




## Seaford Town Council

### Seaford Town Council Full Council Agenda – 26<sup>th</sup> January 2022

#### To the Members of the Full Council

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, MA Hayder, R Hayder, O Honeyman, R Honeyman, J Lord, J Meek, B Payne, R Reed, G Rutland, L Wallraven and B Webb.

A meeting of the **Full Council** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 26<sup>th</sup> January 2022** at **7.00pm**, which you are summoned to attend.

  
Adam Chugg, Town Clerk  
18<sup>th</sup> January 2022

#### PLEASE NOTE:

- Public attendance at this meeting will be limited to 28 people.
- The meeting will also be recorded and uploaded to the Town Council's YouTube channel shortly 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.
- Ahead of the meeting, the Mayor has requested that his Chaplain provide a short reflection for the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm before attending the meeting.

#### AGENDA

##### 1. Apologies for Absence

To consider apologies for absence.

##### 2. Disclosure of Interests

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

### 3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

### 4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	13 <sup>th</sup> October 2021	<a href="#"><u>13.10.21-Full-Council-Minutes-DRAFT.pdf</u></a> <a href="http://seafordtowncouncil.gov.uk"><u>(seafordtowncouncil.gov.uk)</u></a>
4.2	Community Services	25 <sup>th</sup> November 2021	<a href="#"><u>25.11.21-Community-Services-Minutes-DRAFT-1.pdf</u></a> <a href="http://seafordtowncouncil.gov.uk"><u>(seafordtowncouncil.gov.uk)</u></a>
	<p><i>N.B. There is one recommendation for Full Council within these minutes, as follows:</i></p> <p><b>‘CS15/11/21 - It was <b>RESOLVED</b> to <b>RECOMMEND</b> that Full Council adopt the revised Events Policy and hire charges within, as presented in report 123/21.’</b></p> <p><i>The draft Events Policy as recommended is included at pages 9 to 19 of this agenda below. The original covering report can be viewed within the agenda for the above Community Services Committee meeting.</i></p> <p><i>The motion for approving these minutes will also seek to approve adoption of the revised Events Policy.</i></p> <p><i>The hire charges are presented for noting as part of agenda item 18, Events Update, and therefore are not to be considered when approving the minutes.</i></p>		
4.3	Finance & General Purposes	28 <sup>th</sup> October 2021	<a href="#"><u>28.10.21-Finance-General-Purposes-Minutes-DRAFT.pdf</u></a> <a href="http://seafordtowncouncil.gov.uk"><u>(seafordtowncouncil.gov.uk)</u></a>
		16 <sup>th</sup> December 2021	<a href="#"><u>16.12.21-Finance-General-Purposes-Minutes-DRAFT.pdf</u></a> <a href="http://seafordtowncouncil.gov.uk"><u>(seafordtowncouncil.gov.uk)</u></a>
	<p><i>N.B. There are two recommendations for Full Council within these minutes. Both are addressed within agenda item 11, 2022 – 2023 Draft Budget and Precept Setting, and therefore are not to be considered when approving the minutes.</i></p>		

4.4	Golf & The View	7 <sup>th</sup> December 2021	<a href="#">07.12.21-Golf-The-View-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
4.5	Personnel	18 <sup>th</sup> November 2021	<a href="#">18.11.21-Personnel-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
	<p><i>N.B. There is one recommendation for Full Council within these minutes, as follows:</i></p> <p><b>‘PE12/11/21 - It was <b>RESOLVED</b> to <b>RECOMMEND</b> that Full Council adopt the revised Sickness Absence Policy, with amendments as discussed by the Personnel Committee. The revised policy will be presented as part of the agenda for the Full Council meeting in January 2022.’</b></p> <p><i>Consideration of this draft policy has been deferred to the March Full Council meeting due to the number of items already presented with this January agenda.</i></p>		
4.6	Planning & Highways	21 <sup>st</sup> October 2021	<a href="#">21.10.21-Planning-Highways-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
		11 <sup>th</sup> November 2021	<a href="#">11.11.21-Planning-Highways-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
		2 <sup>nd</sup> December 2021	<a href="#">02.12.21-Planning-Highways-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
		23 <sup>rd</sup> December 2021	<a href="#">23.12.21-Planning-Highways-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )
		13 <sup>th</sup> January 2022	<a href="#">13.01.22-Planning-Highways-Minutes-DRAFT.pdf</a> ( <a href="http://seafordtowncouncil.gov.uk">seafordtowncouncil.gov.uk</a> )

## 5. [Mayor’s Update Report](#)

To consider report 159/21 presenting the Mayor’s update report and details of engagements (pages 20 to 25).

## 6. Young Mayor’s Update Report

A verbal update from the Young Mayor’s office will be provided at the meeting.

## **7. Town Council Working Group Reports**

A standard agenda item to accommodate reports from active Town Council Working Groups. *N.B. There are no working group reports for this meeting.*

## **8. Outside Body Representative Reports**

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

## **9. District & County Councillor Update Report**

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

## **10. [Town Clerk's Update Report](#)**

To consider report 161/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 26 to 32).

## **11. [Seaford Town Council Draft Budget Report 2022 - 2023 and Precept Setting](#)**

To consider report 151/21 presenting the Seaford Town Council Draft Budgets for 2022 – 2023 and projected budgets to 2026 - 2027 (pages 33 to 61).

## **12. [Review of Financial Regulations](#)**

To consider report 153/21 presenting the review of the Town Council's Financial Regulations (pages 62 to 84).

## **13. [Review of Earmarked Reserves](#)**

To consider report 154/21 presenting the review of the Town Council's Earmarked Reserves (pages 85 to 89).

## **14. [Interim Internal Audit Report 2021 - 2022](#)**

To consider report 149/21 presenting the interim Internal Audit report from Mulberry & Co. Ltd for 2021 - 2022 (pages 90 to 103).

## **15. [Salts Tennis Courts CIL Grant Agreement](#)**

To consider report 165/21 seeking authorisation via resolution for the completion of the Community Infrastructure Levy (CIL) Grant Agreement between Lewes District Council (LDC) and the Town Council, so funds can be released towards The Salts Tennis Court project (pages 104 to 143).

**16. Policies for New Salts Tennis Court Activities**

To consider report 160/21 presenting a Safeguarding Policy – Tennis and Diversity and Inclusion policy – Tennis for adoption to support the new tennis facilities at The Salts (pages 144 to 173).

**17. Review of Strategic Plan**

To consider report 162/21 enabling Full Council to sign off the old Seaford Town Council Strategic Plan (pages 174 to 185).

**18. Events Update 2021 & 2022**

To consider report 158/21 presenting an overview of events on Seaford Town Council's open spaces for 2021-2022 and 2022-2023, in addition to the revised 2022-2023 hire fees, for noting (pages 186 to 194).

**19. Fields in Trust Update**

To consider report 164/21 updating update Full Council on progress with the Fields in Trust Programme (pages 195 to 196).

**20. Seaford Community Partnership – Memorandum of Understanding**

To consider report 163/21 updating Full Council on the latest work of Seaford Community Partnership, share the finalised Memorandum of Understanding and enable Full Council to confirm approval of works where required (pages 197 to 223).

**21. Installation, Dismantling and Storing of West View Beach Huts**

To consider report 166/21 seeking authorisation to waive Financial Regulations to enable Wynnes & Seaford Fencing to install, dismantle and store West View Beach Huts, toilet huts and concession huts for the next five years (pages 224 to 226).

**22. Exclusion of the Press & Public**

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

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

*The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.*

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

## **23. Option to Tax Buildings EXEMPT**

To consider exempt report 152/21 to seek approval to opt to tax two of the Town Council's properties (exempt pages).

*Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties.*

*Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests of activities any party.*

## **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](mailto: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 28. The Town Council therefore asks that you contact

[georgia.raeburn@seafordtowncouncil.gov.uk](mailto: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

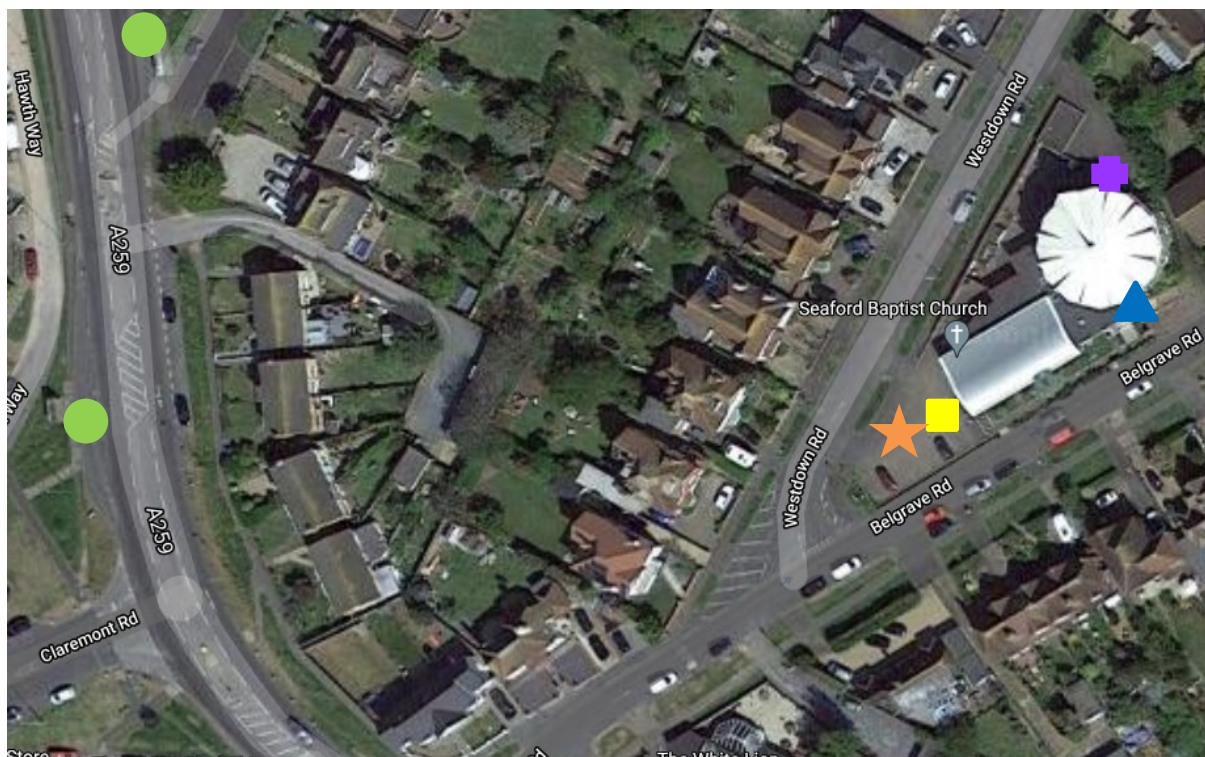
2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

### **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.



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



**Picture key:**

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

**Yellow square** – bike racks available onsite.

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

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

**Purple cross** – ramped access point

**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.

### **Covid-safety Measures:**

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings. In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>); 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 when in the meeting, unless you have a medical exemption.
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 <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> 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: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
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*

## **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](http://www.hse.gov.uk) .

#### **Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

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.

**Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

**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

#### **Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

- 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:

#### **Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

- 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,

#### **Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

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	£176.50	£34.50
Set-Up / Close Down	£86.00	£17.50
Hourly	£29.00	£7.00

**Martello East Fields** – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£437.00	£175.00
Set-Up / Close Down	£196.00	£88.00
Hourly	£109.50	£44.00



**Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

**Martello West Field** – for larger and community events.

	Commercial	Not-for-Profit / Voluntary Groups
Day	£284.50	£44.00
Set-Up / Close Down	£98.50	£22.00
Hourly	£55.00	£14.50

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

	Commercial	Not-for-Profit / Voluntary Groups
Day	£184.00	£459.00
Set-Up / Close Down	£89.00	£207.00
Hourly	£92.00	£109.50

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

	Commercial	Not-for-Profit / Voluntary Groups
Day	£184.00	£34.50
Set-Up / Close Down	£92.00	£17.50
Hourly	£46.00	£7.00

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

	Commercial	Not-for-Profit / Voluntary Groups
Flat Fee	£110.63	£46.00

## **Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

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 16<sup>th</sup> 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 Freeman 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.

**Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

- 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 11<sup>th</sup> 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.

**Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

- 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.

**Agenda Item 4 - As recommended by Community Services Committee for adoption by Full Council 26.1.22**

- 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



## Seaford Town Council

<b>Report No:</b>	<b>159/21</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Mayor's Report January 2022</b>
<b>By:</b>	<b>Gemma Saunderson-Barker, Mayor's Secretary</b>
<b>Purpose of Report:</b>	<b>To present the Mayor's update report and details of engagements</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the content of the report.

### 1. Information

- 1.1 The Mayor's update report can be found at Appendix A.
- 1.2 Details of mayoral engagements before the date of the Full Council meeting can be found at Appendix B.

### 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 Gemma Saunderson-Barker, Mayor's Secretary.

Mayor's Secretary	[Signature]
Town Clerk	[Signature – to be applied once TC has signed off]



## **Report 159/21 Appendix A**

### **Mayor's Report to January 2022 Town Council**

The Mayor's Charity Initiative enabled the charities and not for profits which took part to raise an estimated £9,500. This included the 'Over the Rainbow' a sponsored walk organised by Seaford Rotary and the Deputy Mayor Cllr Jean Cash, and 'Support our Seaford Charities' organised jointly by five of our town's service organisations. The fundraising was on the basis that whatever the organisation raised they kept, so there will be no cheques to present at the Town Forum this year. There were also two retiring offerings i.e. from the Civic Service for The Youth Counselling Project and the Mayor's Carol Service for WAVES Family Support, both paid directly to the charity concerned by Seaford Baptist Church. The Sisters of Providence (Annecy) organised an 'Autumn Fayre for Madagascar' at St Thomas More Roman Catholic Church, which raised £4,724 - the Mayor having made a speech to open it.

**Events in Seaford** attended by the Mayor since the previous Mayor's Report included the 'Seahaven Remembers Vigil' at Splash Point as part of Black History Month. Remembrance Sunday at the War Memorial and the Church Parade at St Leonard's that followed. The following Tuesday there was the Commonwealth Remembrance, this year including the Black Poppy Rose Remembrance, organised by the Commonwealth War Graves Commission and the British Army. Walking in the Seaford Bonfire Society Procession to the fire site accompanied by Councillors and the Deputy Young Mayor was a good opportunity to engage with more people from our town, then to judge and announce the winners of the 'Best Dressed Visiting Society' and the 'Best Dressed Seaford Bonfire Society Member' and to see a remarkable ariel fireworks display. An invitation was accepted to the Rededication of the Crossway Church following its recent refurbishment. Christmas Magic was memorable, including the Best Dressed Shop Window Competition organised by the Seaford Chamber of Commerce, events at The Crouch and around the town, with a Lantern Parade and the Town's Christmas Lights turned on by the Mayor and Santa, accompanied by songs from Shannon. Thank you to our Officers and volunteers, to everyone involved in the last-minute restructuring of the event and the reorganising of stalls and sites !

There were also visits as Mayor to neighbouring towns civic events, including The High Sheriff's Annual Judges Service and to carol concerts in Brighton and Newhaven. Several

more invitations for events in the lead up to Christmas were withdrawn when COVID restrictions were strengthened but the Seaford Rotary 'Old Folks Christmas Party' went ahead at St Luke's Church, with the Mayor handing out hot drinks and drawing the raffle.

The Mayor's Christmas Card Design Competition was won by Lucy Tkaczuk, Octopus Class, Year 5, Cradle Hill Community Primary School – well done Lucy!. The cards printed by Tansleys, were distributed to most of the Town Council's Civic List. The Facebook post of the winning design and the virtual gallery of all entries received, had 310 'engagements' and a 'reach' of 4,880 – many more than anything else posted on Mayor's Facebook during this term as Mayor. Thanks to Gemma and to Georgia for the Facebook post and the 'virtual gallery' in the heyzone flipbook!

Thank you to Councillors for taking part in the 'Members Thank You to Officers' Christmas gifting.

For the last months of my time as Mayor I want to try to complete a charity project that Seaford Rotary started two years ago namely a) identifying where the publicly accessible defibrillators are located in Seaford b) finding out which ones are still in working order and c) finding funding, external to STC, to repair or replace the unserviceable ones. This might be an opportunity to encourage the owners of some of the defibrillators that are inside their premises, and so of limited public availability, to be relocated to the outside of their premises and 24/7 availability. Perhaps also to place defibrillators in parts of the town that currently have none readily available.

My intention is to do this working with volunteers in order not to need Officer time and to do so with funds from outside the Town Council's budgets. Assuming that I can get a) b) and c) completed before May 2022 I am hoping to round off this 'Mayor's Charity Project' by getting a map published identifying and locating all of the publicly accessible defibrillators within our STC boundary and to ask for this mapping to be linked with the defibrillator location databases maintained by SECAMB (The Circuit) BHF and Seahaven First Responders.

Presentations for 'The Mayor's Awards' and 'The Don Mabey Award' will be made at the Town Forum on 12 April 2022.

Nominations are being sought in the following categories for The Mayor's Awards :-

- For activities and initiatives to improve the natural environment in and around Seaford

- For activities and initiatives to improve efficiency/reduce waste – e.g. local initiatives to minimise car use, improve energy efficiency of local homes and businesses, or to encourage and increase recycling
- For improving the conditions for business and tourism in Seaford
- For supporting and strengthening local charities

Nominations are also being sought for The Don Mabey Award:-

- For an individual who have gone above and beyond with their services to the town and its residents

These awards will be presented during the Town Forum on 12 April 2022.

Cllr Rodney Reed

Mayor of Seaford 2021/22

## Report 159/21 Appendix B

### Mayoral Engagements October 2021 – January 2022

Date	Day	Organisation	Event	Venue
17/10/2021	Sunday	UN Anti Racism Day	Vigil	Seaford Seafront, Shoal
19/10/2021	Tuesday	Jon Freeman's Family	Funeral of Jon Freeman	Seaford Baptist Church
20/10/2021	Thursday	CTLA	New Vehicle Launch	CTLA office, Hillcrest Centre, Newhaven
21/10/2021	Thursday	RSSG	Trafalgar Day	The View
23/10/2021	Saturday	Bonfire Society	Bonfire Night Celebrations	White Lion
30/10/2021	Saturday	High Sheriff	East Sussex Prayer Breakfast	East Sussex National Golf Resort
06/11/2021	Saturday	Young Mayor	Free Sports Day	Seaford Head Lower School
11/11/2021	Thursday	Lewes District Citizens Advice	Annual General Meeting	Newhaven Indoor Bowls Club, Denton Island, BN9 9BA
12/11/2021	Friday	Seaford Rotary	50 Years of Service - John Preddy	Seaford Golf Club, Firle Road
14/11/2021	Sunday	RBL/RSSG/STC/ St Leonards	Remembrance Sunday	War Memorial and Church Parade St Leonards
16/11/2021	Tuesday	RBL/RSSG	Commonwealth Remembrance	Commonwealth War Memorial, Seaford Cemetery/ The View for refreshments
12/11/2021	Friday	Rotary	Celebration of 50 years of service for John Preddy	Seaford Golf Club, Firle Road

20/11/2021	Saturday	Cross Way Church	Re-dedication Service	Cross Way Church, Steyne Road
20/11/2021	Saturday	St Thomas More Church	Opening Autumn Fayre	St Thomas Moore Church
23/11/2021	Tuesday	St Luke's Church	Senior Citizens Xmas Party	St Lukes Church, Walmer Road
28/11/2021	Sunday	Roger Murphy	Jon Freeman's Memorial Opening	The Cabin, Raymond Close
28/11/2021	Sunday	The Mayor of Brighton & Hove	Civic Advent Carol Service	St Nicholas' Church, Brighton
02/02/2021	Friday	STC	Christmas Prayers by the Tree	War Memorial
02/02/2021	Friday	Chamber of Commerce	Judging of Best Dressed Shop Windows	Town Centre
03/12/2021	Saturday	STC	Christmas Magic	Broad Street
05/12/2021	Sunday	Homelink	Xmas with the Ashdown Singers	St Thomas More Church
07/12/2021	Tuesday	Newhaven Town Council	Community Carol Concert	St Michael's Church
08/12/2021		STC	Mayor's Carol Service	Seaford Baptist Church
11/12/2021	Saturday	Concentus	Concentus Sings Christmas	Seaford Baptist Church
14/12/2021	Tuesday	Cllr Peter Pragnell	Christmas Reception	Blackstock Country Estate, Grove Hill, Hellingly, BN27 4HF
17/12/2021	Friday	St John's School	Christmas Fayre	Firle Road, Seaford
09/01/2022	Sunday	Lions Club	Social Lunch	Seaford Golf Club, Firle Road



## Seaford Town Council

<b>Report No:</b>	<b>161/21</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Town Clerk's Update Report – January 2022</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update Full Council on key Town Council work and work priorities for the Town Council.</b>

### Recommendations

#### Full Council is recommended:

1. To note the contents of the report.

## 1. Preamble

- 1.1 At the August 2021 meeting, I set out 14 key areas of work for the period July 2021 to April 2022. This report provides an update across these 14 priorities, and will also cover any additional key work or developments.

## 2. Key Priorities

- 2.1 *Work with councillors, staff and stakeholders to update and refresh the Strategic Objectives of the Town Council:*

- (a) A paper on this work is being presented to the August meeting.
- (b) October update: preparations are being made for the stakeholder and resident consultation to begin at the appropriate time.
- (c) **NEW: The signing off of the 2015 Strategic Plan is on this agenda.**

- 2.2 *Enable the Town Council to play its role in tackling climate emergency, working with councillors and staff to build on the Climate Emergency motion:*

- (a) A successful Climate Day was held, in partnership with SEA, on the 1<sup>st</sup> of August. The CCWG have reviewed this event and identified lessons for the future.



