slips, Trips and falls
- Weather -Cold weather, Wet weather Hot weather Vehicle and pedestrian movements Generators – used for technical equipment, catering, sound, remember fuel, cables.
- Fire
- First Aid
- Food and drink – hygiene certificates
- Litter/waste
- PPE-hands, eyes and face
- Lifting
- Manual handling
- Ladders/steps (working at height)
- Safe use of equipment
- Lost children
- Crowd control
- COVID19
- Gloves, eye/face protection
- Standard Infection Control
- Following Government guidelines
- Standard Infection Control Hand hygiene
- Signage
- Social distancing