- (b) A lot of good work is taking place on the golf course, as part of our commitments to 'Operation Pollinator,' including beehives, wildflowers and maintenance that encourages a diversity of ecology and wildlife. We also have the bore hole fully operational, which has massively reduced the call on mains water by the course – a significant, tangible achievement from our commitment to Climate Action.
- (c) The Climate Change Working Group is continuing to meet regularly.
- (d) Other key ongoing work includes re-wilding parts of The Salts, Normansal, Princess Drive and The Crouch, as well as a bike repair facility in the concession at High and Over.
- (e) Following the Full Council decision at the June meeting, agreements enabling climate action by community groups on green spaces managed by the Town Council are being developed and we expect to conclude the first agreement shortly.
- (f) Initial discussions have taken place with LDC to explore bidding to secure funding for electric charge points in our car parks.
- (g) To highlight and confirm the actions the Council is taking to tackle Climate Emergency, we expect to develop a special page for our website. This will share these actions and send messages to our community about the importance of taking action and the leadership role Seaford Town Council is taking. October Update: the page is now operational - <https://www.seafordtowncouncil.gov.uk/climate-change/>
- (h) NEW: The October Full Council voted to create a sub-committee in May 2022.**
- (i) NEW: A paper on Fields in Trust is on this meeting's agenda.**
- (j) NEW: Progress has continued on the creation of agreements with local community groups and green spaces in the town.**

**2.3** *Work with Councillors and staff to confirm and implement work that can maximise revenue from 'Staycation' opportunities in 2021*

- (a) Following on the motion agreed at Full Council in March, a number of measures are being taken forward.
- (b) These are reported to, and reviewed by, the Community Services Committee at their meetings, and an update report will be brought to Full Council later in the year.

- (c) One of the new events for this year is the first ever Pride event scheduled for the 29<sup>th</sup> of August. Councillors have been briefed and all questions and concerns are being responded to. A lot of officer time is being spent on working with the organisers to make sure the event proceeds safely and as successfully as possible.
- (d) October update: The Pride event proceeded successfully, to add to a range of recent successful events including the new Street Market and the brilliant exhibition at South Hill Barn. In 2021, we have been achieving a good range of events – not too many, but with variety and quality.

**(e) NEW: A report on all events in 2021 is on this meeting's agenda.**

**2.4** *Improve the financial stability and sustainability of the Town Council over time:*

- (a) I am working closely with the Responsible Financial Officer (RFO) on this.
- (b) Good progress is being made and was reflected in the year-end accounts, with the increase in reserves that was achieved.
- (c) We are continuing to monitor closely and will do all we can to deliver the further increase in reserves in 2021/22 in line with our budget.
- (d) **NEW: Financial performance in 2021 - 2022 has remained strong, with examples including increased income over budget so far of £282,853 including the following:**
  - **£69,300 - Golf Course income**
  - **£4,251 – rent of Martello Fields**
  - **£2,424 - Crouch pitch hire & green fees**
  - **£23,935 - Filming income**
  - **£11,700 - seafront concessions**
  - **£1,717 - seasonal beach huts profit Beach huts**

**2.5** *Lead and oversee the Town Council response to any further Covid changes and be ready for what the future may hold:*

- (a) Following on from all the work we did in the first half of the year, we continue to monitor the situation closely.
- (b) A further update on arrangements for Council meetings was presented to the August Full Council

- (c) Arrangements have been agreed with staff about appropriate office and home working, in line with the requirements of their roles.
  - (d) **NEW: We implemented the latest changes, including masks in retail settings and working from home where possible. In addition, contingency plans have been put in place to do all we can to manage risks in relation to business continuity and staff absence. As well as this, the Finance team have successfully claimed the latest Covid grant available.**
- 2.6** *Work with stakeholders to explore and develop options relating to the S106 monies from Newlands:*
- (a) I have been briefed by Lewes District Council on this matter and work to explore possible options is underway.
  - (b) **NEW: plans for the work in 2022 - 2023 were confirmed at the October Full Council.**
- 2.7** *Undertake the CiLCA qualification*
- (a) I have undertaken a SLCC briefing on getting started.
  - (b) This will be followed up by pre-CILCA training course in September and enrolment for an October start on the formal qualification.
  - (c) October update: I have attended the training and am proceeding with registration to start the formal qualification.
- 2.8** *Take forward work to rebuild the Martello Toilets*
- (a) We are grateful to the Lottery for their liaison with us in recent months, ahead of sending them updated information.
  - (b) The architects presented the current outline to all Councillors on the 19<sup>th</sup>, and this will be discussed at this meeting.
  - (c) Following on from this, the next stages of the work will be taken forward as a matter of absolute priority.
  - (d) October Update: The Lottery application and the Planning application to LDC have both been submitted.
  - (e) **NEW: Work has proceeded as anticipated. Councillors were updated on progress at a briefing on the 19<sup>th</sup> of January.**
- 2.9** *Ensure Seaford Town Council input into the new LDC Local Plan*
- (a) LDC have issued the Issues and Options consultation, and a report on this is on the agenda for this meeting.

- (b) Following on from this, a submission will be made to LDC, based upon the feedback from Cllrs.
- (c) We will continue to involve Cllrs in further stages of the Local Plan process over the months ahead.

**2.10 *Manage Seaford Head and respond to any changes as required:***

- (a) Work is underway to make initial plans for any necessary long-term changes to the golf course, in the light of recent cliff falls and ongoing erosion.
- (b) Officers are also making sure that all necessary actions are taking place to fence off areas, move paths etc. as public safety remains a top priority.
- (c) As Councillors will be aware, plans are also in development for remote archaeological investigation of the Fort, given the risks posed to it by cliff erosion. It's an important part of the Council's role as a custodian of the site to work with Historic England and SDNPA on this.
- (d) October Update– arrangements are now being confirmed for the remote investigation of the Fort by HE and we expect this to be carried out in the autumn. HE are working with the South Downs National Park on a complementary programme of Comms – STC are liaising with them so we all support each other on the most effective comms possible from this exciting project.
- (e) NEW: The first stage of the archaeological investigations proceeded successfully in November, and we expect a report on this work shortly. The project has achieved national and local media attention, including a recent article in the Daily Telegraph.**

**2.11 *Enable Councillors to consider options relating to parking in the town, especially on/around the seafront:***

- (a) A paper will be brought to Full Council later in this year to look at options for the future.
- (b) This will be complemented by working closely with LDC and ESCC as aspects of parking and enforcement involve all 3 statutory authorities.
- (c) STC will also be undertaking research into the provision of parking for people with disabilities with a view to making recommendations if there is greater need.

**(d) NEW: A paper on parking next steps was agreed at the October Full Council and this work is now being taken forward.**

**2.12** *Oversee a complete review of all contracting and agreements relating to grounds maintenance and any other areas of significant expenditure:*

**(a)** This work is planned for later in the year, once the full officer complement has been restored.

**2.13** *Take forward the revising of the Hurdis House Lease:*

**(a)** The solicitor has provided an initial draft as a basis for negotiation with the tenant.

**(b) NEW: A meeting with the tenant was held and we will keep Councillors informed of key developments.**

**2.14** *Review and update the arrangements relating to the golf professional:*

**(a)** The review is underway and partly completed.

**2.15** *October key recent developments include:*

**(a)** The consultation responses of STC are now all shown on a page on our website. This improves transparency for both members and residents.

**(b)** Work has continued on updating/amending Outside Body representation in accordance with the decisions of members at most recent Annual Meeting.

**(c)** In the light of upcoming CIL receipts from Newlands, it was agreed at the October Full Council way in which the Council will determine how these receipts will be spent.

**(d)** Following a period of being short staffed, we are about to recruit a locum Assistant Town Clerk who will help with key work such as preparations for the upcoming Queen's Platinum Jubilee.

**a. NEW: Geoff Johnson has just begun work as a temporary, part time Assistant Town Clerk (Strategic Projects) and we are also recruiting a temporary, part time Office Manager, as shared maternity leave cover of the Assistant Town Clerk post.**

**(e)** Work is also being taken forward to explore the best options for meetings with ESCC and LDC on Seaford priorities.

**2.16 NEW: Queen's Platinum Jubilee - Work is underway to plan for the celebrations of the Queen's Platinum Jubilee in June 2022. This**

includes plans for a Beacon ceremony, working with Trees for Seaford on appropriate planting, and working with community and other groups in the town looking at picnics, street parties and services of celebration.

- 2.17 **NEW:** Dewpond on the golf course – we have enquired to SDNPA about working with them to create a new dewpond and wildlife haven near Chyngton Road.

### **3. Conclusion**


- 3.1 I trust this paper gives councillors a good understanding of the key areas of work and priorities for the Town Council and my role.

### **4. Financial Appraisal**

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

### **5. Contact Officer**

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

Town Clerk	
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## Seaford Town Council

<b>Report No:</b>	<b>151/21</b>
<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Seaford Town Council Draft Budget Report 2022-2023 and Precept Setting</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Seaford Town Council Draft Budgets for 2022-2023 and projected budgets to 2026-2027.</b>

### Recommendations

#### Full Council is recommended:

1. To discuss the budgets presented and set a Precept and corresponding Band D Council Tax for 2022-2023.
2. To note the Projected budgets for the years, 2023-2024, 2024-2025, 2025-26 and 2026-2027.

## 1. Summary

- 1.1** Attached as Appendix 1 to this report is the draft Seaford Town Council Budget for 2022-2023 and the projected budgets to 2026-2027.
- 1.2** Budgets have been projected until 2026-2027 to inform long term planning and will be reviewed and updated during the budget setting process in future years, all known future expenditure has been included in these projections.
- 1.3** The increases presented for the four years projected budgets do not include all projects as these will be discussed and included at a later date when the Town Council reviews the Strategic Objectives, Seafront Improvement Plan and Salts Development Plan.

- 1.4** To aid understanding of the Town Council finances and budgets, the Town Council's Earmarked Reserves (EMR) are included as Appendix 2.
- 1.5** The budget that is presented has been considered by all spending committees which recommended its budget to the Finance & General Purposes Committee (F&GP), which in turn made further amendments as highlighted below in section 2.2, before recommending the budget to Full Council.
- 1.6** The budget as prepared includes £100,000 to be transferred to the General Reserve and reflects a **9.56%/£9.95** per annum increase in Band D for 2022-2023. Band D Council Tax would be **£114.01** per annum compared to £104.06 for 2021-2022. The recommended precept for 2022-2023 is **£1,072,415**.

## **2. Background Information**

- 2.1** The General Reserve at 1<sup>st</sup> April 2021 was £312,702 (£184,069 in 2020).

### **2.2** Amendments made by F&GP

- (a)** To reduce the discretionary grants budget by £5,000 keeping it at £15,000, the same as 2021–2022.
- (b)** Not to purchase a new Mayor's chain or additional links and should instead prepare costings for inclusion in the 2022–2023 budget for a collar, repair works and a box/appropriate holder to keep the chain in. Therefore, £10,000 was removed from the 2023-2024 budget and £5,000 added to the 2022-2023 budget for the repair work. The cost of the repair work is not known, a well-known civic regalia company has said it is difficult to quote without seeing the chain, but it would be at least £1,000. The collar would be £266.81 and the chain of office case, £481.87. Therefore, this budget of £5,000 could be reduced to £2,000. If it was later found that the £1,000 budget was insufficient for the repair works, then this would have to wait another year. The budget could also be reduced to £3,000 to give room for movement should £1,000 not be sufficient. See Appendix 3.

### **2.3** Other changes since the F&GP meeting

- (a)** 4260/ various cost centres, Grounds Maintenance Contract – budgets have been reduced by a total of £8,025 following the Community Services decision to change the contract to renature certain areas. The actual savings to be made are as yet not confirmed but have been calculated prudently by officers to enable the budgets to be set.

- (b) The Band D base was not known at the meeting, it has since been confirmed - reduced from 9457.9 to 9406.7 – see 2.4 for the effects of this.
- (c) Seaford in Bloom increased by £160 for winter bedding for boat, which is covered by sponsorship received.

## 2.4 Council Tax Base

The Band D Council Tax is measured with reference to a Council Tax Base, which is calculated every year by Lewes District Council (LDC). This figure is divided into the required precept to give the Band D Council Tax figure.

The Band D base for 2022-2023 is 9,406.7, this is a reduction of 51.2 compared to the 2021-2022 Band D Base of 9457.9. This is due to the reduction in the collection rate and the increased benefits awarded as part of the Local Council Tax Reduction Scheme. The cost of this is an increase of **62p/0.59%** on the Band D Base.

Attached as Appendix 4 is a letter from LDC containing useful information about the calculation of Council Tax.

## 2.5 Precept

The recommended precept for 2022-2023 is £1,072,415. The overall effect of all projected income and expenditure for 2022-2023 is a **9.56%/£9.95** per annum increase on Band D Council Tax. The proposed Band D Council Tax is £114.01 per annum, compared with £104.06 in 2021-2022.

## 2.6 Earmarked Reserves (EMR)

The Council's Earmarked Reserves are attached as Appendix 2 and have been reviewed in report 154/22 elsewhere on this agenda.

EMRs at 1<sup>st</sup> January 2022 were £368,758 (£232,055 in 2021).

The following two tables show what is committed for expenditure from EMR.

### 2021-2022

Nominal Code	EMR	Amount	Purpose
326	Grounds maintenance	£11,700	Replacement seafront bumper rails
361	CIL Receipts	£30,000	Tennis Courts
363	Capital Receipts	£22,000	Loan or contingency for Martello Toilets rebuild
	<b>TOTAL</b>	<b>£63,700</b>	

2022-2023 (budget being discussed)

<b>Nominal Code</b>	<b>EMR</b>	<b>Amount</b>	<b>Purpose</b>
323	Crypt Professional Fees	£1,075	Replacement windows
363	Capital Receipts	£189,618	Martello Toilets rebuild- includes £42,000 expected sale of beach hut
366	Seafront Development Plan	£15,182	Martello Toilets rebuild
	<b>TOTAL</b>	<b>£205,875</b>	

### **3. Financial Appraisal**

- 3.1** 2021-2022 has, so far, been a much more stable year than 2020-2021 and the Town Council started off in a much better position with the General Reserve at £312,702, compared to £184,069 on 1<sup>st</sup> April 2020.
- 3.2** The budgets have been set on a prudent basis but do not take into account any loss of income from closure of assets. In this uncertain world, this cannot be ruled out as a possibility.
- 3.3** The Town Council's Internal Auditor recommended that the General Reserve should be at least 50% of the precept. This would equate to £536,207 using the recommended 2022-2023 precept figure. This guidance is given to councils mainly funded by precept, which Seaford Town Council is not. Seaford Town Council has a greater proportion of commercial income to fund activities and this income is vulnerable to unforeseen external influences, as highlighted by the COVID-19 pandemic. It would therefore not be unreasonable to have a General Reserve that is significantly higher than this.
- 3.4** If the £100,000 set aside in the current budget is added to the General Reserve then there is still £123,500 deficit for meeting the criteria set, therefore the budget for 2022-2023 has been prepared to add £100,000 to the General Reserve. This has been reduced to £30,000 in the 2023-2024 projected budgets and could be even less than this should there be other current year underspends.

- 3.5** The projected budgets look like it should be possible to keep the future years increases in the Precept and Band D Tax in line with inflation depending on projects that are approved to benefit Seaford.
- 3.6** It is recommended that the prudent budgeting and keeping costs down, by making savings wherever possible, continue throughout the coming year and beyond to ensure that the Town Council has robust reserves to withstand any future risks it may face to income.
- 3.7** The rebuild of Martello Toilets in the budget impacts the Precept by £11,600 (1.18%). If the Town Council were to apply for a loan, the Government needs to see that the repayment amount is in the budget. This keeps the Town Council's options open for the rebuild.

The funding in the budget is as follows

Estimated Cost of project		<b>£427,550</b>
Funded by		
Lottery Grant	£222,750	
Capital Receipts EMR	£147,618	
Sale of Beach Hut	£42,000	
Seafront Development Plan EMR	£15,182	
Total	<b>£427,550</b>	

- 3.8** To achieve a zero percentage increase, £93,593 of savings would need to be made. Attached as Appendix 3 is a list of budgets, compiled by officers and suggested by Councillors, that could be reduced to achieve this. This is not a definitive list and Councillors may have knowledge of other items they do not wish to budget for.
- 3.9** The following should be noted:
- (a)** As a principal of good governance, the RFO does not recommend that the Town Council reduce the amount of £100,000 budgeted to increase the General Reserve. This was recommended by the RFO and the Internal Auditor and approved by Full Council in 2021. The General Reserve needs increasing to ensure that the Town Council does not face the situation it was in in 2020-2021 when without Government funding, the Reserves would have run out.
  - (b)** Any reductions in budgets that are set back a year will increase the 2023-2024 budget by the same amount.

- (c) It is worth looking at any reductions from the perspective of what the Town Council 'needs to' have or what it 'would like to have'. If for example, 'need to have' budgets are removed this year and the repairs become urgent, then they will have to be carried out without a budget, this will affect the General Reserve which will result in the need for further budgeting the following year.
- (d) It has been mentioned about seeking funding for some of the projects. It should be noted that most funders will only give match funding, so if there is no commitment in the Town Council's budgets they will not fund. The Town Council has fallen foul of this in the past when trying to seek CIL grant funding. It is therefore recommended that rather than removing a budget, a nominal sum should be kept in there if it is thought that match funding might be available.

**3.10** The priority for the use of CIL receipts will be the Martello Toilets rebuild. Any unused CIL receipts after this could be used for some, but not all, of the Councils projects. Should these projects be removed from the budget then there is a risk that they will not be completed in 2022-2023. A report to create a priority list of projects that can be funded from CIL receipts will be brought to the Community Services Committee in the new financial year.



**3.11** It is worthy of noting that the average town council's precept in Lewes District accounts for significantly less than 5% of a Council Tax bill, and Seaford Town Council is still significantly lower than most other local councils in the area as shown in the table below for a Band D property in 2021-2022.

	<b>Precept Payment</b>	<b>Special Expenses*</b>	<b>Total Local Element</b>
<b>Lewes</b>	£204.62	£55.95	£260.57
<b>Newhaven</b>	£146.06	£36.56	£182.62
<b>Peacehaven</b>	£133.34	£ 8.61	£141.95
<b>Telscombe</b>	£99.75	£22.78	£122.53
<b>Seaford</b>	£104.06	£ 6.49	£110.55

\*Special Expenses are equitably charged by LDC for the grounds maintenance services it provides in some parishes but not others, charging each for its own area (2020/21 figures).

#### **4. Contact Officer**

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer (RFO).

RFO	
Town Clerk	

Committee		2021-22 Final Budget	2022-23 Draft Budget	2023-24 Projected Budget	2024-25 Projected Budget	2025-26 Projected Budget	2026-27 Projected Budget
Finance & General Purposes	Income	32,975	32,810	33,554	34,316	35,095	35,893
	Expenditure	563,150	611,116	613,031	624,275	620,603	641,984
	Net Expenditure	<b>530,175</b>	<b>578,305</b>	<b>579,477</b>	<b>589,959</b>	<b>585,508</b>	<b>606,090</b>
Community Services	Income	581,660	481,550	235,784	245,533	256,846	262,321
	Expenditure	834,100	899,865	501,466	443,584	441,031	436,485
	Net Expenditure	<b>252,440</b>	<b>418,315</b>	<b>265,682</b>	<b>198,051</b>	<b>184,184</b>	<b>174,164</b>
Golf and The View	Income	852,535	1,045,765	1,070,960	1,101,237	1,130,572	1,162,704
	Expenditure	1,033,670	1,185,435	1,191,620	1,216,351	1,243,006	1,272,919
	Net Expenditure	<b>181,135</b>	<b>139,670</b>	<b>120,660</b>	<b>115,114</b>	<b>112,435</b>	<b>110,215</b>
Total Committees	Income	1,467,170	1,560,125	1,315,104	1,350,809	1,393,178	1,428,786
	Expenditure	2,430,920	2,696,416	2,299,932	2,259,479	2,277,985	2,321,476
Total Net Expenditure		<b>963,750</b>	<b>1,136,290</b>	<b>984,828</b>	<b>908,670</b>	<b>884,807</b>	<b>892,689</b>
<b>LESS</b>							
Funded FROM Earmarked Reserves							
EMR323 - The Crypt			(1,075)				
EMR361 - CIL Receipts		(13,000)					
EMR363 - Capital Receipts		(72,000)	(189,618)				
EMR366 - SDP			(15,182)				
		878,750	930,415	984,828	908,670	884,807	892,689
<b>PLUS</b>							
Transfers TO Earmarked Reserves							
EMR363 - Capital Receipts			42,000				
EMR-Tennis Courts		5,400		5,400	5,400	5,400	5,400
Transfer To General Reserves		100,000	100,000	30,000			
Funding Requirement- Precept		<b>984,150</b>	<b>1,072,415</b>	<b>1,020,228</b>	<b>914,070</b>	<b>890,207</b>	<b>898,089</b>
Tax Base		<b>9,457.9</b>	<b>9,406.7</b>	<b>9,406.7</b>	<b>9,406.7</b>	<b>9,406.7</b>	<b>9,406.7</b>
Band D Council Tax		<b>104.06</b>	<b>114.01</b>	<b>108.46</b>	<b>97.17</b>	<b>94.64</b>	<b>95.47</b>
Council Tax increase (%)		<b>13.31%</b>	<b>9.56%</b>	<b>-4.87%</b>	<b>-10.41%</b>	<b>-2.61%</b>	<b>0.89%</b>
Council Tax Band D increase (£)		<b>£12.23</b>	<b>£9.95</b>	<b>-£5.55</b>	<b>-£11.29</b>	<b>-£2.54</b>	<b>£0.84</b>



Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Salts Recreation Ground</u></b>							
<b>Code</b>	<b>Cost Centre 105</b>						
1025	Income Sponsorship						
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	4,000	4,120	4,244	4,371	4,502
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
<b>Salts Recreation Ground Income</b>		<b>28,160</b>	<b>38,425</b>	<b>55,339</b>	<b>50,670</b>	<b>56,954</b>	<b>58,205</b>
4018	Water Refill Maint		-	-	-	-	-
4052	Water & Sewerage	8,420	7,500	7,725	7,957	8,195	8,441
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	73,930	75,778	77,673	79,615	81,605
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
<b>Salts Recreation Ground Expenditure</b>		<b>107,305</b>	<b>122,090</b>	<b>125,433</b>	<b>133,178</b>	<b>142,120</b>	<b>141,082</b>
<b><u>Net Expenditure (Income)</u></b>		<b>79,145</b>	<b>83,665</b>	<b>70,094</b>	<b>82,508</b>	<b>85,166</b>	<b>82,877</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Crouch Recreation Ground</u></b>							
<b>Code</b>	<b>Cost Centre 106</b>						
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	3,200	3,232	3,264	3,297	3,330
1073	Sports Pitch Hire & Green Fees	6,500	8,500	8,585	8,671	8,758	8,845
1076	Insurance Claim						
	<b>Crouch Recreation Ground Income</b>	<b>12,685</b>	<b>14,830</b>	<b>15,041</b>	<b>15,177</b>	<b>15,315</b>	<b>15,533</b>
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	34,930	35,803	36,698	37,616	38,556
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
	<b>Crouch Recreation Ground Expenditure</b>	<b>47,745</b>	<b>52,100</b>	<b>52,301</b>	<b>53,534</b>	<b>54,800</b>	<b>57,098</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>35,060</b>	<b>37,270</b>	<b>37,261</b>	<b>38,357</b>	<b>39,485</b>	<b>41,565</b>
<b>Account <u>Martello Fields</u></b>							
<b>Code</b>	<b>Cost Centre 107</b>						
1050	Income Rent	5,000	7,500	7,725	7,957	8,195	8,441
	<b>Martello Fields Income</b>	<b>5,000</b>	<b>7,500</b>	<b>7,725</b>	<b>7,957</b>	<b>8,195</b>	<b>8,441</b>
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	14,060	14,412	14,772	15,141	15,520
4261	Grounds Maintenance Non Contract	3,000	4,000	4,000	3,250	3,348	3,448
	<b>Martello Fields Expenditure</b>	<b>20,310</b>	<b>19,170</b>	<b>19,549</b>	<b>19,188</b>	<b>19,684</b>	<b>20,193</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>15,310</b>	<b>11,670</b>	<b>11,824</b>	<b>11,231</b>	<b>11,488</b>	<b>11,751</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account</b>	<b><u>Other Open Spaces</u></b>						
<b>Code</b>	<b>Cost Centre 108</b>						
1025	Income Sponsorship						
1050	Income rent	90	90	90	90	90	90
	<b>Other Open Spaces Income</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
4018	Water Refill Maintenance						
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	19,660	20,152	20,655	21,172	21,701
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
	<b>Other Open Spaces Expenditure</b>	<b>33,215</b>	<b>31,870</b>	<b>30,679</b>	<b>31,474</b>	<b>32,286</b>	<b>33,119</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>33,125</b>	<b>31,780</b>	<b>30,589</b>	<b>31,384</b>	<b>32,196</b>	<b>33,029</b>
<b>Account</b>	<b><u>Crypt</u></b>						
<b>Code</b>	<b>Cost Centre 113</b>						
1051	Income Insurance Recharge	380	390	402	414	426	439
	<b>Crypt Income</b>	<b>380</b>	<b>390</b>	<b>402</b>	<b>414</b>	<b>426</b>	<b>439</b>
4115	Insurance	380	390	402	414	426	439
4275	Building Maintenance	500	4,200	500	500	500	500
	<b>Crypt Expenditure</b>	<b>880</b>	<b>4,590</b>	<b>902</b>	<b>914</b>	<b>926</b>	<b>939</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>500</b>	<b>4,200</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Account</b>	<b>South Street Toilets</b>						
<b>Code</b>	<b>Cost Centre 114</b>						
4275	Building Maintenance	1,000	3,000	1,000	1,030	1,061	1,093
	<b>South Street Expenditure</b>	<b>1,000</b>	<b>3,000</b>	<b>1,000</b>	<b>1,030</b>	<b>1,061</b>	<b>1,093</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>1,000</b>	<b>3,000</b>	<b>1,000</b>	<b>1,030</b>	<b>1,061</b>	<b>1,093</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Martello Tower</u></b>							
<b>Code</b>	<b>Cost Centre 115</b>						
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
	<b>Martello Tower Expenditure</b>	<b>5,745</b>	<b>5,745</b>	<b>5,797</b>	<b>5,851</b>	<b>2,907</b>	<b>2,964</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>5,745</b>	<b>5,745</b>	<b>5,797</b>	<b>5,851</b>	<b>2,907</b>	<b>2,964</b>
<b>Account <u>Seaford Head Estate</u></b>							
<b>Code</b>	<b>Cost Centre 116</b>						
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
	<b>Seaford Head Estate Income</b>	<b>32,150</b>	<b>37,550</b>	<b>36,250</b>	<b>36,750</b>	<b>37,750</b>	<b>37,750</b>
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
	<b>Seaford Head Estate Expenditure</b>	<b>28,380</b>	<b>32,035</b>	<b>32,745</b>	<b>33,476</b>	<b>34,228</b>	<b>35,003</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>(3,770)</b>	<b>(5,515)</b>	<b>(3,505)</b>	<b>(3,274)</b>	<b>(3,522)</b>	<b>(2,747)</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Seafront</u></b>							
<b>Code</b>	<b>Cost Centre 117</b>						
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
<b>Seafront Income</b>		<b>45,070</b>	<b>48,145</b>	<b>49,559</b>	<b>61,016</b>	<b>62,517</b>	<b>64,062</b>
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
<b>Seafront Expenditure</b>		<b>39,555</b>	<b>32,205</b>	<b>31,939</b>	<b>32,225</b>	<b>32,520</b>	<b>32,824</b>
<b><u>Net Expenditure (Income)</u></b>		<b>(5,515)</b>	<b>(15,940)</b>	<b>(17,620)</b>	<b>(28,791)</b>	<b>(29,997)</b>	<b>(31,238)</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Beach Huts</u></b>							
<b>Code</b>	<b>Cost Centre 118</b>						
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
<b>Beach Huts Income</b>		<b>45,990</b>	<b>58,465</b>	<b>60,167</b>	<b>61,920</b>	<b>63,724</b>	<b>65,581</b>
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
<b>Beach Huts Expenditure</b>		<b>12,455</b>	<b>25,100</b>	<b>26,273</b>	<b>26,385</b>	<b>27,647</b>	<b>27,748</b>
<b><u>Net Expenditure (Income)</u></b>		<b>(33,535)</b>	<b>(33,365)</b>	<b>(33,894)</b>	<b>(35,535)</b>	<b>(36,077)</b>	<b>(37,833)</b>
<b>Account <u>Old Town Hall</u></b>							
<b>Code</b>	<b>Cost Centre 119</b>						
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
<b>Old Town Hall Income</b>		<b>1,475</b>	<b>1,745</b>	<b>1,814</b>	<b>1,883</b>	<b>1,953</b>	<b>2,023</b>
4115	Insurance	200	205	211	217	224	231
4275	Building Maintenance	2,000	2,000	2,000	2,000	2,000	2,000
<b>Old Town Hall Expenditure</b>		<b>2,200</b>	<b>2,205</b>	<b>2,211</b>	<b>2,217</b>	<b>2,224</b>	<b>2,231</b>
<b><u>Net Expenditure (Income)</u></b>		<b>725</b>	<b>460</b>	<b>397</b>	<b>334</b>	<b>271</b>	<b>208</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Seaford In Bloom</u></b>							
<b>Code Cost Centre 121</b>							
1054	Other Income	415	415	415	415	415	415
	<b>Seaford In Bloom Income</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>	<b>415</b>
4402	Seaford In Bloom	5,000	5,490	5,655	5,824	5,999	6,179
	<b>Seaford In Bloom Expenditure</b>	<b>5,000</b>	<b>5,490</b>	<b>5,655</b>	<b>5,824</b>	<b>5,999</b>	<b>6,179</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>4,585</b>	<b>5,075</b>	<b>5,240</b>	<b>5,409</b>	<b>5,584</b>	<b>5,764</b>
<b>Account <u>Allotments</u></b>							
<b>Code Cost Centre 125</b>							
1050	Income Rent	1,035	1,035	1,056	1,077	1,098	1,120
	<b>Allotments Income</b>	<b>1,035</b>	<b>1,035</b>	<b>1,056</b>	<b>1,077</b>	<b>1,098</b>	<b>1,120</b>
4261	Grounds Maintenance Non-Contract	500	500	500	500	500	500
	<b>Allotments Expenditure</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>(535)</b>	<b>(535)</b>	<b>(556)</b>	<b>(577)</b>	<b>(598)</b>	<b>(620)</b>
<b>Account <u>Other Recreation</u></b>							
<b>Code Cost Centre 130</b>							
4410	Swimming Pool	10,000	10,000	10,000	10,000	10,000	10,000
	<b>Other Recreation Expenditure</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Account <u>CCTV</u></b>							
<b>Code Cost Centre 134</b>							
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
	<b>CCTV Expenditure</b>	<b>11,950</b>	<b>11,850</b>	<b>12,206</b>	<b>12,572</b>	<b>12,949</b>	<b>13,337</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>11,950</b>	<b>11,850</b>	<b>12,206</b>	<b>12,572</b>	<b>12,949</b>	<b>13,337</b>

Account	Cost Centre	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Code		Final Budget	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<b>Account <u>Community Service Events</u></b>							
<b>Code</b>	<b>Cost Centre 135</b>						
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
	<b>Community Service Events Income</b>	<b>9,210</b>	<b>8,210</b>	<b>7,926</b>	<b>8,164</b>	<b>8,409</b>	<b>8,661</b>
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
	<b>Community Service Events Expenditure</b>	<b>28,360</b>	<b>28,865</b>	<b>29,731</b>	<b>30,623</b>	<b>31,542</b>	<b>32,488</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>19,150</b>	<b>20,655</b>	<b>21,805</b>	<b>22,459</b>	<b>23,133</b>	<b>23,827</b>
<b>Account <u>Projects Pool</u></b>							
<b>Code</b>	<b>Cost Centre 225</b>						
1016	Beach Hut Sales	-	42,000	-	-	-	-
1053	Income Grants	400,000	222,750				
	<b>Projects Pool Income</b>	<b>400,000</b>	<b>264,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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	-
4420	Bonn BH Capital Expenditure	-	-	-	-	-	-
4421	Martello Toilets Capital Costs	400,000	427,550				
4422	Skate Park, Salts	-	-	-	-	-	-
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
	<b>Projects Pool Expenditure</b>	<b>477,000</b>	<b>511,550</b>	<b>113,000</b>	<b>43,000</b>	<b>28,000</b>	<b>18,000</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>77,000</b>	<b>246,800</b>	<b>113,000</b>	<b>43,000</b>	<b>28,000</b>	<b>18,000</b>
<b><u>Planning &amp; Highways</u></b>							
<b>Cost Centre 301</b>							
4263	Bus Shelter Maintenance/Cleaning	1,500	1,500	1,545	1,591	1,639	1,688
4451	Twitten Naming	1,000	-	-	-	-	-
	<b>Planning &amp; Highways Expenditure</b>	<b>2,500</b>	<b>1,500</b>	<b>1,545</b>	<b>1,591</b>	<b>1,639</b>	<b>1,688</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>2,500</b>	<b>1,500</b>	<b>1,545</b>	<b>1,591</b>	<b>1,639</b>	<b>1,688</b>



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
<b><u>COMMUNITY SERVICES COMMITTEE SUMMARY</u></b>							
<b>Net Expenditure (Income)</b>							
105	Salts Recreation Ground	79,145	83,665	70,094	82,508	85,166	82,877
106	The Crouch Recreation Ground	35,060	37,270	37,261	38,357	39,485	41,565
107	Martello Fields	15,310	11,670	11,824	11,231	11,488	11,751
108	Other Open Spaces	33,125	31,780	30,589	31,384	32,196	33,029
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	Seafront	(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	5,075	5,240	5,409	5,584	5,764
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	18,000
301	Planning & Highways	2,500	1,500	1,545	1,591	1,639	1,688
<b>Total Net Committee Requirement</b>		<b>252,440</b>	<b>418,315</b>	<b>265,682</b>	<b>198,051</b>	<b>184,184</b>	<b>174,164</b>
<b>Total Committee Income</b>		<b>581,660</b>	<b>481,550</b>	<b>235,784</b>	<b>245,533</b>	<b>256,846</b>	<b>262,321</b>
<b>Total Committee Expenditure</b>		<b>834,100</b>	<b>899,865</b>	<b>501,466</b>	<b>443,584</b>	<b>441,031</b>	<b>436,485</b>
<b>Total Net Committee requirement</b>		<b>252,440</b>	<b>418,315</b>	<b>265,682</b>	<b>198,051</b>	<b>184,184</b>	<b>174,164</b>
<b>Expenditure Covered by Existing EMR's</b>							
<b>EMR323 -The Crypt</b>			<b>(1,075)</b>				
EMR361 - CIL		<b>(13,000)</b>					
EMR363 - Capital Receipts		<b>(72,000)</b>	<b>(189,618)</b>				
EMR 366- SDP			<b>(15,182)</b>				
<b>Income which must be allocated to EMR:</b>							
EMRXXX- Tennis Courts		<b>5,400</b>					
EMR363 Capital Receipts			<b>42,000</b>				
		<b>172,840</b>	<b>254,440</b>	<b>265,682</b>	<b>198,051</b>	<b>184,184</b>	<b>174,164</b>

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
<b><u>Administration</u></b>							
<b>Cost Centre 201</b>							
1054	Income Other	100	100	100	100	100	100
1062	Income Telephone Recharge	570	525	541	557	574	591
1190	Interest Received	1,000	250	258	265	273	281
<b>Administration Income</b>		<b>1,670</b>	<b>875</b>	<b>898</b>	<b>922</b>	<b>947</b>	<b>972</b>
4000	Salaries & Wages	316,925	348,250	355,215	362,319	369,566	376,957
4001	Employers NI	26,340	31,880	32,518	33,168	33,831	34,508
4002	Employers Superannuation	56,425	64,155	65,438	66,747	68,082	69,443
4009	Recruitment Costs	1,000	500	515	530	546	563
4010	Staff Training	4,000	4,000	4,120	4,244	4,371	4,502
4012	Staff Expenses	800	500	515	530	546	563
4015	Office Refreshments	400	150	155	159	164	169
4100	Telecommunications	4,750	4,400	4,532	4,668	4,808	4,952
4105	Postage	400	400	412	424	437	450
4106	Stationery	1,800	1,000	1,030	1,061	1,093	1,126
4107	Photocopier	1,900	1,500	1,545	1,591	1,639	1,688
4108	Recycling and Shredding	210	285	294	302	311	321
4110	Advertising & Publicity	1,500	1,500	1,545	1,591	1,639	1,688
4112	Subscriptions	5,500	5,900	6,077	6,259	6,447	6,641
4113	Software Support	9,500	9,000	9,270	9,548	9,835	10,130
4114	Licence Fee	55	55	55	55	55	55
4115	Insurance	2,000	1,780	1,833	1,888	1,945	2,003
4116	Web Site	1,000	1,700	1,500	1,545	1,591	1,639
4118	IT Hardware & Equipment		8,000	3,000	3,000	3,000	12,000
4154	Land Registry Fees	100	100	103	106	109	113
4155	Professional Fees	15,000	5,000	5,150	5,305	5,464	5,628
4156	Bank Charges	1,500	1,500	1,545	1,591	1,639	1,688
4157	Audit Fees	3,000	3,000	3,090	3,183	3,278	3,377
4182	Catering & Hospitality	100	100	100	100	100	100
4199	Other Expenditure	3,000	1,000	1,000	1,000	1,000	1,000
4272	Furniture & Equipment	2,000	3,000	2,500	2,500	2,500	2,500
<b>Administration Expenditure</b>		<b>459,205</b>	<b>498,655</b>	<b>503,056</b>	<b>513,416</b>	<b>523,997</b>	<b>543,802</b>
<b><u>Net Expenditure (Income)</u></b>		<b>457,535</b>	<b>497,780</b>	<b>502,158</b>	<b>512,494</b>	<b>523,050</b>	<b>542,830</b>

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
<b>Account Premises - Church Street</b>							
<b>Code Cost Centre 205</b>							
1050	Income Rent	7,610	7,800	8,034	8,275	8,523	8,779
<b>Premises - Church Street Income</b>		<b>7,610</b>	<b>7,800</b>	<b>8,034</b>	<b>8,275</b>	<b>8,523</b>	<b>8,779</b>
4050	Rent Payable	20,375	20,500	21,115	21,748	22,401	23,073
4051	Rates	8,695	8,956	9,225	9,501	9,786	10,080
4059	Church Street Service Charge	18,000	18,000	18,540	19,096	19,669	20,259
4115	Insurance	5	-	-	-	-	-
4201	Cleaning & Hygiene	300	300	309	318	328	338
4270	Vehicle & Equipment Maintenance	350	400	412	424	437	450
4275	Building Maintenance	1,000	1,000	1,000	1,000	1,000	1,000
4901	Term Maintenance (Planned)	500	500	550	560	570	570
<b>Premises - Church St Expenditure</b>		<b>49,225</b>	<b>49,656</b>	<b>51,151</b>	<b>52,649</b>	<b>54,191</b>	<b>55,770</b>
<b><u>Net Expenditure (Income)</u></b>		<b>41,615</b>	<b>41,856</b>	<b>43,117</b>	<b>44,374</b>	<b>45,668</b>	<b>46,991</b>
<b>Account Premises - Hurdis House</b>							
<b>Code Cost Centre 206</b>							
1050	Income Rent	23,270	23,735	24,210	24,694	25,188	25,692
1051	Income Insurance Recharge	425	400	412	424	437	450
<b>Premises - Hurdis House Income</b>		<b>23,695</b>	<b>24,135</b>	<b>24,622</b>	<b>25,119</b>	<b>25,625</b>	<b>26,142</b>
4115	Insurance	425	400	412	424	437	450
4155	Professional Fees	5,000	1,000	1,000	1,000	1,000	1,000
4301	Public Works Loan Board	15,005	15,005	15,005	15,005	-	-
<b>Premises-Hurdis House Expenditure</b>		<b>20,430</b>	<b>16,405</b>	<b>16,417</b>	<b>16,429</b>	<b>1,437</b>	<b>1,450</b>
<b><u>Net Expenditure (Income)</u></b>		<b>(3,265)</b>	<b>(7,730)</b>	<b>(8,205)</b>	<b>(8,689)</b>	<b>(24,188)</b>	<b>(24,692)</b>

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
<b>Account <u>Civic Expenses</u></b>							
<b>Code Cost Centre 210</b>							
4013	Members Expenses	150	100	100	100	120	120
4014	Members Training	1,000	1,500	2,000	1,200	1,200	1,000
4106	Stationery	500	200	200	200	200	200
4113	Software Support	3,500	2,500	2,575	2,652	2,732	2,814
4115	Insurance	240	200	206	212	219	225
4118	IT Hardware & Equipment		-	2,000	2,000	1,000	1,000
4180	Room Hire	-	2,550	2,627	2,705	2,786	2,870
4181	Civic - Mayor's Expenses	1,000	1,500	1,500	1,500	1,500	1,500
4182	Catering & Hospitality	500	200	200	200	200	200
4183	Civic - Awards	250	200	200	200	200	200
4184	Civic - Other	150	7,000	350	361	371	382
4188	Town Crier Expenses	250	200	200	200	200	200
4189	Young Mayor	250	250	250	250	250	250
4190	Election Costs	6,500	10,000	10,000	10,000	10,000	10,000
<b>Civic Expenses Expenditure</b>		<b>14,290</b>	<b>26,400</b>	<b>22,408</b>	<b>21,780</b>	<b>20,978</b>	<b>20,961</b>
<b><u>Net Expenditure (Income)</u></b>		<b>14,290</b>	<b>26,400</b>	<b>22,408</b>	<b>21,780</b>	<b>20,978</b>	<b>20,961</b>
<b>Account <u>Grants Pool</u></b>							
<b>Code Cost Centre 215</b>							
4401	Grants Pool	15,000	15,000	15,000	15,000	15,000	15,000
4406	SFA - CAB	5,000	5,000	5,000	5,000	5,000	5,000
<b>Grants Expenditure</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b><u>Net Expenditure (Income)</u></b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

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
<b><u>F&amp;GP COMMITTEE SUMMARY</u></b>							
201	Administration	457,535	497,780	502,158	512,494	523,050	542,830
205	Premises Church Street	41,615	41,856	43,117	44,374	45,668	46,991
206	Premises Hurdis House	(3,265)	(7,730)	(8,205)	(8,689)	(24,188)	(24,692)
210	Civic Expenses	14,290	26,400	22,408	21,780	20,978	20,961
215	Grants	20,000	20,000	20,000	20,000	20,000	20,000
<b>Total Net Expenditure (Income)</b>		<b>530,175</b>	<b>578,305</b>	<b>579,477</b>	<b>589,959</b>	<b>585,508</b>	<b>606,090</b>
<b>Total Committee Income</b>		<b>32,975</b>	<b>32,810</b>	<b>33,554</b>	<b>34,316</b>	<b>35,095</b>	<b>35,893</b>
<b>Total Committee Expenditure</b>		<b>563,150</b>	<b>611,116</b>	<b>613,031</b>	<b>624,275</b>	<b>620,603</b>	<b>641,984</b>
<b><u>Net Committee Requirement</u></b>		<b>530,175</b>	<b>578,305</b>	<b>579,477</b>	<b>589,959</b>	<b>585,508</b>	<b>606,090</b>

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
<b>Golf Course</b>							
<b>Cost Centre 101</b>							
1000	Golf Course Season Ticket	170,000	193,000	198,790	204,754	210,896	217,223
1001	Golf Course Green Fees Mid week	82,000	113,000	116,390	119,882	123,478	127,182
1002	Golf Course Green Fees w/end b/holiday	71,300	72,000	74,160	76,385	78,676	81,037
1003	Golf Course Societies	72,400	70,000	72,100	74,263	76,491	78,786
1004	Golf Course Lockers	1,100	2,250	2,250	2,250	400	412
1007	Golf Course Air Traffic Control	7,500	7,500	7,500	7,500	7,500	7,500
1019	Rechargeable income						
1050	Income Rent	85	85	85	85	85	85
1053	Income Grants	-					
1054	Income Other	650	700	700	700	700	700
1077	Income Sale of Equipment	3,000	4,200	-	-	-	-
1100	Income Advertising	-	-	-	-	-	-
1311	Buggy Hire	17,500	23,330	24,030	24,751	25,493	26,258
<b>Golf Course Income</b>		<b>425,535</b>	<b>486,065</b>	<b>496,005</b>	<b>510,569</b>	<b>523,720</b>	<b>539,183</b>
4000	Salaries & Wages	98,285	121,600	125,248	129,005	132,876	136,862
4001	Employers NI	8,715	11,650	12,000	12,359	12,730	13,112
4002	Employers Superannuation	17,080	17,410	17,932	18,470	19,024	19,595
4004	Staff Welfare Costs	-	-	-	-	-	-
4009	Recruitment Costs	500	800	824	849	874	900
4010	Staff Training	2,000	2,000	2,060	2,122	2,185	2,251
4011	Staff Protective Clothing	1,250	1,500	1,545	1,591	1,639	1,688
4015	Office Refreshments	280		-	-	-	-
4019	Rechargeable expenditure						
4041	Golf Professional Retainer	55,000	65,100	66,402	67,730	69,085	70,466
4045	Golf Course Player Costs	1,000	1,450	1,450	1,479	1,509	1,539
4046	Golf Club Membership Fees	14,300	14,520	14,956	15,404	15,866	16,342
4051	Rates	21,355	10,680	11,000	11,330	11,670	12,020
4052	Water & Sewerage	1,000	1,800	1,854	1,910	1,967	2,026
4060	Refuse	350	260	268	276	284	293
4100	Telecommunications	750	750	773	796	820	844
4105	Postage	50	50	50	50	50	50
4106	Stationery	350	350	350	350	350	350
4110	Advertising & Publicity	500	500	500	500	500	500
4112	Subscriptions	500	525	541	557	574	591
4113	Software Support	1,935	1,900	1,957	2,016	2,076	2,138
4114	Licence Fee	75	75	75	75	75	75
4115	Insurance	9,785	8,890	9,157	9,431	9,714	10,006
4116	Website	75	75	77	80	82	84
4154	Land Registry	-	-	-	-	-	-
4155	Professional Fees	-	-	-	-	-	-
4156	Bank Charges	4,500	5,500	5,665	5,835	6,010	6,190
4250	Public Seating	-	-	-	-	-	-
4201	Cleaning & Hygiene	500	500	500	500	500	500
4251	Dog Bin Emptying	1,325	1,330	1,363	1,397	1,432	1,468
4261	Grounds Maintenance Non Contract	37,000	38,000	39,140	40,314	41,524	42,769
4270	Vehicle & Equipment Maintenance	15,000	15,700	16,171	16,656	17,156	17,670
4271	Vehicle & Equipment Lease	66,850	79,800	64,300	66,200	68,200	70,200
4272	Equipment	8,500	7,855	8,091	8,333	8,583	8,841
4275	Building Maintenance	1,200	2,200	1,200	1,236	1,273	1,311
4276	CCTV	200	500	300	309	318	328
4279	Fire & Security	1,000	1,300	1,339	1,379	1,421	1,463
4308	Rent of shop, locker and changing rooms	50,000	50,000	50,000	50,000	50,000	50,000
4309	Buggy lease & Maintenance	8,000	7,500	7,725	7,957	8,195	8,441
Additional Staff							
4155	Review golf pros contract	5,000					
<b>Golf Course Expenditure</b>		<b>434,210</b>	<b>472,070</b>	<b>464,812</b>	<b>476,497</b>	<b>488,563</b>	<b>500,917</b>
<b>Net Expenditure (Income)</b>		<b>8,675</b>	<b>(13,995)</b>	<b>(31,193)</b>	<b>(34,072)</b>	<b>(35,157)</b>	<b>(38,266)</b>

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
<b>Account Number</b>	<b><u>The View</u></b>						
	<b>Cost Centre 103</b>						
1050	Income Rent	1,000	1,000	1,000	1,000	1,000	1,000
1053	Income Grants	-					
1054	Income Other						
1091	Income Building Maintenance						
1305	Income hire pro shop & changing rooms	50,000	50,000	50,000	50,000	50,000	50,000
1306	Income Room hires	-	500	515	530	546	563
1307	Income Bar Sales	120,000	168,300	173,349	178,549	183,906	189,423
1308	Income Food Sales	240,000	227,700	234,531	241,567	248,814	256,278
1310	Income - Society Food	16,000	32,500	33,475	34,479	35,514	36,579
1312	Function Food Sales	-	72,000	74,160	76,385	78,676	81,037
1313	Function Bar Sales	-	7,500	7,725	7,957	8,195	8,441
1316	Events Income - The View	-	200	200	200	200	200
1318	Income kiosk						
	<b>The View Income</b>	<b>427,000</b>	<b>559,700</b>	<b>574,955</b>	<b>590,668</b>	<b>606,852</b>	<b>623,521</b>
4000	Salaries & Wages	219,660	267,155	273,834	280,680	287,697	294,889
4001	Employers NI	16,180	20,105	20,608	21,123	21,651	22,192
4002	Employers Superannuation	22,070	35,000	35,875	36,772	37,691	38,633
4003	Sub-contracted Staff	4,000		-	-	-	-
4004	Staff Welfare Costs	-	-	-	-	-	-
4009	Recruitment Costs	-	-	-	-	-	-
4010	Staff Training	1,000	1,500	1,500	1,500	1,500	1,500
4012	Staff Expenses	150	180	180	185	191	197
4016	Staff Uniform	100	500	-	500	-	-
4017	Time Sheet & Rota Software	220	215	221	228	235	242
4051	Rates	6,865	3,435	3,538	3,644	3,754	3,866
4052	Water & Sewerage	4,900	5,000	5,150	5,305	5,464	5,628
4055	Electricity	19,500	21,000	21,630	22,279	22,947	23,636
4056	Gas	5,000	5,000	5,150	5,305	5,464	5,628
4060	Refuse	3,500	3,900	4,017	4,138	4,262	4,389
4100	Telecommunications	3,000	3,200	3,296	3,395	3,497	3,602
4105	Postage	100	100	103	106	109	113
4106	Stationery	1,000	1,000	1,030	1,061	1,093	1,126
4107	Photocopying	-	-	-	-	-	-
4110	Advertising & Publicity	5,000	5,000	5,150	5,305	5,464	5,628
4112	Subscriptions	75	75	75	75	75	75
4113	Software Support	1,100	1,300	1,339	1,379	1,421	1,463
4114	Licence Fee	1,000	1,000	1,030	1,061	1,093	1,126
4115	Insurance	3,920	3,200	3,296	3,395	3,497	3,602
4116	Web Site	220	215	221	228	235	242
4155	Professional fees	-	-	5,000	2,000	-	-
4156	Bank Charges	5,000	5,200	5,356	5,517	5,682	5,853
4196	Events Expenditure - The View	-	-	-	-	-	-
4201	Cleaning & Hygiene	15,000	17,000	17,510	18,035	18,576	19,134
4202	Linen Cleaning	600	3,000	3,090	3,183	3,278	3,377
4261	Grounds Maintenance	-	-	-	-	-	-
4270	Vehicles & Equipment Maintenance	2,000	4,000	3,000	3,090	3,183	3,278
4272	Equipment Purchase	1,000	9,950	4,000	3,000	3,090	3,183
4275	Building Maintenance	3,000	2,500	2,575	2,652	2,732	2,814
4276	CCTV	500	500	515	530	546	563
4279	Fire & Security	1,500	1,550	1,597	1,644	1,694	1,745
4301	Public Works Loan Payment	105,000	105,000	105,000	105,000	105,000	105,000
4303	Food Expenditure	96,000	116,270	119,758	123,351	127,051	130,863
4304	Bar Expenditure	42,000	58,015	59,755	61,548	63,395	65,296
4306	Catering & Utensils & Equipment	1,000	1,000	1,030	1,061	1,093	1,126
4307	Bar Utensils & Equipment	250	250	258	265	273	281
4311	Pest Control	850	2,000	2,040	2,081	2,122	2,165
4313	Stock Take	2,200	1,050	1,082	1,114	1,147	1,182
4314	Cost of Card Top Up Incentive	3,000	4,000	4,000	4,000	4,000	4,000
4315	Kiosk						
4903	Term Maintenance	2,000	4,000	4,000	4,120	4,244	4,371
	<b>The View Expenditure</b>	<b>599,460</b>	<b>713,365</b>	<b>726,809</b>	<b>739,854</b>	<b>754,443</b>	<b>772,003</b>
	<b><u>Net Expenditure (Income)</u></b>	<b>172,460</b>	<b>153,665</b>	<b>151,854</b>	<b>149,186</b>	<b>147,592</b>	<b>148,482</b>

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
<b><u>COMMITTEE SUMMARY</u></b>							
<b><u>Net Expenditure by Cost centre</u></b>							
101	Golf Course	8,675	(13,995)	(31,193)	(34,072)	(35,157)	(38,266)
102	Capital Costs-Golf & The View	-	-	-	-	-	-
103	The View	172,460	153,665	151,854	149,186	147,592	148,482
<b>Total Net Committee Requirement</b>		<b>181,135</b>	<b>139,670</b>	<b>120,660</b>	<b>115,114</b>	<b>112,435</b>	<b>110,215</b>
<b>Total Overall Golf &amp; The View income</b>		<b>852,535</b>	<b>1,045,765</b>	<b>1,070,960</b>	<b>1,101,237</b>	<b>1,130,572</b>	<b>1,162,704</b>
<b>Total Overall Golf &amp; The View Expenditure</b>		<b>1,033,670</b>	<b>1,185,435</b>	<b>1,191,620</b>	<b>1,216,351</b>	<b>1,243,006</b>	<b>1,272,919</b>
<b>Total Net Committee Requirement</b>		<b>181,135</b>	<b>139,670</b>	<b>120,660</b>	<b>115,114</b>	<b>112,435</b>	<b>110,215</b>



## Seaford Town Council

## Earmarked Reserves 2021/22

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 01/01/2022	Committed 2021-2022	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. <u>2022-2023</u> £1,075 Crypt window
326	Grounds Maintenance	£17,240.00			£17,240.00	£11,700.00	£5,540.00	Contingency to meet unexpected liability on all grounds and open spaces <u>2021/2022</u> £11,700 Seafront bumper rails
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		£990.41	£11,631.59		£11,631.59	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements <u>2021/22</u> Golf course equipment £16.42 Kettle £179.99 Fridge £794 overspend on digger + delivery
342	Trees for Seaford *	£10,745.37	£5,799.28	£4,957.47	£11,587.18		£11,587.18	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 <u>2021/22</u> up to £30,000 for tennis courts
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	£45,945.47	£152,953.30	£22,000.00	£130,953.30	Can only be used for Capital Expenditure. <u>2021-2022</u> £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts- total cost £44665.47) £22,000 for martello toilets <u>2022-2023</u> £125,618 Martello Toilets
366	Seafront Development Plan (SDP)	£58,882.08		£17,726.50	£41,155.58		£41,155.58	For expenditure on SDP <u>2021/22</u> £12,976.50 spent on Martello toilets preliminary costs <u>2022-2023</u>
367	Water Refill Stations	£0.00	£1,170.00	£160.00	£1,010.00			Sponsorship income earmarked to use for maintenance
	<b>TOTAL EMR</b>	<b>£312,138.84</b>	<b>£131,399.21</b>	<b>£74,779.85</b>	<b>£368,758.20</b>	<b>£63,700.00</b>	<b>£304,048.20</b>	

## DRAFT BUDGETED EXPENDITURE 2022-2023

Code	Budget	2022-23 proposed budget	Notes	Potential reductions/savings made	Approximate affect on Band D Council Tax	
F&GP					%	£
4184	Civic - other	£7,000	£1,700 for queens Jubilee, £300 poppies etc £5,000 included for repairs to Mayors chain/ collar & box could be removed in all or part Collar £267 Box £482 Refurbishment £1,000 - could be more	£5,000 £4,000 £3,000 £2,000	0.5% 0.4% 0.3% 0.2%	£0.50 £0.40 £0.30 £0.20
4190	Election Costs	£10,000	Could be transferred to 2023-2024 budgets - will increase 2023 %	£10,000.00	1.00%	£1.00
4401	Grants	£15,000	Could be reduced by a further £5,000 or more	£5,000.00	0.50%	£0.50
4181	Mayors Expenses	£1,500	Could reduce by £500 but may prohibit a Councillor from standing for Mayor	£500.00	0.05%	£0.05
<b>£33,500</b>				<b>£20,500</b>		

## CSC

4257	Seafront Improvement Plan	£20,000	Existing bins old, many are broken but still useable. Currently no provisions for recycling of waste. Bins are untidy but still do the job. The company who originally provided them can do a renovation service which could be far cheaper than full replacement. keep in £5,000.	£5,000	0.50%	£0.50
4275	Project expenditure	£5,000	Completed Salts CCTV work put back 1 year ( already been postponed)	£5,000	0.50%	£0.50
4276	Project expenditure	£1,000	Rainbow bench - will look to try to get a sponsor or defer a year	£1,000	0.10%	£0.10
4277	Project expenditure	£15,000	Water Refill Station in Martello fields- could be met from CIL when some is available. Would need match funding for a CIL grant	£15,000	1.50%	£1.50
4277	Project expenditure	£3,000	To engage a professional fundraiser to help with large projects such as the sports academy, south hill barn and the salts development plan.	£3,000	0.30%	£0.30
4276	Project expenditure	£5,000	Signage to Cuckmere Haven -may be able to be met from CIL when some is available	£5,000	0.50%	£0.50
4277	Project expenditure	£10,000	Martello fields Fence replacement - could be deferred until next year but may still need funding if the replacement becomes urgent- could be met from CIL when some is available. Would need match funding for a CIL grant	£10,000	1.00%	£1.00
4424	South Hill Barn Development	£10,000	reduced by £5k professional costs to further develop plan	£5,000	0.50%	£0.50
	Martello Toilets rebuild / PWLB loan	£11,600	To be used as a contingency sum if the Lottery grant to build the Martello Toilets is successful or to obtain a 25 year loan if it is not. -risk -no provision for a loan if its required	£11,600	1.16%	£1.16
4283	Playground - SALTS	£15,000	Playground needs work on paths & ground coverings -needed for annual inspections and playground maintenance incl equip replacement -sum added to build up a fund for replacement could start this in 2023 -	£5,000	0.50%	£0.50
4284	Playground - Crouch	£5,000	needed for annual inspections and playground maintenance incl equip replacement -sum added to build up a fund for replacement could start this in 2023 -	£2,500	0.25%	£0.25
<b>£95,600</b>				<b>£68,100</b>		

## Golf &amp; View

4272	Equipment Purchase - the View	£4,500	Dishwasher - Needs to be in the budget but could be met from Earmarked reserves	£4,500	0.45%	£0.45
4273	Equipment Purchase - the View	£2,000	Cellar cooler - Needs to be in the budget but could be met from Earmarked reserves	£2,000	0.20%	£0.20
4274	Equipment Purchase - the View	£2,200	Outdoor tables - Needs to be in the budget but could be met from Earmarked reserves	£2,200	0.22%	£0.22
	Staffing at the View	£24,965	Included for an additional permanent, front of house member of staff. Cost can be reduced by using a casual worker instead though casual staff vacancies are proving hard to fill.	£7,225	0.72%	£0.72
<b>£33,665</b>				<b>£8,700</b>		

Total potential savings

**£97,300** 9.73% £9.73



**Lewes District Council**

Southover House  
Southover Road  
Lewes BN7 1AB  
01273 471600

My ref: Precept 2022  
Date: 21 Dec 2021

Dear Clerk or Responsible Finance Officer,

**COUNCIL TAX PRECEPT 2022/23**

I am writing to you to explain the timetable for town and parish councils to notify Lewes District Council of their local Precept (budget) requirements for 2022/23, and to set out the proposed timing of the Precept payments.

**1. CALCULATING THE TOWN AND PARISH COUNCIL TAX**

Some of you may be new to your role this year and so, with apologies to those of you who are more than familiar with this already, I will briefly explain how the town and parish Council Tax, which will be charged to your local residents, is calculated.

I will use the Precept that each town or parish council sets to calculate the basic Council tax amount for that town or parish council as follows:

Council Tax (for a Band D property) = Precept *divided by* Taxbase for Town/Parish

Lewes DC sets the Taxbase amount each year. It is the estimated number of properties in the local area from which the Council Tax will be collected. This estimate takes into account the council tax Band of every property (for example, a property in valuation Band H is equal to 2 properties in Band D), as well as the number of properties at which council tax exemptions and discounts apply (e.g. for single occupancy and, importantly, for low income households through the local Council Tax Reduction Scheme). It also includes a small allowance for potential non-collection of council tax.

If a town or parish council decides to keep its Precept the same from one year to the next, but its Taxbase increases (because, for example, new homes have been built in the local area) the Council Tax to be charged in that town or parish area will go down. Conversely, if the Taxbase reduces as a result of a higher number of properties for which a discount or exemption applies, the local Council Tax will increase.

In accordance with statutory regulations, I have used the details held in our council tax records on 31 October as the starting point for calculating the 2022/23 Taxbase which Lewes DC's Cabinet will approve when it meets on 3rd February 2022.

## **2. GRANTS TO TOWN AND PARISH COUNCILS**

Since 2013/2014 the Government has required District councils to offer their own local Council Tax Reduction Schemes to provide support for low income households.

The Government provided funding to each district council to help support the cost of its local scheme. For technical reasons, an effect of a local scheme is to reduce the Taxbase. As explained above, if the Taxbase reduces, the Council Tax increases, and to mitigate this impact on town and parish Council Taxes, the Government provided a specified amount of extra funding to each district council and urged it to pass it on to the town and parish councils in the area. The Government left it to each district council to decide the most appropriate way of passing on the funding.

After the first year, the Government continued to press district councils to pass on funding to their local town and parish councils, but no longer specified how much it was making available for this: the amount was simply part of the overall package of Government financial support to a district council. With the Government reducing funding to local authorities year on year some district councils have decided to withdraw the grants that they paid to their local town and parish councils. Lewes DC has also now taken the decision to stop paying the grant.

## **3. COUNCIL TAX INCREASE – REFERENDUM**

If a district or county council decides to increase its council tax by more than a specified limit, it is required to hold a local referendum to approve that increase. The Government sets the limit each year and gives advance notice of what the limit will be. At the time of writing, the Secretary of State has announced the 2% or £5 limit for 2022/23.

## **4. SPECIAL EXPENSES**

Lewes DC will continue with the system of 'Special Expenses' in 2022/23, so that the cost of each open space which it owns and maintains is charged only to the council taxpayers in that part of the District in which the open space is located. Special Expenses have no impact on town or parish council precepts or council tax amounts but are an addition to Lewes DC's council tax where applicable.

## **5. PRECEPT NOTIFICATIONS**

At its meeting on 21st February 2022, Lewes DC will set its 2022/23 budget and the council tax amounts for each town and parish within the District. In order to allow me to meet my reporting deadline, I would be grateful if you could notify your Precept to me by the end of Friday 14<sup>th</sup> January at the latest, using the form which I have attached. It is important that you use this form as it will clearly identify the amount of the Precept and also provides a clear audit trail. If your Town/Parish will be meeting to set its Precept after 14<sup>th</sup> January, will you please let me know before then so that I can plan accordingly.

If your Precept exceeds £140,000, you will also need to provide a breakdown of your 2022/22 budgeted service expenditure and income which will be published at the same time as the Council Tax bills are sent out next March. In order to comply with the Council Tax and Non-Domestic Tax Rating Regulations, this breakdown should highlight the following: total gross expenditure on services, total contributions to and from reserves, total income and your net expenditure. Comparative figures for your 2021/22 original budget are also needed.

## **6. PRECEPT PAYMENTS**

Lewes DC is required to consult towns and parishes before 31 December each year on our proposals for the payment of precepts in the forthcoming year. We are proposing to continue in 2022/23 with the approach that we have followed in previous years ie: we will pay 50% of the Precept on 1<sup>st</sup> April 2022 (to arrive in your bank account by 5th April) and the remaining 50% on 26<sup>th</sup> August 2022 (to arrive in your bank account by 31st August).

If you would like to discuss any of the above matters in greater detail, please do not hesitate to email me at [Isabel.brittain@lewes-eastbourne.gov.uk](mailto:Isabel.brittain@lewes-eastbourne.gov.uk).

Yours faithfully,

Isabel Brittain  
Deputy Chief Finance Officer (Financial Planning)



## Seaford Town Council

<b>Report No:</b>	<b>153/21</b>
<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Financial Regulations Review</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the review of the Town Council's Financial Regulations</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the revised Financial Regulations as presented in report 153/21, with any necessary corrections to page numbers.

### 1. Information

**1.1** The Financial Regulations were last reviewed in January 2021 and updated in March 2021 to include electronic tenders. Officers have reviewed the document and recommend that the following changes are made:

- (a)** The thresholds within the Public Contracts Regulations 2015 are updated (see paragraph 11(k))
- (b)** The RFO has the following delegated power which should be included in the Financial Regulations, this has been added at paragraph 17.5(c).

*'Having consulted with the Chair of Finance & General Purposes, at the year end to earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Finance & General Purposes'*



- 1.2** The updated Financial Regulations are attached as Appendix A, with tracked changes (see pages 13, 16, 17 and 21 of the document i.e. not agenda page numbers).
- 1.3** Seaford Town Council's Financial Regulations are based on the National Association of Local Council's (NALC) model Financial Regulations, which have not been updated since 2019.
- 1.4** Full Council is recommended to comment upon and adopt the document for another year.

## **2. Financial Appraisal**

- 2.1** The earmarking of surpluses does not affect or change any figure in the Annual Return. After the transfers have been made, any sums that are not required to be earmarked can easily be transferred back to the General Reserve.
- 2.2** There are no other direct financial implications as a result of this report

## **3. Contact Officer**

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer.

RFO	
Town Clerk	



## Seaford Town Council

### FINANCIAL REGULATIONS

(Based on NALC 2019 model Financial Regulations)

#### INDEX

Page no.

1.	GENERAL .....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	8
7.	PAYMENT OF SALARIES .....	9
8.	LOANS AND INVESTMENTS .....	10
9.	INCOME .....	11
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	111
11.	CONTRACTS .....	112
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS...	177
13.	STORES AND EQUIPMENT .....	177
14.	ASSETS, PROPERTIES AND ESTATES .....	117
15.	INSURANCE .....	188
16.	INTERNAL CONTROL .....	18
17.	EARMARKED RESERVES .....	19
18.	RISK MANAGEMENT .....	20
19.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	21

These Financial Regulations were adopted by Full Council on 28<sup>th</sup> January 2021



## 1 GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Town Council and may only be amended or varied by resolution of Full Council. Financial Regulations are one of the Town Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Town Council's Standing Orders.
- 1.2. The Town Council is responsible in law for ensuring that its financial management is adequate and effective and that the Town Council has a sound system of internal control, which facilitates the effective exercise of the Town Council's functions, including arrangements for the management of risk.
- 1.3. The Town Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Town Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Town Council must review the effectiveness of its system of internal control, which shall be in accordance with proper practices.
- 1.6. Any breaches of the Financial Regulations may be liable to disciplinary action against the individual in accordance with the Town Council's disciplinary policy
- 1.7. Members of the Town Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by Full Council. The RFO;
  - acts under the policy direction of Full Council;
  - administers the Town Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Town Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Town Council up to date in accordance with proper practices;

- assists the Town Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Town Council.
- 1.9. The accounting records determined by the RFO shall be sufficient to show and explain the Town Council's transactions and to enable the RFO to ensure that any income and expenditure account, statement of balances, record of receipts and payments and additional information, or management information prepared for the Town Council from time to time complies with the Accounts and Audit Regulations<sup>1</sup>.
- 1.10. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Town Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Town Council; and
  - wherever relevant, a record of the Town Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.11. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Town Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to Full Council for approval to be written off without the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.12. The Town Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (Council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;

<sup>1</sup> Accounts and Audit (England) Regulations 2015 and any subsequent amendments and current regulations.

- borrowing;
- writing off bad debts above the approved delegated limit (£3,000);
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors unless of high importance as determined by the Town Clerk (TC) and / or a matter of security which will be adopted and reported to the Finance & General Purposes Committee meeting as soon as practicable afterwards.

shall be a matter for the Full Council only.

1.13. In addition, the Town Council must:

- determine and keep under regular review the bank mandate for all of the Town Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations and resolutions about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.14. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

1.15. In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

1.16. All references to authorisation in this document can be made by electronic means e.g. email, as well as hard signatures.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1. All accounting procedures and financial records of the Town Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO & Finance Manager (FM). The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Town Council contained in the Annual Governance &

Accountability Return (AGAR), as specified in proper practices, as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to Full Council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The Town Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Town Council shall make available such documents and records as appear to the Town Council to be necessary for the purpose of the audit and shall, as directed by the Town Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Town Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by Full Council and shall carry out the work in relation to internal controls required by the Town Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Town Council;
  - report to Full Council in writing, or in person, on a regular basis with a minimum of two annual written reports during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Town Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Town Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Town Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, as soon as practical, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its three-year forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance & General Purposes Committee (F&GP) not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Full Council.
- 3.3. The Town Council shall consider annual budget proposals in relation to the Town Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Town Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year or a date agreed with the billing authority. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by Full Council when setting the Annual Budget, subject to the requirements of the Town Council's Standing Orders and Financial Regulations. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of Full Council. During the budget year, it is expected that Account Codes will vary to budget and that consequently Cost Centres will also vary. However, the Committee spend has to be within budget unless approved otherwise Full Council. It is noted that some budgets are dependent on external factors e.g. income received at the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements.
- 4.2. In cases of extreme risk, determined by the Town Clerk, to the delivery of Town Council services, the Town Clerk may authorise revenue expenditure on behalf of the Town Council, which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Chair of the Town Council as soon as practicable

thereafter. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves by the Finance & General Purposes Committee or Full Council.

- 4.3. The salary budgets are to be reviewed at least annually during the budget setting process for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. This is not budgetary control just normal budget process.
- 4.4. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Town Council is satisfied that the necessary funds are available and where necessary the requisite borrowing approval has been obtained subject to 4.2 above.
- 4.5. All capital works shall be administered in accordance with the Town Council's Standing Orders and Financial Regulations relating to contracts.
- 4.6. The RFO shall regularly provide the relevant Committee with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of significant variances. For this purpose, material (significant) shall be in excess of £1,000 or 15% of the budget. Movements in earmarked reserves shall be approved by the Town Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Town Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO or FM to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.
- 5.3. The FM shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The FM shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.
- 5.4. The RFO shall have delegated authority to authorise the payment of all items that are necessary to provide the services of the Town Council in line with the Town Council's Scheme of Delegation and the budgets set by the Town Council.
- 5.5. The Finance Assistant (FA) shall prepare a schedule of payments to be made for at least two Councillors and the RFO, FM or Town Clerk to authenticate for compliance.

- 5.6. Payments are authorised and signed by the RFO, FM or TC. A summary schedule of payments made will be made available, on the shared drive, to all Councillors following each payment process. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.7. For each financial year the RFO shall draw up a list of due payments and Direct Debits which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, PAYE and NI, Superannuation Fund and regular maintenance contracts) and the like for which the Town Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to. The list of such regular payments and Direct Debits shall be submitted to the Finance & General Purposes Committee on an annual basis.
- 5.8. In respect of grants, the Finance & General Purposes Committee shall approve expenditure in accordance with the Grants Policy and within any limits set by the Town Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Town Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a discloseable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Town Council or its bank accounts, to any person not authorised in writing by the Town Council or a duly delegated Committee.

## **6. MAKING OF PAYMENTS**

- 6.1. The Town Council will make safe and efficient arrangements for the making of its payments
- 6.2. Following authentication under Financial Regulation 5.5 above, the RFO, FM or TC shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by electronic payment wherever possible. The Town Council shall where possible reduce the number of cheque payments.
- 6.4. Cheques or orders for payment drawn on the bank account shall be signed/ authorised by two members of Town Council, and countersigned by the TC, RFO or FM. If a member who is also a bank signatory has declared a discloseable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. If thought appropriate by the RFO, payments may be made by variable direct debit provided that the list of direct debits made are given to at least two members of the Town Council at each month end for them to countersign. The approval of the use of

a variable direct debit shall be renewed by resolution of the Town Council at least every two years.

- 6.6. Where internet banking arrangements are made with any bank, the Town Clerk, RFO and FM shall be appointed as the Service Administrator or Nominee. The bank mandate approved by the Town Council shall identify a number of Councillors and officers who will be authorised to approve transactions on those accounts.
- 6.7. Changes to account details for suppliers, may only be changed on written notification by the supplier and authorised by the FM, RFO or Town Clerk. This must be followed up with a phone call to the company via a telephone number found on their official website before any changes are made. A programme of regular checks of standing data with suppliers will be followed.
- 6.8. Any Debit / Credit Card issued is to be used in accordance with the Town Council's Purchase Ordering & Payment for Goods Policy.
- 6.9. Regular back-up copies of records on any computer shall be made and stored off site.
- 6.10. The FM shall provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the FM with a claim for reimbursement.
  - a) Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to authorised signatories under 5.5 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Town Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts of employment payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Town Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee or Town Council otherwise than in accordance with the Scheme of Delegation.



- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. Any termination payments shall be supported by a clear business case and shall only be authorised by Full Council otherwise than in accordance with the Scheme of Delegation.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings and financial arrangements shall be affected in the name of the Town Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for approval and subsequent arrangements shall only be approved by Full Council.
- 8.2. Any financial arrangement, which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets), shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Town Council and shall be for a set period in accordance with Town Council policy.
- 8.4. Full Council shall approve an Annual Investment Strategy, in accordance with relevant regulations, proper practices and guidance.
- 8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.6. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Making of payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the Town Council shall be the responsibility of and under the supervision of the RFO, who shall make and maintain adequate arrangements for prompt and proper banking and accounting for all cash, including its collection, custody, control and deposit.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by Full Council, notified to the RFO and FM, the RFO shall be responsible for the collection of all accounts due to the Town Council.
- 9.3. Full Council will review all fees and charges at least annually as part of the budget setting process.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to Full Council if over £3,000 or to the Finance & General Purposes Committee if under £3,000 and shall be written off in the year.
- 9.5. All sums received on behalf of the Town Council shall be banked intact as directed by the RFO and shall be deposited with the Town Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip. Personal cheques shall not be cashed out of money held on behalf of the Town Council.
- 9.7. The RFO or FM shall promptly complete the VAT Return quarterly.
- 9.8. The RFO and FM shall ensure systems are in place, so that wherever practical and possible, receipts will be issued by staff at the point of receiving a cash payment.
- 9.9. Where more than £500 is received, in cash, by the Town Council and it is not practical to immediately issue a receipt, the RFO and FM shall ensure that systems are in place so that more than one person is present when the cash is counted, that there is a reconciliation to some form of control, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by budget managers, the FM and the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, subject to Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Town Council.

- 10.5. Budget managers are responsible for the placing of orders within their overall budget.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order or as soon after the order is placed by the budget manager.

## 11. CONTRACTS

### 11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (viii) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Town Council;
  - v. for additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair of the Finance & General Purposes Committee, and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. contracts of employment;
  - viii. any contract, for the sale or purchase of any right in or over land or premises;
- b. Where the Town Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Town Council shall comply with the relevant requirements of the Regulations<sup>2</sup>
- c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>

- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to Full Council.
- e. Invitations to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk. Each firm tendering shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Except as in 11.1 (i), see table 11.1 (k)
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Town Council.
- g. All invitations to tender issued under this regulation shall be subject to the Town Council's Standing Orders.
- h. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Electronic tenders can be accepted where specified by the Town Council for all contracts.
- j. Should it occur that the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. Where the estimated costs of works, goods, services or materials are as set out below, after the required budget provision has been agreed, the arrangements for the invitation of tenders or quotes as appropriate and the subsequent acceptance thereof shall be as shown in the table below.

<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts ~~209,000 Euros (£181,302)~~ £213,477  
 b) For public works contracts ~~5,225,000 Euros (£4,551,413)~~ £5,336,937

Estimated Value of purchase	Method of Procurement	Accepted by
£2,000 and under	Best Practice and value for money in line with FR 10.3 – power to spend.	Budget holder
£2,001 to £24,999	Minimum 3 quotes - No quote should be accepted without approval from the Town Clerk or RFO.  Quotes can be received electronically.	Town Clerk/ RFO
£25,000 to £49,999	Minimum 3 quotations from at least three firms.  All contracts over £25,000 to be scrutinised by the Central Management Team prior to advertising of contract.  Advertise all contracts over £25,000 on the Town Council's website and the Contracts Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).  A contract for over £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015.  Quotes can be received electronically.	Town Clerk/ RFO plus 1 Member of the Town Council (Chair of relevant Committee if possible)
£50,000 to above	Minimum 3 quotations from at least three firms.  All contracts over £25,000 to be scrutinised by the Central Management Team prior to advertising of contract.  Tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:	<b>£50,000- £199,000</b>  Town Clerk/RFO plus 2 Members of the Town Council (Chair plus 1 other member of the relevant committee or the Mayor if possible)

Estimated Value of purchase	Method of Procurement	Accepted by
	<ul style="list-style-type: none"> <li>• a specification for the goods, materials, services or the execution of works shall be drawn up;</li> <li>• an invitation to tender shall be drawn up to confirm               <ul style="list-style-type: none"> <li>(i) the Town Council's specification</li> <li>(ii) the time, date and address for the submission of tenders</li> <li>(iii) the date of the Town Council's written response to the tender and</li> <li>(iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;</li> </ul> </li> <li>• All Contracts over £25,000 shall be advertised on the Town Council's website and the Contract Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).</li> <li>• The invitation to tender shall be advertised via the Town Council's website, social media, and a press release as well as any other manner that is appropriate.</li> <li>• Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.</li> <li>• Quotes can be received electronically.</li> <li>• A minimum of three tenders shall be invited to tender.</li> <li>• Tenders shall be opened by the Town Clerk/Proper Officer in the presence of at least one councillor after the deadline for submission of tenders</li> </ul>	<p><b>ALL TENDERS OVER £200,000 TO BE ACCEPTED BY FULL COUNCIL</b></p>

Estimated Value of purchase	Method of Procurement	Accepted by
	<p>has passed.</p> <ul style="list-style-type: none"> <li>The Town Council is not bound to accept the lowest tender.</li> <li>The outcome of the tender process will be recorded in the Town Council's tender file held by the Finance Manager and will be reported to the next appropriate meeting.</li> </ul>	
<p>In excess of <del>£181,302</del> <u>213,477</u> for services or <del>£4,551,413</del> <u>5,336,937</u> public works contract</p>	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of <del>£181,302</del> <u>213,477</u> for a public service or supply contract or in excess of <del>£4,551,413</del> <u>5,336,937</u> for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of <del>£363,424</del> <u>426,955</u> for a supply, services or design contract; or in excess of <del>£4,551,413</del> <u>5,336,937</u> for a works contract; <del>or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant</del></p>	<p><del>£181,302-£199,000</del></p> <p><del>Town Clerk/RFO plus 2 Members of the Town Council (Chair plus 1 other member of the relevant committee or the Mayor if possible)</del></p> <p><b>ALL TENDERS OVER £200,000 TO BE ACCEPTED BY FULL COUNCIL</b></p>

Estimated Value of purchase	Method of Procurement	Accepted by
	<del>procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</del> <u>The value of these contracts is calculated over the whole lifetime of the contract inclusive of VAT</u>	

## 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO or FM shall maintain a record of all such payments. In any case, where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to Full Council.
- 12.3. Any variation to a contract, addition to, or omission from a contract must be approved by the Town Clerk to the contractor in writing, Full Council being informed where the final cost is likely to exceed the financial provision.

## 13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## 14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Town Council. The RFO and FM shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies



granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of Full Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO and FM shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 18), the RFO shall affect all insurances and negotiate all claims on the Town Council's insurers.
- 15.2. Section Managers and the Town Clerk shall give prompt notification to the RFO and FM of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO and FM shall keep a record of all insurances effected by the Town Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Full Council at the next available meeting.
- 15.5. All appropriate members and employees of the Town Council shall be included in a suitable form of security or fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by Full Council.

## 16. INTERNAL CONTROL

- 16.1 The Town Clerk and RFO, under the direction of the Finance & General Purposes Committee shall be responsible for all internal control matters.
- 16.2 The Town Council's system of internal control shall cover:
- a. Appointment of Proper Officers and the RFO;
  - b. Proper book-keeping and financial reporting arrangements;
  - c. Financial Regulations including Standing Orders and payment controls;
  - d. Risk management arrangements;
  - e. Budgetary controls;
  - f. Income controls;
  - g. Petty cash controls;
  - h. Payroll controls;
  - i. Capital controls covering asset management, investments and borrowing;
  - j. Bank reconciliation;
  - k. Other areas identified from time to time in risk assessments.
- 16.3 All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Town Council's Financial Regulations.
- 16.4 The RFO or FM shall supply to each Councillor at each scheduled Finance & General Purposes Committee meeting, or on request, a statement to summarise:
- a. the Town Council's aggregate income and expenditure for the year to date;
  - b. the monthly balances held at the end of the period being reported
- and a report which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 16.5 As soon as possible after the financial year end at 31 March, the RFO shall provide:
- a. each Councillor with a statement summarising the Town Council's income and expenditure for the last quarter and the year to date for information; and
  - b. to Full Council, the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- 16.6 The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Town Council (receipts and payments, or income and expenditure) for a year to 31 March. The Annual Governance & Accountability Return of the Town Council, which is subject to external audit, including the annual governance statement, shall be presented to

Full Council for consideration and formal approval before 30 June each year.

## **17. EARMARKED RESERVES (EMR)**

- 17.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure. All capital receipts will go into a Capital Receipts EMR, which can only be used for capital expenditure.
- 17.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:
- (i) events which have allowed monies to be set aside,
  - (ii) surpluses,
  - (iii) decisions causing anticipated expenditure to have been postponed or cancelled,
  - (iv) monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.
- 17.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.
- 17.4 For each reserve established the following will be clearly documented:
- a. The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
  - b. The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
  - c. Any circumstances for which the reserves cannot be used.
- 17.5 Reserves will be managed, controlled and reviewed by the RFO;
- a. On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.
  - b. Twice per year, once during the budget review procedure and once at the year-end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time, any reserves considered no longer appropriate will be transferred back to the General Reserve.

c. During the year end closedown procedures, when all income and expenditure is known, and having consulted with the Chair of the Finance & General Purposes Committee, the RFO will earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Town Council budget. Any such decisions will be communicated promptly to the Finance & General Purposes Committee. Expenditure from these reserves must be approved by the RFO, in consultation with the Town Clerk. Any use of these Reserves will be reported to the next Finance & General Purposes Committee.

## **18. RISK MANAGEMENT**

- 18.1. The Town Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by Full Council, risk management policy statements in respect of all activities of the Town Council. Risk policy statements and consequential risk management arrangements shall be reviewed by Full Council at least annually.
- 18.2. When considering any new activity, the Town Clerk and RFO shall prepare a draft risk assessment including risk management proposals.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. It shall be the duty of the Town Council to review the Financial Regulations of the Town Council annually, where possible. The RFO and Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise Full Council of any requirement for a consequential amendment to these Financial Regulations.
- 19.2. Town Council may, by resolution of Full Council duly notified prior to the relevant meeting of the Town Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Town Council.

\* \* \*



## Seaford Town Council

<b>Report No:</b>	<b>154/21</b>
<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Review of Earmarked Reserves (EMRs)</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the review of the Town Council's Earmarked Reserves</b>

### Recommendations

#### Full Council is recommended to:

1. Note the report and advise the RFO of any changes required.

## 1. Information

- 1.1 The Town Council's Financial Regulations contain a policy on Earmarked Reserves, see report 153/21 s17 Appendix 1 on this agenda. The policy states that

*Twice per year, once during the budget review procedure and once at the year-end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time, any reserves considered no longer appropriate will be transferred back to the General Reserve.*

- 1.2 Attached as Appendix 1 is the full list EMRs including opening balances (£312,138), movements (£56,619), balances as at 01/01/2022 (£368,758)

and committed expenditure (£63,700). Explanations are in the note's column.

**1.3** At the 2020 - 2021 year end, the RFO earmarked surpluses on the following budgets:

- i. Building maintenance
- ii. Grounds Maintenance
- iii. Vehicles & Equipment
- iv. Memorial Bench maintenance
- v. Elections
- vi. Seafront Projects (Martello area)

**1.4** To facilitate good forward planning, at the year end the RFO will earmark any underspends on these budgets and others should overall Town Council surpluses be sufficient. The final figures are not always known until the year end procedures are carried out therefore cannot always be reported to committee before the accounts are closed. The RFO will report all movements to the Finance & General Purposes Committee once the year end has been completed.

**1.5** In line with good practice and transparency, the RFO has created a spreadsheet, attached as Appendix 2, containing all potential EMRs built up from year end surpluses. This states which budget the surplus has come from, what the EMR is to be used for and also a maximum balance that the reserve should have. Members are requested to consider the appendix and advise the RFO of any changes to be made. Members can also request removals or additions to the list (e.g., the Community Services Committee requested that the surpluses from South Hill Barn budgets be earmarked at the year end).



## **2. Financial Appraisal**

**2.1** The earmarking of surpluses does not affect or change any figure in the Annual Return. After the transfers have been made any sums that are not required to be earmarked can easily be transferred back to the General Reserve.

**2.2** There are no other direct financial implications as a result of this report

### 3. Contact Officer

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer

RFO	
Town Clerk	

## Seaford Town Council

## Earmarked Reserves 2021/22

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 01/01/2022	Committed 2021-2022	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. <u>2022-2023</u> £1,075 Crypt window
326	Grounds Maintenance	£17,240.00			£17,240.00	£11,700.00	£5,540.00	Contingency to meet unexpected liability on all grounds and open spaces <u>2021/2022</u> £11,700 Seafront bumper rails
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		£990.41	£11,631.59		£11,631.59	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements <u>2021/22</u> Golf course equipment £16.42 Kettle £179.99 Fridge £794 overspend on digger + delivery
342	Trees for Seaford *	£10,745.37	£5,799.28	£4,957.47	£11,587.18		£11,587.18	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 <u>2021/22</u> up to £30,000 for tennis courts
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	£45,945.47	£152,953.30	£22,000.00	£130,953.30	Can only be used for Capital Expenditure. <u>2021-2022</u> £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts- total cost £44665.47) £22,000 for martello toilets <u>2022-2023</u> £125,618 Martello Toilets
366	Seafront Development Plan (SDP)	£58,882.08		£17,726.50	£41,155.58		£41,155.58	For expenditure on SDP <u>2021/22</u> £12,976.50 spent on Martello toilets preliminary costs <u>2022-2023</u>
367	Water Refill Stations	£0.00	£1,170.00	£160.00	£1,010.00			Sponsorship income earmarked to use for maintenance
	<b>TOTAL EMR</b>	<b>£312,138.84</b>	<b>£131,399.21</b>	<b>£74,779.85</b>	<b>£368,758.20</b>	<b>£63,700.00</b>	<b>£304,048.20</b>	



**Surpluses To consider Earmarking at the year end**

<b>Codes</b>	<b>Year end unspent budget</b>	<b>Purpose</b>	<b>Maximum balance</b>	<b>Committee Decision</b>
4275/all	Building maintenance	To enable a lower budget to be set but still have sufficient funds if required for contingencies	£50,000	
4261/all	Grounds Maintenance	Shoal Maintenance Defibrillator maintenance To enable a lower budget to be set but still have sufficient funds if required for contingencies.	£25,000	
4270/ 4272/all	Vehicles & Equipment	To enable a lower budget to be set but still have sufficient funds if required for contingencies	£25,000	
1055- 4250/all	Memorial Bench maintenance	To enable all maintenance costs to be met from EMR and no budget set	£5,000	
4190/210	Elections	To spread the cost of the 4 yearly elections	£30,000	
1078 - 4254/117	Martello Entertainment area	Seafront Projects	£5,000	
1025- 4018/all	Water Refill Stations sponsorship	Water Refill Stations maintenance	£2,000	
4261/117	Grounds maintenance - Seafront	Shoal Maintenance	£5,000	
1011/116&7 - 4501/116&7	Filming net income	repairs to Hope gap steps	£5,000	
4283/115&6	Playgrounds	Playgrounds - replacement	£100,000	
4010/all	Training	To enable a lower budget to be set but still have sufficient funds if required for contingencies	£5,000	
210	Civic cost centre	Town Cryer/Freedom of the Town /Mayors chain	£20,000	
1095 - 4095/105	Tennis courts	Tennis courts for maintenance	£10,000	
4155/all	professional fees	To enable a lower budget to be set but still have sufficient funds if required for contingencies	£10,000	
4410/130	swimming pool underspend	requested by swimming pool	£10,000	approved F&GP 16/12/21
4424/225	SH barn	building work at SH Barn	£20,000	approved CS 23/11/21
135	Events cost centre	General Events contingency expenditure	£5,000	
4274/225	Projects expenditure	electric for Bönningstedt ice cream van wont be spent in 2021/22	£20,000	



## Seaford Town Council

<b>Report No:</b>	<b>149/21</b>
<b>Agenda Item No:</b>	<b>14</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Interim Internal Audit Report for 2021-2022</b>
<b>By:</b>	<b>Lucy Clark, Finance Manager</b>
<b>Purpose of Report:</b>	<b>To present the Interim Internal Audit Report from Mulberry &amp; Co Ltd for 2021 - 2022</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1.To note the Internal Auditor's report.

### 1. Information

- 1.1 Following approval by Full Council on 23<sup>rd</sup> June 2021, Mulberry & Co Ltd were appointed as the Town Council's Internal Auditor for 2021 - 2022.
- 1.2 The interim audit was carried out remotely on 8<sup>th</sup> December 2021. All requested information was collated and uploaded to Mulberry & Co Ltd's IRIS Openspace, a safe and secure collaboration tool allowing documents to be stored, reviewed and approved.
- 1.3 Mulberry & Co Ltd's interim audit report is attached at Appendix A.
- 1.4 In summary, it was reported that overall, the systems and internal procedures that are in place at Seaford Town Council are fit for purpose, well established and followed.
- 1.5 There was only one recommendation as a result of this internal audit which was to review the information on the Town Council's website to ensure the most current versions are correctly linked to the Transparency Page.

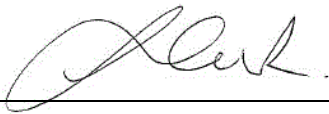


- 1.6** This relates to the Asset Register and pay multiple information being outdated but officers will ensure these are replaced with the most recent versions as soon as possible and by the time of this Full Council meeting.

## **2. Financial Appraisal**

- 2.1** The cost of this audit was £180 including VAT based on their fee of £60p/h and is within the current budget that was set last year.

## **3. Contact Officer**

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

Finance Manager	
RFO	
Town Clerk	



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Our Ref: MARK/SEA001

Mrs L Clark  
Seaford Town Council  
37 Church Street  
Seaford  
East Sussex  
BN25 1HG

8 December 2021

Dear Lucy

**Re: Seaford Town Council**  
**Internal Audit Year Ended 31 March 2022**

### Executive summary

Following completion of our interim internal audit on 8 December 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Seaford Town Council are well established and followed.

### Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

### **Engagement Letter**

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

### **Table of contents**

A	BOOKS OF ACCOUNT (INTERIM AUDIT)	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)	3
C	RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)	5
D	BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)	6
E	INCOME (INTERIM AND FINAL AUDIT)	7
F	PETTY CASH (FINAL AUDIT)	8
G	PAYROLL (INTERIM AND FINAL AUDIT)	8
H	ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)	9
I	BANK AND CASH (INTERIM AND FINAL AUDIT)	10
J	YEAR END ACCOUNTS (FINAL AUDIT)	10
K	LIMITED ASSURANCE REVIEW (FINAL AUDIT)	10
L	TRANSPARENCY (INTERIM AUDIT)	11
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS (FINAL AUDIT)	11
N	PUBLICATION REQUIREMENTS (INTERIM AUDIT)	11
O	TRUSTEESHIP (INTERIM AUDIT)	12

**A. BOOKS OF ACCOUNT (INTERIM AUDIT)****Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

**Recommended minimum testing:**

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

**Interim audit**

The council continues to use the Rialtas Business Solutions (RBS) software accounting package for recording the day-to-day financial transactions of the council. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review by council and committees.

The interim audit was conducted remotely and the requested information for review was forwarded to me in advance of a telephone conversation to review the findings. Other information was reviewed on the council website and through discussion with the Finance Manager. It is hoped that the year-end audit will be carried out on site, when more detailed sample testing of documentation can be completed.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is VAT registered and completes reclaims on a quarterly basis. The information provided for interim audit shows that sufficient supporting detail is included with the VAT returns, and the council is up to date with its postings.

**Section conclusion**

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

**B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

**Interim audit***Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report for 2020/21 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit form. The conclusion of the audit was reported to council at the meeting held on 13 October 2021 (minute ref C88/10/21).

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a link to the Lewes District Council website where details of the Disclosable Pecuniary Interests of each Member are published. I noted that the list has been updated to include the two most recent councillors.

*Confirm that the council is compliant with the relevant transparency code*

A review of the council website shows that the council is publishing the information contained within the code through a Transparency tab on the website. While some of the information is very current (expenditure items over £500 most recently published for October 2021), others appear out of date. For example, the pay multiple figure is dated March 2020 and the asset register is dated 2019. **I recommend a review of the information to ensure the most current versions are correctly linked to the Transparency page.**

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has an established committee structure, with Terms of Reference in place for each committee alongside a detailed Scheme of Delegation. There are regular scheduled meetings, with details of older meeting agendas and minutes published on the website, along with a diary of upcoming meeting dates.

*Check that agendas for meetings are published giving 3 clear days' notice.*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

The council has an adopted policy on Agendas and Minutes (adopted October 2020) which outlines the need for clear agenda items, clarifies what additional information is made available to the public and confirms what must be recorded in the minutes.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the current NALC model and were most recently reviewed and adopted by council on 25 August 2021 (minute ref C64/08/21).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial regulations are based on the current NALC model and were last reviewed and adopted by council on 28 January 2021 (minute ref C87/01/20). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

The council has modified the NALC model to better reflect the size and structure of the council's financial operations, and the changes allow the council to operate in an effective and efficient manner, without excessive need for obtaining council approval for routine payments already approved in the budget.

**Check that the council's Financial Regulations are being routinely followed.**

The council has thresholds in place at which authorisations to spend must be obtained, which are an example of the alterations to the NALC model, as below:

FR4.1 'Expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by Full Council when setting the Annual Budget, subject to the requirements of the Town Council's Standing Orders and Financial Regulations. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of Full Council. During the budget year, it is expected that Account Codes will vary to budget and that consequently Cost Centres will also vary. However, the Committee spend has to be within budget unless approved otherwise Full Council. It is noted that some budgets are dependent on external factors e.g. income received at the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements.'

FR 4.2 'In cases of extreme risk, determined by the Town Clerk, to the delivery of Town Council services, the Town Clerk may authorise revenue expenditure on behalf of the Town Council, which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Chair of the Town Council as soon as practicable thereafter. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves by the Finance & General Purposes Committee or Full Council.'

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate, and during the interim audit I found no evidence of them not being adhered to.

There is regular detailed financial reporting to council and committee meetings, and it is clear a large amount of work goes into producing reports for consideration by councillors. Financial reports are clear and provide enough information for councillors to make informed financial decisions.

**Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.**

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply.

**Confirm that checks of the accounts are made by a councillor.**

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**Section conclusion**

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

**C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)****Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

**Recommended minimum testing:**

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation



**Interim audit**

The council has a comprehensive risk management process in place, which is due for further review and update in March 2022. A review of the updated information will be conducted at the year-end audit.

I confirmed that the council has a valid insurance policy in place with Zurich, with the renewal into a long-term agreement approved by council on 18 March 2021 (minute ref C108/03/20). The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

**D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Recommended minimum testing:**

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

**Interim audit**

The Finance Manager confirmed that the budget setting process for 2022/23 is underway with the final version due to be agreed by council at its meeting scheduled for January 2022.

A review of the council's income and expenditure at the half-year point shows income recorded as 81.5% of budget and expenditure as 40.5%. Budget performance is monitored carefully by officers and reviewed at Finance & General Purposes Committee meetings. The Finance Manager produces a written report to supplement the figures, highlighting any variances for councillors. It is clear that the council carefully monitors its budget performance and takes appropriate steps when necessary.

Previous audit reports have highlighted that the general reserve is lower than the recommended circa six months equivalent of precept, but that officers have made recommendations to council to add to the general reserve annually to raise it to a more appropriate level.

A review of the council's reserves will be carried out at the year-end audit once any transfers have been completed.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

**E. INCOME (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review “aged debtor” listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

**Interim audit**

The council has multiple income sources to support the precept, including the golf course and The View, recreation ground income, beach huts and seafront concessions, room and facility hire income, rental income, film income and other miscellaneous sources.

The pandemic affected the council’s income significantly last year, with closures of facilities in place at various times, although the council actively sought mitigating measures to offset the reduced income.

I noted that income for the golf course at the half-year point is recorded as 100.9% of budget and The View at 66.9% of budget.

A review of the nominal ledger report and cashbooks shows income is clearly recorded with sufficient narrative description to identify the source.

The Finance Manager confirmed that a review of fees and charges will be conducted at the next Finance & General Purposes committee meeting.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

**F. PETTY CASH (FINAL AUDIT)****Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

**Recommended minimum testing:**

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

**Section conclusion**

To be reviewed at the year-end audit.

**G. PAYROLL (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.*

**Recommended minimum testing:**

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers’ pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

**Interim audit**

Previous internal audits have confirmed that all employees have a signed contract of employment, based on the NALC model, and are paid in accordance with the NJC salary scales. There are no councillor allowances.

A review of the payroll summaries and payslips presented for interim audit shows that PAYE, NI and Pension deduction amounts appear correct, and the council is up to date with its HMRC payments.

**Section conclusion**

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

**H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

**Recommended minimum testing:****Tangible fixed assets**

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

**Fixed asset investments**

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

**Borrowing and lending**

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

**Interim audit**

The council has a fixed asset register which includes details of asset location, cost or proxy cost and replacement values. The register includes columns for additions and deletions during the year to make changes easier to track.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has PWLB borrowing and confirmation of the repayments and year-end balances will be checked at the year-end audit.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

**I. BANK AND CASH (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Recommended minimum testing:**

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

**Interim audit**

Bank reconciliations are completed on a monthly basis, independently checked and presented to the Finance & General Purposes committee meetings for review. I reviewed the reconciliations presented for the interim audit. I was able to confirm the balances to the bank statements and found no errors.

Due to the council's budget exceeding €500,000, it does not benefit from any protection from the Financial Services Compensation Scheme (FSCS). However, it is clear the council carefully considers its banking arrangements, and has an adopted Investment Strategy.

**Section conclusion**

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

**J. YEAR END ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Recommended minimum testing:**

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

**Section conclusion**

To be reviewed at the year-end audit.

**K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)****Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*

**Recommended minimum testing:**

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

**Section conclusion**

To be reviewed at the year-end audit.

## L: TRANSPARENCY (INTERIM AUDIT)

### Internal audit requirement

*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities*

#### Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

### Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

#### Section conclusion

I am of the opinion that the control assertion of "If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities" is not applicable due to the council turnover exceeding £25,000.

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

### Internal audit requirement

*The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

#### Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

#### Section conclusion

To be reviewed at the year-end audit.

## N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)

### Internal audit requirement

*The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

#### Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

*Before 1 July 2021 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

*Not later than 30 September 2021 authorities must publish:*

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate

•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

#### Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

#### Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

#### O. TRUSTEESHIP (INTERIM AUDIT)

##### Internal audit requirement

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

##### Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

#### Interim audit

The council has no trusts.

#### Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**

**For Mulberry & Co**

#### Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments



## Seaford Town Council

<b>Report No:</b>	<b>165/21</b>
<b>Agenda Item No:</b>	<b>15</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Salts Tennis Courts CIL Grant Agreement</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To seek authorisation via resolution for the completion of the Community Infrastructure Levy (CIL) Grant Agreement between Lewes District Council (LDC) and the Town Council, so funds can be released towards The Salts Tennis Court project.</b>

### Recommendations

#### Full Council is recommended to:

1. Note the contents of the report.
2. To authorise the completion of the Community Infrastructure Levy (CIL) Grant Agreement between Lewes District Council (LDC) and the Town Council for The Salts Tennis Courts refurbishment project.

## 1. Information

- 1.1 Lewes District Council has agreed a Community Infrastructure Levy (CIL) grant contribution of £60,000 towards the Town Council's Salts Tennis Courts refurbishment project starting January 2022.
- 1.2 To release these funds the Grant Agreement attached at Appendix A needs to be executed via a legal deed.
- 1.3 Town Council Standing Order S23(a) states that

*"A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution."*



## **2. Recommendation**



- 2.1** Full Council is recommended to authorise, by resolution, the completion of the CIL Grant Agreement between Lewes District Council and Seaford Town Council so that a legal deed can be executed.

## **3. Financial Appraisal**

- 3.1** Once the CIL Grant Agreement is signed and the Deed executed, Lewes District Council will be able to start releasing the funds towards the Town Council's Salts Tennis Courts refurbishment project.

## **4. Contact Officer**

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

Projects & Facilities Manager	
Town Clerk	

DATED

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**GRANT AGREEMENT**

**FOR THE RESURFACING OF THREE TENNIS COURTS AND ASSOCIATED WORKS AT THE SALTS RECREATION  
GROUND, SEAFORD**

between

**LEWES DISTRICT COUNCIL**

and

**SEAFORD TOWN COUNCIL**

## CONTENTS

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### CLAUSE

1.	Definitions.....	3
2.	Purpose of Grant.....	4
3.	Payment of Grant.....	5
4.	Use of Grant.....	5
5.	Accounts and records .....	6
6.	Monitoring and reporting .....	6
7.	Acknowledgment and publicity .....	7
8.	Intellectual Property Rights .....	8
9.	Confidentiality.....	8
10.	Freedom of information .....	9
11.	Data protection.....	9
12.	Withholding, suspending and repayment of Grant .....	9
13.	Anti-discrimination .....	10
14.	Human rights .....	11
15.	Limitation of liability .....	11
16.	Warranties .....	11
17.	Insurance .....	12
18.	Duration .....	13
19.	Termination .....	13
20.	Assignment .....	13
21.	Waiver .....	13
22.	Notices .....	13
23.	Dispute resolution .....	13
24.	No partnership or agency .....	14
25.	Joint and several liability.....	14
26.	Contracts (Rights of Third Parties) Act 1999.....	14
27.	Governing law .....	14
28.	Entire agreement.....	14

### SCHEDULE

SCHEDULE 1	THE PROJECT.....	16
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## **PARTIES**

- (1) LEWES DISTRICT COUNCIL, whose principal address is at Southover House, Southover Road, Lewes, East Sussex BN7 1AB (**Funder**).
- (2) SEAFORD TOWN COUNCIL, whose principal address is as 37 Church Street, Seaford, BN25 1HG (**Recipient**).

## **BACKGROUND**

- (A) The Funder has agreed to pay the Grant to the Recipient to assist it in carrying out the Project.
- (B) This Agreement sets out the terms and conditions on which the Grant is made by the Funder to the Recipient.
- (C) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

## **AGREED TERMS**

### **1. DEFINITIONS**

In this Agreement the following terms shall have the following meanings:

**Bribery Act:** the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

**Commencement Date:** the date of this agreement

**DPA:** the UK Data Protection Legislation (and to the extent that the EU GDPR applies, the law of the any other European Union legislation or any member state of the European Union to which the Recipient is subject) relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the privacy of electronic communications) and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party.

**Data Protection Legislation:** all applicable data protection legislation and privacy legislation in force from time to time in the UK including the GDPR; the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426); any other directly applicable European Union regulation relating to privacy; and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data and the privacy of electronic communications.

**GDPR:** General Data Protection Regulation ((EU) 2016/679).

**Governing Body:** the governing body of the Recipient including its directors or trustees.

**Grant:** the sum of £60,000 (sixty thousand pounds) to be paid to the Recipient in accordance with this Agreement.

**Grant Period:** the period for which the Grant is awarded starting on the Commencement Date and ending on 1 February 2023.

**Intellectual Property Rights:** all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.

**Know-How:** information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

**Personal Data:** shall have the same meaning as set out in the Data Protection Legislation.

**Prohibited Act:**

- (a) offering, giving or agreeing to give [to any servant of the Funder any gift or consideration of any kind as an inducement or reward for:
  - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Funder; or
  - (ii) showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Funder;
- (b) entering into this Agreement or any other contract with the Funder where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Funder;
- (c) committing any offence:
  - (i) under the Bribery Act;
  - (ii) under legislation creating offences in respect of fraudulent acts; or
  - (iii) at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Funder; or
- (d) defrauding or attempting to defraud or conspiring to defraud the Funder.

**Project:** the project relating to the refurbishment of three of the five current tennis courts located at the Salts Recreation Ground, Seaford. Works to include resurfacing the courts with a double layer of macadam, new fencing, an online booking system with coded gate access, and floodlighting as more particularly described in Schedule 1.

**Project Manager:** Emma Kemp, Senior Planning Policy Officer who has been nominated to represent the Funder for the purposes of this Agreement.

## **2. PURPOSE OF GRANT**

- 2.1 The Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of the Funder.

- 2.2 The Recipient shall not make any significant change to the Project without the Funder's prior written agreement.
- 2.3 Where the Recipient intends to apply to a third party for other funding for the Project, it will notify the Funder in advance of its intention to do so and, where such funding is obtained, it will provide the Funder with details of the amount and purpose of that funding. The Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that the Funder is funding in full under this Agreement.

### **3. PAYMENT OF GRANT**

- 3.1 Subject to clause 12, the Funder shall pay the Grant to the Recipient in one payment within 20 working days of the Commencement Date, subject to the necessary funds being available when payment falls due. The Recipient agrees and accepts that payments of the Grant can only be made to the extent that the Funder has available funds.
- 3.2 No Grant shall be paid unless and until the Funder is satisfied that such payment will be used for proper expenditure in the delivery of the Project.
- 3.3 The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.
- 3.4 The Grant shall be paid into a separate bank account in the name of the Recipient which must be an ordinary business bank account.
- 3.5 The Recipient shall not transfer any part of the Grant to bank accounts which are not ordinary business accounts within the clearing bank system, without the prior written consent of the Funder.
- 3.6 The Recipient shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.

### **4. USE OF GRANT**

- 4.1 The Grant shall be used by the Recipient for the delivery of the physical works in relation to the Project. For the avoidance of doubt, if the scope of the Project shall change the Recipient shall provide the Funder with a revised breakdown of physical works, as detailed in Schedule 1, as soon as possible.
- 4.2 The Recipient shall not use the Grant to:
- (a) make any payment to members of its Governing Body;
  - (b) purchase buildings or land;
  - (c) make any payments under any loan agreements, including but not limited to any loans with the Lawn Tennis Association; or

- (d) pay for any expenditure commitments of the Recipient entered into before the Commencement Date,

unless this has been approved in writing by the Funder.

- 4.3 The Recipient shall not spend any part of the Grant on the delivery of the Project after the Grant Period.
- 4.4 Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any unspent monies are returned to the Funder or, if agreed in writing by the Funder, shall be entitled to retain the unspent monies to use for charitable purposes as agreed between the parties.
- 4.5 Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Recipient to deliver the Project must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Funder for this purpose.

## **5. ACCOUNTS AND RECORDS**

- 5.1 The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.
- 5.2 The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.
- 5.3 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.
- 5.4 The Recipient shall provide the Funder with a copy of its annual accounts within six months (or such lesser period as the Funder may reasonably require) of the end of the relevant financial year in respect of each year in which the Grant is paid.
- 5.5 The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

## **6. MONITORING AND REPORTING**

- 6.1 The Recipient shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.

- 6.2 The Recipient shall provide the Funder with a financial report and an operational report on its use of the Grant and delivery of the Project every quarter and in such formats as the Funder may reasonably require. The Recipient shall provide the Funder with each report within three months of the last day of the quarter to which it relates.
- 6.3 Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its financial reports together with details of what that funding has been used for.
- 6.4 The Recipient shall on request provide the Funder with a risk register and insurance review in the format provided by the Funder. The Recipient shall address the health and safety of its staff in the risk register.
- 6.5 The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.
- 6.6 The Recipient shall permit any person authorised by the Funder such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.
- 6.7 The Recipient shall permit any person authorised by the Funder for the purpose to visit the Recipient once every quarter to monitor the delivery of the Project. Where, in its reasonable opinion, the Funder considers that additional visits are necessary to monitor the Project, it shall be entitled to authorise any person to make such visits on its behalf.
- 6.8 The Recipient shall provide the Funder with a final report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed.

## **7. ACKNOWLEDGMENT AND PUBLICITY**

- 7.1 The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Funder as the source of the Grant.
- 7.2 The Recipient shall not publish any material referring to the Project or the Funder without the prior written agreement of the Funder. The Recipient shall acknowledge the support of the Funder in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (where appropriate or as requested by the Funder) shall include the Funder's name and logo (or any future name or logo adopted by the Funder) using the templates provided by the Funder from time to time.
- 7.3 In using the Funder's name and logo, the Recipient shall comply with all reasonable branding guidelines issued by the Funder from time to time.



- 7.4 The Recipient agrees to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by the Funder.
- 7.5 The Funder may acknowledge the Recipient's involvement in the Project as appropriate without prior notice.
- 7.6 The Recipient shall comply with all reasonable requests from the Funder to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Funder in its promotional and fundraising activities relating to the Project.

## **8. INTELLECTUAL PROPERTY RIGHTS**

- 8.1 The Funder and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Funder or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.
- 8.2 Where the Funder has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the Funder.

## **9. CONFIDENTIALITY**

- 9.1 Subject to clause 10 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.
- 9.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:
- (a) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
  - (b) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
  - (c) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

## **10. FREEDOM OF INFORMATION**

- 10.1 The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).
- 10.2 The Recipient shall:
- (a) provide all necessary assistance and cooperation as reasonably requested by the Funder to enable the Funder to comply with its obligations under the FOIA and EIRs;
  - (b) transfer to the Funder all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
  - (c) provide the Funder with a copy of all information belonging to the Funder requested in the request for information which is in its possession or control in the form that the Funder requires within 5 working days (or such other period as the Funder may reasonably specify) of the Funder's request for such information; and
  - (d) not respond directly to a request for information unless authorised in writing to do so by the Funder.
- 10.3 The Recipient acknowledges that the Funder may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Recipient. The Funder shall take reasonable steps to notify the Recipient of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this agreement) the Funder shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

## **11. DATA PROTECTION**

Both Parties will comply with all applicable requirements of and all their obligations under the DPA and Data Protection Legislation which arise in connection with the Agreement.

## **12. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT**

- 12.1 The Funder's intention is that the Grant will be paid to the Recipient in full. However, without prejudice to the Funder's other rights and remedies, the Funder may at its discretion withhold or suspend payment of the Grant and require repayment of all or part of the Grant if:
- (a) the Recipient uses the Grant for purposes other than those for which they have been awarded;
  - (b) the delivery of the Project does not start within 6 months of the Commencement Date and the Recipient has failed to provide the Funder with a reasonable explanation for the delay;
  - (c) the Funder considers that the Recipient has not made satisfactory progress with the delivery of the Project;
  - (d) the Recipient is, in the reasonable opinion of the Funder, delivering the Project in a negligent manner;

- (e) the Recipient obtains duplicate funding from a third party for the Project;
- (f) the Recipient obtains funding from a third party which, in the reasonable opinion of the Funder, undertakes activities that are likely to bring the reputation of the Project or the Funder into disrepute;
- (g) the Recipient provides the Funder with any materially misleading or inaccurate information;
- (h) the Recipient commits or committed a Prohibited Act;
- (i) any member of the governing body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Funder, bring or are likely to bring the Funder's name or reputation into disrepute;
- (j) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- (k) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
- (l) the Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

12.2 The Funder may retain or set off any sums owed to it by the Recipient which have fallen due and payable against any sums due to the Recipient under this agreement or any other agreement pursuant to which the Recipient provides goods or services to the Funder.

12.3 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify the Funder as soon as possible so that, if possible, and without creating any legal obligation, the Funder will have an opportunity to provide assistance in resolving the problem or to take action to protect the Funder and the Grant monies.

### **13. ANTI-DISCRIMINATION**

13.1 The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

13.2 The Recipient shall take all reasonable steps to secure the observance of clause 13.1 by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged on the Project.

#### **14. HUMAN RIGHTS**

- 14.1 The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998).
- 14.2 The Recipient shall undertake, or refrain from undertaking, such acts as the Funder requests so as to enable the Funder to comply with its obligations under the Human Rights Act 1998.

#### **15. LIMITATION OF LIABILITY**

- 15.1 The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient running the Project, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify and hold harmless the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.
- 15.2 Subject to clause 15.1, the Funder's liability under this Agreement is limited to the payment of the Grant.

#### **16. WARRANTIES**

The Recipient warrants, undertakes and agrees that:

- (a) it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
- (b) it shall at all times comply with the requirements of the planning authority, including but not limited to, the terms of planning reference LW/20/0057;
- (c) it has discharged all conditions attached to planning reference LW/20/0057 prior to commencement of the Project;
- (d) it has not committed, nor shall it commit, any Prohibited Act;
- (e) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Funder immediately of any significant departure from such legislation, codes or recommendations;
- (f) it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
- (g) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
- (h) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- (i) all financial and other information concerning the Recipient which has been disclosed to the Funder is to the best of its knowledge and belief, true and accurate;

- (j) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- (k) it is not aware of anything in its own affairs, which it has not disclosed to the Funder or any of the Funder's advisers, which might reasonably have influenced the decision of the Funder to make the Grant on the terms contained in this Agreement; and
- (l) since the date of its last accounts there has been no material change in its financial position or prospects.

## 17. INSURANCE

- 17.1 The Recipient shall ensure that all contractors working on the Project effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss (the **Required Insurances**).
- 17.2 In relation to Chiltern Sports Contractors Limited, CIA Fire & Security Limited and Micro Vision Fire & Security Limited the Required Insurances referred to above include (but are not limited to):
- (a) public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project;
  - (b) employer's liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project;
  - (c) products liability insurance with a limit of indemnity not less than ten million pounds (£10,000,000) in relation to any one claim and in aggregate arising from the Project; and
  - (d) professional indemnity insurance with a limit of indemnity not less than one hundred thousand pounds (£100,000) in relation to any one claim and in aggregate arising from the Project.
- 17.3 In relation to Surfacelux Limited the Required Insurances referred to above include (but are not limited to):
- (a) public and products liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project;
  - (b) employer's liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project; and
  - (c) professional indemnity insurance with a limit of indemnity not less than three hundred thousand pounds (£300,000) in relation to any one claim and in aggregate arising from the Project.

The Recipient shall (on request) supply to the Funder a copy of such insurance policies and evidence that the relevant premiums have been paid.

**18. DURATION**

- 18.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary of expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.
- 18.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

**19. TERMINATION**

The Funder may terminate this Agreement on giving the Recipient three months' written notice should it be required to do so by financial restraints or for any other reason.

**20. ASSIGNMENT**

The Recipient may not, without the prior written consent of the Funder, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

**21. WAIVER**

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

**22. NOTICES**

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

**23. DISPUTE RESOLUTION**

- 23.1 In the event of any complaint or dispute (which does not relate to the Funder's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by the Funder from time to time.

23.2 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the Project Manager or other nominated individual, as the case may be, either party may refer the matter to the Legal Department of the Funder and the Town Clerk of the Recipient with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Funder and the Recipient.

23.3 In the absence of agreement under clause 23.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

**24. NO PARTNERSHIP OR AGENCY**

This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

**25. JOINT AND SEVERAL LIABILITY**

Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

**26. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

**27. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

**28. ENTIRE AGREEMENT**

This Agreement (together with all documents attached to or referred to within it) constitutes the entire agreement and understanding between the parties in relation to the Grant and supersedes any previous agreement or understanding between them in relation to such subject matter.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED as a DEED  
by the affixing of the COMMON SEAL of  
LEWES DISTRICT COUNCIL  
in the presence of:

.....  
Authorised Signatory

EXECUTED as a DEED  
by the affixing of the COMMON SEAL of  
SEAFORD TOWN COUNCIL  
in the presence of:

.....  
Councillor

.....  
Councillor



## Schedule 1 The Project

### 2020 BID

**Lewes District Council**

**Community Infrastructure Levy**

Infrastructure Projects Funding Application Form

• **1. Infrastructure Project Overview**

• Which pot is this bid applicable to?	<ul style="list-style-type: none"> <li>○ Strategic</li> <li>○ Local Pot</li> <li>○ Community</li> <li>○ Community Small Projects</li> </ul>
• Type of Infrastructure item being bid for?	<ul style="list-style-type: none"> <li>○ Green infrastructure</li> <li>○ Utilities</li> <li>○ Modes of transport</li> <li>○ Community facilities</li> <li>○ Education</li> <li>○ Health</li> <li>○ Emergency services</li> <li>○ Other</li> </ul>
• Project Title	<p><b>Renovation of Community Tennis Courts, Salts Recreation Ground, Seaford</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
• Project Description	<p>This project is to refurbish 3 of the current 5 Tennis Courts as they are in a serious state of disrepair and not fit for purpose. (The current size of each court is too small to fit into the LTA's recommendations for court size – therefore the space is being enlarged necessitating the use of 4 current courts to make 3 fit for purpose courts. It is hoped, in time, the remaining space will be used as a MUGA and is not included in this application)</p> <p>Works would include resurfacing the courts with a double layer of macadam, new fencing, an online booking system with coded gate access, and floodlighting.</p> <p>We have been working closely with the Lawn Tennis Association (LTA) to put together estimates of costs. The LTA fully support the project. We have a letter of support for a 10 year 0% interest LTA loan, which will be released on securing the last amount of the funds which Seaford Town Council is applying for here. The Council has currently secured other</p>

RMG.LDC.009858

	<p>funding for this project itemised below. The LTA will also support us with the running of the courts with items such as booking systems, coaching and general maintenance to keep the courts in top condition. The LTA has also agreed to contribute a £7,000 grant towards the key coded gate to the courts that links up with the booking system.</p> <p>This project is part of the Salts Development Plan which was adopted by the Town Council in 2015. To date, 3 other projects from the plan have been completed. These are the children's playground, table tennis tables and a new skatepark. We are currently working on a 4th project from the plan to install CCTV to the whole park which is 50% completed. In addition to all these works, last year we installed a wheelchair accessible swing.</p> <p>The Salts Recreation Ground is also highlighted in the Seaford Neighbourhood Plan</p> <p><i>Recreation</i></p> <p><b><i>6.32 The NHP Steering Group assessment of 2015 highlighted a significant shortfall in space for organised sport, and a significant amount is not publicly available. The NHP addresses this through the provision of additional outdoor sport and play areas as part of a new development and' where other opportunities arise</i></b></p> <p><i>SEA7 Recreational Facilities</i></p> <p><i>The following outdoor sports facilities, as shown on Map 5, are of particular importance to Seaford:</i></p> <ul style="list-style-type: none"> <li>• School Playing Fields</li> <li>• Downs Leisure Centre and grounds</li> <li>• <b>The Salts Recreation Ground</b></li> <li>• Blatchington Bowls Club</li> <li>• Seaford Tennis Club</li> <li>• Walmer Road Recreation Ground</li> <li>• The Crouch</li> </ul> <p>The ethos of this project is to make tennis available to the whole community and visitors, whatever age, or ability, and would help address the shortfall in public sporting amenities in Seaford. We will look to keep pay and play, and membership costs as low as possible, but enough to keep the courts maintained and to build up a sinking fund for when the courts will eventually need renovating again. At present Seaford does not have any community courts, which for a town of its size (approx. 27,000 population) is very poor when compared to many other towns.</p> <p>Unfortunately, Seaford Town Council was unsuccessful earlier this year with a Stage 2</p>
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	<p>application hoping to secure a £40,000 Veolia Grant. However the Town Council had very positive feedback on the application submitted, and it fulfilled all the criteria for funding by Veolia, but due to the high volume of applicants they had to make difficult decisions and unfortunately this project was not chosen for funding, hence Seaford Town Council is applying for another CIL fund.</p>
<ul style="list-style-type: none"> <li>• Project Location:</li> <li>•</li> </ul>	<p>Salts Recreation Ground Marine Parade Seaford BN25 1DR</p>
<ul style="list-style-type: none"> <li>• Project Contact:</li> </ul>	<p><b>Name:</b> Sue Treadwell Mayor's Secretary and Grants Administrator <b>Address:</b> Seaford Town Council, 37 Church Street Seaford, BN25 1HG</p> <ul style="list-style-type: none"> <li>• Telephone: 01323 874870</li> <li>• Email: sue.treadwell@seafordtowncouncil.gov.uk</li> <li>•</li> </ul>

•

## 2. Project Planning

<p>Has the project got all of the necessary planning permissions available? (for example Listed Building Consent, Lawful Development Certificate) Does the project require planning consent?</p>	<p>Yes – Planning permission was sought and granted for the floodlights. This was granted in March 2020 Planning permission was not necessary for the rest of the project and is ready to commence once full funding is secured</p>
<p>If have a Planning Permission or Listed Building Consent please list this here:</p>	<p>Planning permission for floodlights – granted March 2020</p>
<p>If not, how far is it in the process? Was there any pre-app? What is the initial advice?</p>	
<p>If you have Building Regulations please give the Council Building Control reference of Approved Inspector Details:</p>	<p>N/A</p>

RMG.LDC.009858

Which of the following applies:	<input type="radio"/> <b>Landowner</b>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
Has the appropriate land owner consent been sought if required? <i>Please attach evidence of this to the application. For example Owner consents, copies of the lease, Land Title Deeds.</i>	
What is the timescale for implementation of the project?	<input type="radio"/> 0-12 months – Aim to be finished by July 2021 <input type="radio"/>

### 3. Project Funding

What is the total cost of the Infrastructure to be provided by the project? (£) <i>i.e the physical works</i>	£197,089.20			
How much are you seeking from CIL? (£)	£40,000			
Are you able to claim VAT back on any part of this project? If yes, can you confirm that VAT has been excluded from the amount of CIL Funds requested?	Yes Seaford Town Council is able to claim back VAT. The £40,000 asked for excludes VAT.			
Please list the sources and amounts of matched funding. <i>Please attached any evidence of matched funding to this bidding application</i>	Funding Source	Secured Yes/No	If not Secured when will this be confirmed?	Amount (£)
	Sport England	Yes		40,000
	CIL	Yes		20,000
	Seaford Town Council	Yes		20,000

	LTA Grant for the booking/gated entry system	Yes		7,000
	LTA Loan -no interest 10 year loan	Fully supported. Final confirmation dependant on receiving the final £40,000 CIL funding		70,100
Is there a day to day revenue cost associated with the project? If yes, please detail how this is to be funded.	<p>No revenue costs</p> <p>Income from court hire to go into sink fund to go towards future repairs.</p>			
<p>Have quotations been sought in respect of the proposed works/equipment?</p> <p><i>Please provide evidence to detail the cost of the projects, and where possible more than 1 quote would be expected.</i></p>	<p>Yes</p> <p>4 Tenders- 3 being considered for Court Refurb 6 Tenders - 5 being considered for floodlights</p> <p>(See attached spreadsheet)</p> <p>Average quotes being used for application as delay due to COVID – 19 in successful bids being granted.</p>			

#### 4. Project Management

Who will manage your project and how they will ensure its delivery?	<p>Seaford Town Council, Projects and Facilities Manager, who has experience delivering projects of this scale, and an external Consultant who specialises in this type of project. Seaford Town Council has successfully delivered other larger projects such as the Skatepark at the Salts, Children's play park, Outdoor Table Tennis Tables, Beach Huts to name a few.</p> <p>Seaford Town Council is a Statutory Body with a full programme of adopted Policies and Procedures and also employs a Health and Safety Inspector.</p>
Partners – Please list other organisations that will help deliver the project (if applicable)	Lawn Tennis Association and Sport England fully supports this application

If applicable, who will maintain the project in the future?	A small charge for court use/ membership will create a sink fund to help with future maintenance and refurbishments and go towards paying back the 0% loan from the LTA
---	---

• **5. Links to other CIL Funding Regimes**

Does this project cover more than one CIL Charging Authority?	○ No
If the answer is “yes” please state which Authority <i>(i.e South Downs National Park, Wealden, Mid-Sussex)</i>	
Is matched funding being provided from the other Authority? Or has a letter of support been provided? <i>Please attach relevant evidence to the bid application</i>	Yes Attached evidence - -LDC CIL – -LTA – -Sport England- -Seaford Town Council LTA fully supported but they need final securing of funding to release this money – hence the letter of support.

**6. Bid Justification**

Does the project feature on the IDP (Infrastructure Delivery Plan)?	Yes IDP
Does the project feature in a Neighborhood Plan?  <i>(if it does please provide references to which plan and section)</i>	Yes - Seaford Neighbourhood Plan SEA 7 and point 6.36
Does the project feature in any other plan or document?  <i>If yes please detail which</i>	Salts Development Plan (adopted by STC 2015)
<ul style="list-style-type: none"> <li>How will the proposal help address the demands of development in the area?</li> <li><i>(please discuss local and recent development relating to this project)</i></li> </ul>	<p>The development underway at the old Newlands site consists of 183 homes</p> <p>The Seaford Neighbourhood plan has identified an increase in housing consisting of over 200 more potential houses which makes the need for more quality community facilities even</p>

• •	more important.
Does the project have the support of the community?  <i>Please detail what type of support and who from. i.e Letters, Community consultation.</i>	Yes – Public Consultation x2 -Letters of complaint wanting the courts to be in a useable condition. -Letters of Support from <ul style="list-style-type: none"> <li>• Mayor of Seaford- Cllr Rodney Reed</li> <li>• Maria Caulfield MP</li> <li>• Cllr Stephen Gauntlett</li> <li>• Cllr Christine Brett</li> <li>• Cllr Liz Boorman</li> </ul>
Have S106 Funds been identified for this project?  <i>If so please provide details of the development from where this comes from and amount.</i>	NO

• **7. Project Barriers and Risk**

Please show what barriers and risks apply	Yes	No	Unknown
Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approvals and licenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ownership, acquisition or compulsory purchase order issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependency on other projects going ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any constraints are identified, please provide further details, including the extent to which the issues concerned can be overcome by mitigation

<p>This project needs final funding from LDC CIL monies to release the loan from the LTA to allow the project to go ahead</p> <p>All other funds are secured, and the project is well supported by the community, Seaford Town and Lewes District Councillors, the local MP the Lawn Tennis Association and Sports England.</p>
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• **8. Environmental Impacts**

Will your project if implemented have a	<input type="radio"/> Positive
---	--------------------------------

negative, positive or neutral environmental impact?	○
<p>If there is anticipated be an impact please detail the level and type of impact this will have on the environment.</p> <p><i>Negative impact examples could include increase in carbon emissions, reducing green space. Positive impacts could include improving air quality, increase in biodiversity.</i></p>	<p>Year-round accessible community asset that is usable by all ages and physical abilities for local residents and visitors. The visual impact of the site would also be considerably improved.</p> <p>The addition of the floodlights and accessible entry system allows year-round use which maximizes the availability of use.</p>
<p>Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?</p> <p><i>E.G Electric Vehicles, renewable energy sources, recycled products.....</i></p>	<p>The floodlights will be LED helping to reduce the amount of energy used.</p> <p>Floodlights will only operate when required for booked sessions.</p> <p>Encourage players to recycle old tennis balls through UK charities such as <a href="http://recycletennisballs.com/">http://recycletennisballs.com/</a></p> <p>Encourage players to walk, cycle or use public transport to get to the courts.</p> <p>Water refill stations are situated nearby</p>

•

## • 9. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not share it;
- Foster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation. We also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

Which Protected group will the project benefit/affect the most?	The facility will be open to all age groups and physical abilities and will encourage lower socio-economic family groups to participate in a sport which would be out of reach in a private club.
<ul style="list-style-type: none"> <li>• Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity.</li> </ul>	<p>The courts are situated in a fully accessible public park.</p> <p>Level access, open to all, equipment available to borrow for free at the Salts Café next door.</p> <p>Very low family membership/ court hire being used solely to plough back into a designated sink fund for the future improvements of the facility</p>



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- **10. Supporting Documents**
- The following list of documentation is designed as a guide to assist you with what documentation may be relevant to support this bid. Please note this list is not exhaustive and you may wish to attach documents not mentioned on this list:
  - Copies of relevant planning documents (Planning, Building Control)
  - Land ownership details and evidence
  - Quotes for proposed project
  - Project planning information (budget, project plan etc)
  - Risk Planning details
  - Details relating to the Governance of the project
  - Evidence of Community support (Crowd funding, Community Consultations, letters of support)
  - Evidence of matched funding
  - Cross Boundary Project information
  - License copies/details
- 
- 
- 
- 
- **11. Declaration**

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I am authorised to make this application and that the information given in this application is correct.

Signed  <b>Sue Treadwell</b>	Name Sue Treadwell
Position  Mayor's Secretary and Grants Administrator	Date 24 <sup>th</sup> September 2020
Telephone: 01323 894870	Email: sue.treadwell@seafordtowncouncil.gov.uk

Once this form is completed please send to

RMG.LDC.009858

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

## **2019 BID**

### **1. Response Details**

**From** [Seaford Town Council \(Mr Tony...](#)

**Date** Started: 04 Jul 2019 12:50. Last modified: 04 Jul 2019 15:35

**Status** Complete

**Email Address** [tony.jackson@seafordtowncouncil.gov.uk](mailto:tony.jackson@seafordtowncouncil.gov.uk)

**Title** Mr

**First Name** Tony

**Last Name** Jackson

**Organisation** Seaford Town Council

**Job Title** Project and Facilities Manager

**Address**

**Town**

**County**

**Postcode**

**I am interested in** Eastbourne Borough Council Lewes District Council  
**consultations by**

**Stakeholder Type** Other

**Stakeholder Type** Other

**Response ID** #732032

**Visibility** Unknown.

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# Infrastructure Project Overview

## 1.1 Project tile

Renovation of Public Tennis Courts, Salts Recreation Ground, Seaford

## 1.2 Location of project

You must provide an answer to this question.

Salts Recreation Ground, Seaford. BN25 1DR

## 1.3 Description of the project proposal

You must provide an answer to this question.

This plan is part of a larger project to redevelop the Salts Recreation Ground. The scope of this part of the plan is to refurbish 3 of the current 5 public Tennis Courts as they are in a state of disrepair and not fit for purpose.

This would include resurfacing the courts with a double layer of macadam, new fencing, coded gate access, and floodlighting.

The remaining 2 courts would then be changed to a MUGA ( Multi use games area)

This is a separate plan and not part of this application.

## 1.4 Which CIL pots are you bidding for?

☐

County Pot

☒

District Pot

☐ Community Pot

1.5 Identify any projects partners and their role within the bid

The LTA ( the Lawn Tennis Association) - £60,000 no interest 10 year loan and advice with the appropriate technical guidance regarding the refurbishment.

LTA booking system for the courts

LTA Qualified Tennis Coach

1.6 Indicate you organisation's current commitment to the projectFully



committed



Partly committed



Uncommitted

Please expand on your answer including any board/committee or Cabinet resolutions

«No response»

## Bid Justification

2.1 Is the project in the Council's [Infrastructure Delivery Plan](#) and/or on the [Regulation 123 List](#)?

Select between 1 and 2 options. Infrastructure



Delivery plan

☒

Regulation 123 List

☐

None of the above

## 2.2 How will the proposal help address the demands of development in the area?

You must provide an answer to this question.

Seaford Town Council undertook a comprehensive review of the Salts Recreation Ground in 2015 and subsequently developed a Salts Development Plan based on the findings which included consultation with users. The Tennis courts at the Salts are the only public courts available to the general public.

At this point it had been already identified that the surface of the courts was already deteriorating and required a full resurface. The fencing was failing which was leaving the courts open to further vandalism. It was recommended that the courts be refurbished, fencing replaced, and coded gates that would also allow for mechanical sweepers to keep the courts in good condition. The nets also required replacing.

It was recommended to update 3 of the courts and turn the remaining 2 into a MUGA space to enable more sports to be played.

This development has also been identified by the Council as part of the adopted Strategic Development Plan (adopted in xxxx)

## 2.3 Provide details of any evidence which supports the bid from the local community

In addition to the public consultation in 2015, The Council receives complaints about the poor quality of the courts making them virtually unusable. For example : Residents have commented that they want them back up and running and would use them most days after school, but currently go to other ones less frequently in other towns.

Another user of the courts has commented that only 1 court of the 5 is only just playable on, and has asked for improvements to be made so that they would use them more often.

Further comments have been received such as - 'the surface is uneven which makes it dangerous. There are also poor nets and markings. Broken glass also makes it dangerous so don't use them anymore. I would use them but not in the condition they are in. '

## Status of the Project

3.1 Aside from funding, is the project ready to commence?

You must provide an answer to this question.



Yes



No

3.2 Please briefly explain the reason(s)

You must provide an answer to this question.

«No response»

## Current Funding for the Project

4.1 Please indicate the total cost of the project

£88,000.00

4.2 How much funding does the project currently have?

You must provide an answer to this question.

☐

75 - 100%

☐

50 - 74%

☐

25 - 49%

☒

Up to 25%

☐

None

☐

Please provide a detailed summary of the CIL funding required, broken down into required funding phases and explain how non-CIL funding is obtained

CIL funding required £20,000

Non CIL funding - Seaford Town Council £8,000

- LTA £60,000 10 year interest free loan

Double layer of macadam ( £15,000 per court ) total £45,000

Fencing £20,000

Gate Access £5,000

Floodlighting £ 18,000

Total £88,000

4.3 Is there a related revenue spend (i.e. day-to-day running costs, maintenance etc.) associated with the project?

☒

Yes

☐

No

If so, please set out the details

There are likely to be renewed nets, and adhoc repairs

4.4 Is the project expected to receive any Section 106 funding?

You must provide an answer to this question.

☐

Yes

☒

No

☐

Uncertain/unknown



If yes, please explain the relationship between Section 106 and CIL funding (noting that the CIL Regulations expressly prevent Section 106 and CIL funding for the same item of infrastructure)

«No response»

4.5 Does the project help secure the release of additional funding?

You must provide an answer to this question.

☒

Yes

☐

No

If yes, please indicate what other priority projects would be delivered

Being successful with this funding would secure the release of the LTA funding.

## Delivery Timescale

5.1 What is the current delivery timescale for the project?

You must provide an answer to this question.

☐

Immediate Up

☒

to 5 years 5 -

☐

10 years

☐

10 - 15 years

☐ More than 15 years

Please provide further details on the programme for delivering the project

Tony - can you fill this in please?

Is it immediate or up to 5 years ?

## Constraints

6.1 Please show what constraints (if any) apply to your project

Select the most applicable option in each row. You must select an option in every row.

	Yes	No	Unknown
Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approvals and licences	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ownership, acquisition or compulsory purchase order issues	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Dependency on other projects going ahead	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If any constraints are identified, please provide further details, including the extent to which the issues concerned can be overcome by mitigation

Planning permission will need to be confirmed for the floodlighting.

## Links to other CIL Funding Regimes

7.1 Does the project cover more than one Charging Authority?

You must provide an answer to this question.

☐

Yes

☒

No

7.2 Please identify the other charging authority(ies)

You must provide an answer to this question.

«No response»

7.3 Please indicate the precise nature of this coverage

You must provide an answer to this question.

«No response»

7.4 Please state how you are looking for CIL you are seeking to be apportioned between charging authorities

You must provide an answer to this question.

«No response»

## Governance

8.1 Please indicate what governance structures you have in place for this project You must provide an answer to this question.

Seaford Town Council is a statutory body with a full programme of Policies and Procedures adopted by the Council. The project will be overseen by the Projects and Facilities Manager. The Council is experienced in delivering large scale projects such as the new Club House at the Golf course, the design, build and installation of new state of the art beach huts, installation of a new play area at the Salts and a new Skatepark which is nearly completed.

The council also employs a Health and Safety Inspector.

## Supporting Documents

9.1 Please upload relevant files to support your bid (plans, drawings, reports, leasehold agreements...)

You can upload up to 10 files



The Salts Development Plan - Layout and Reference.pdf

## 2. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

Eliminate discrimination, harassment and victimisation

Advance equality of opportunity between people who share a characteristic and those who do not share it;

Foster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation (in no particular order of preference). The Council also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

### 10.1 Which Protected group will the project benefit/affect the most?

You must provide an answer to this question.

Lower Socio Economic Status families - as it will be low cost

Wheelchair Users

All age groups but especially young and older age groups.

### 10.2 Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity.

You must provide an answer to this question.

The Tennis courts are the only public courts available in Seaford which has a population of 28,000 people. There will be the option to 'pay as you go' for a small fee. £6 per session. This will help towards the costs of repaying the loan and creating a sink fund. to enable the courts to be resurfaced in the future. (approx 12 year lifespan) Raquets and balls will be available to borrow for a refundable deposit from the Salts Café. The courts will be linked to a LTA run website booking portal. This booking will will include an access code for the gate.

Optional family annual membership for a family of 4 would be priced at £36 per year. This would be great value for money as the provision of floodlights would enable the courts to be used throughout the winter weather permitting.

This compares with a private local club where the fees £473.00 for a family membership.

## Contact

11.1 Who is the best point of contact for the project? Please provide a name,address, email address and telephone number.

You must provide an answer to this question

Tony Jackson

Projects and Facilities Manager 37

Church Street

Seaford

BN25 1HG

tony.Jackson@seafordtowncouncil.gov.uk      01323

895046





## Seaford Town Council

<b>Report No:</b>	<b>160/21</b>
<b>Agenda Item No:</b>	<b>16</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Policies for New Salts Tennis Court Activities</b>
<b>By:</b>	<b>Georgia Raeburn, HR &amp; Governance Manager</b>
<b>Purpose of Report:</b>	<b>To present a Safeguarding Policy – Tennis and Diversity and Inclusion policy – Tennis for adoption to support the new tennis facilities at The Salts</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1.To adopt the Safeguarding Policy – Tennis as presented with report 160/21.</li><li>2.To adopt the Diversity and Inclusion Policy – Tennis as presented with report 160/21.</li><li>3.To note the arrangements with the Town Council's Welfare Officer responsibilities.</li></ol>

### 1. Information

- 1.1** As the Town Council progresses with the project to rebuild the tennis courts at The Salts Recreation Ground and offer renewed services, such as coaching, it is necessary to ensure that the Town Council has the relevant framework in place both to protect the facilities users and ensure diversity and inclusion of the activities.
- 1.2** The Lawn Tennis Association (LTA), which is part-funding the project, has provided a model Safeguarding Policy and Diversity and Inclusion Policy, requesting that the Town Council has policies of this nature adopted ahead of the new facilities being opened.
- 1.3** The policies presented at Appendices A and B are the model policies of the LTA, with the Town Council's relevant details entered where required:



## Appendix A: Safeguarding Policy – Tennis

## Appendix B: Diversity and Inclusion Policy - Tennis

- 1.4** Officers deemed it was best to use the model policies of the relevant national association rather than creating new policies. The policies are concise and helpfully make it very easy to identify the necessary procedures for reporting any concerns.
- 1.5** In order to be able to implement these policies, it was also necessary for the Town Council to identify a Welfare Officer amongst its ranks. It has been agreed that the Projects & Facilities Manager will take on this responsibility but will be able to delegate tasks to their team members, as required.
- 1.6** The Projects & Facilities Manager will soon undertake the relevant training identified by the LTA and also a DBS check, both of which represent a nominal cost. Refresher training will then be undertaken within a three year period.
- 1.7** When the new facilities are open, the policies and contact details for the Welfare Officer will be clearly displayed at the tennis courts and on the dedicated web page for the courts.

## 2. Financial Appraisal

- 2.1** The relevant training for the Welfare Officer will cost in the region of £30 and can be met from the 201-4010 budget (office staff training).
- 2.2** The cost of the DBS check is minimal, at around £10 and will be met from the 201-4199 budget (office staff other expenditure).
- 2.3** There are no other financial implications as a result of this report.

## 3. Contact Officer

- 3.1** The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	



## Seaford Town Council

### Safeguarding Policy - Tennis

#### Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

##### Useful details

LTA: 0208 487 7000

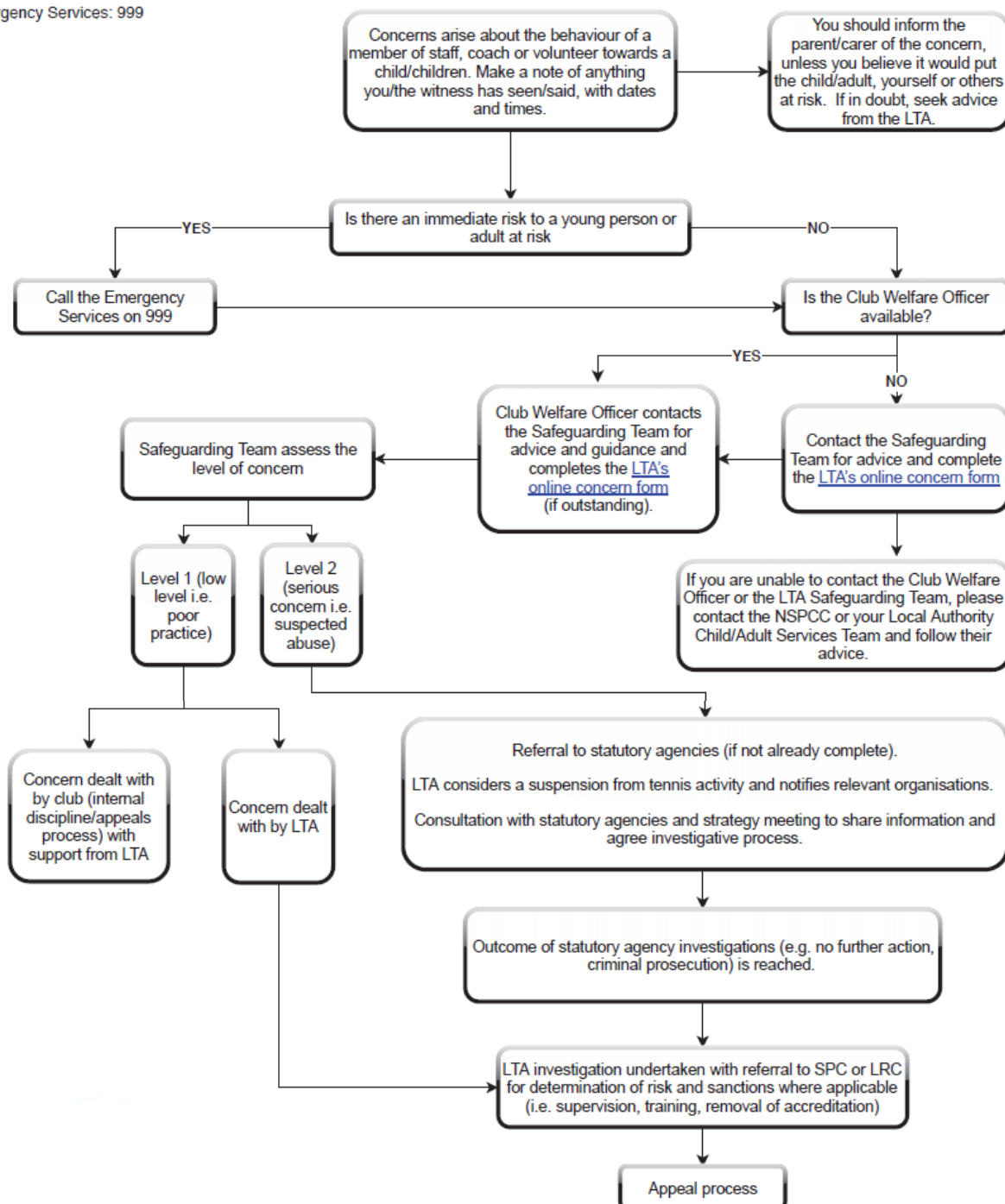
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0800 800 5000

Emergency Services: 999



## Safeguarding Policy

### 1. Policy statement

Seaford Town Council is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding with its activities at all times, including all programmes and events run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

### 2. Use of terminology

**Child:** a person under the age of eighteen years.

**Adult at risk:** a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

**Safeguarding children:** protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

**Safeguarding adults at risk:** protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

*(See Appendix A for full glossary of terms).*

### 3. Scope

This Policy is applicable to all staff, councillors, volunteers, appointed coaches and club members. It is in line with national legislation and applicable across the UK. Advice, guidance and support is available from the LTA Safeguarding Team.

### 4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A  
SAFEGUARDING CONCERN IS NOT AN OPTION.**

- The Town Council has overall accountability for this Policy and its implementation

## Report 160-21 Appendix A

- The Town Council's Town Clerk and Welfare Officer (the Projects & Facilities Manager) are responsible for updating this Policy in line with legislative and Town Council developments
- All individuals involved in/present at The Salts tennis activities are required to adhere to the Policy and Code of Conduct
- The LTA Safeguarding Team and Tennis Scotland, Tennis Wales and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

### **Where there is a safeguarding concern/disclosure:**

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure shown in the flowchart at the beginning of this policy. Unless someone is in immediate danger, they should inform the Town Council's Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The Town Council's Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the Town Council's Welfare Officer and National Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:
  - The police in an emergency (999);
  - East Sussex County Council's Children's Services Single Point of Advice team (01323 464 222)
  - East Sussex County Council's Adult Services team (0345 60 80 191)
  - Town Council's Welfare Officer (07519 121454 or 01323 894 870 or by email to [tenniswelfare@seafordtowncouncil.gov.uk](mailto:tenniswelfare@seafordtowncouncil.gov.uk))

### **5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure**

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible exclusion from using the facilities and legal action.
- Termination of current and future roles within the tennis activities and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.
- For Town Council employees, possible disciplinary action.
- For Town Councillors, possible referral to the District Council's Monitoring Officer.

## **Report 160-21 Appendix A**

Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the Town Council's appeal procedure, which is available on the Seaford Town Council website.

### **6. Whistleblowing**

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a Town Council, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

#### **What is whistle blowing?**

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

#### **How to raise a concern about a child or an adult at risk at the club**

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Town Council's Welfare Officer. The Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Town Council's Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Town Council's Welfare Officer can be contacted on: 07519 121454 or 01323 894 870 or by email to [tenniswelfare@seafordtowncouncil.gov.uk](mailto:tenniswelfare@seafordtowncouncil.gov.uk)

### Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

### What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC

Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing

[help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### Support

The Town Council will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

### Codes of Conduct

**All members of staff, volunteers, contractors, councillors and members agree to:**

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the Town Council's Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos

## **Report 160-21 Appendix A**

- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

### **All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect Town Council and tennis staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on Town Council premises or whilst playing at competitions or events
- Talk to the Town Council's Welfare Officer about any concerns or worries they have about themselves or others

### **All parents and carers agree to:**

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match

## Report 160-21 Appendix A

- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

Adopted: January 2022

Review: January 2024 - This Policy is reviewed every two years (or earlier if there is a change in national legislation or the LTA's model safeguarding policy)



### Appendix A: Glossary of Terms

**Safeguarding:** protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

#### **Abuse and neglect**

**Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

**Emotional abuse:** The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them

participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect:** The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

**Additional examples of abuse and neglect of adults at risk**

**Financial abuse:** having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

**Discriminatory abuse:** treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

**Domestic abuse:** includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

**Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Organisational abuse:** where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

**Self-neglect:** behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

**Modern slavery:** encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

**Appendix B: What to do if a disclosure from a child or adult at risk is made to you:**

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

## Appendix C

### Reporting a Safeguarding Concern outside the Tennis Environment

What to do if a concern originates outside the tennis environment (e.g. at home, school or in the community) and is identified within a tennis setting.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

#### Useful details

LTA: 0208 487 7000

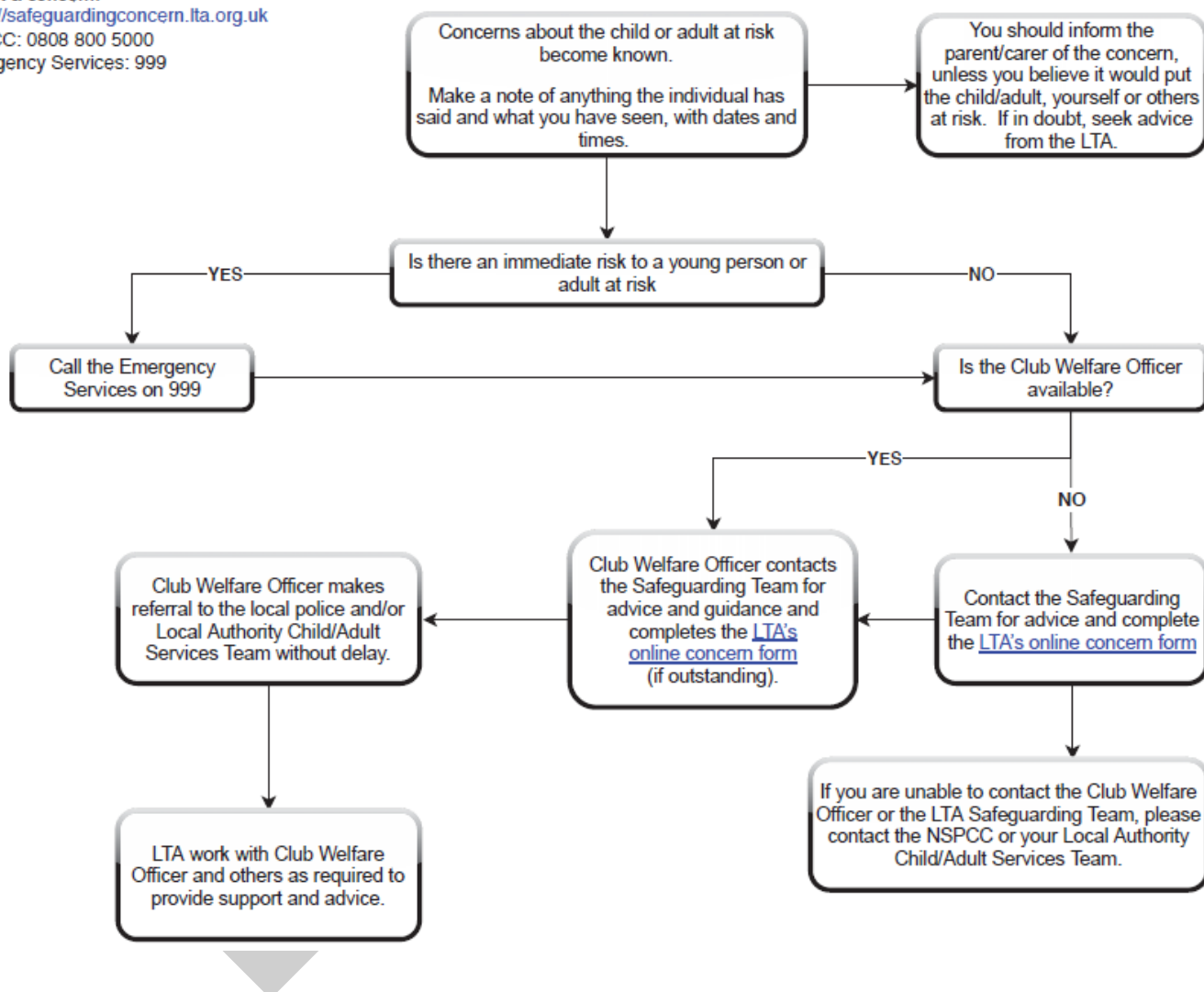
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0808 800 5000

Emergency Services: 999



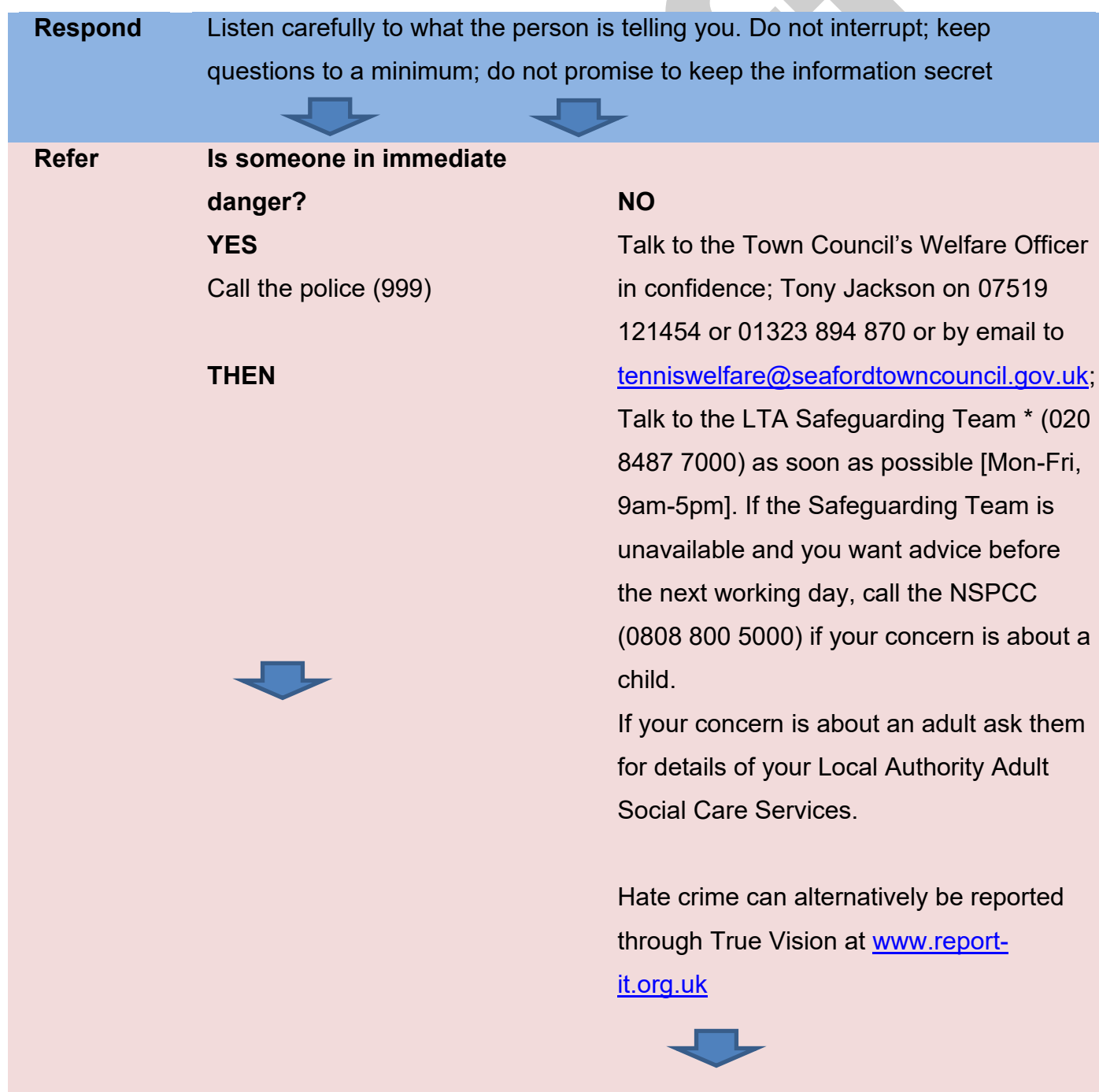


Seaford Town Council

**Diversity & Inclusion Policy - Tennis**  
**Including Code of Conduct and Reporting Procedure**

**Concern Reporting Procedure**

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:



**Record** Write an objective account of your concerns immediately using the Reporting a Concern Form found on the [safeguarding page](#). Send it to the Safeguarding Team within 48 hours of the concern/disclosure ([safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk))

Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team by phone 020 8487 7000 or email [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

(See Appendix C for more details on what to do if a disclosure from a child or adult at risk is made to you)

**Diversity and Inclusion in Seaford Town Council – Tennis Activities**

This Policy sets out the Town Council's commitment and includes its Safe and Inclusive Standards, Code of Conduct (page 8) and Reporting Procedure (page 1) and it supports the overall aims for diversity and inclusion that are to ensure that:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in the Town Council's tennis culture and behaviours
- The Town Council creates a culture where inclusive leadership thrives
- The Town Council takes a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims the Town Council believes that everyone involved in tennis has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

The Town Council is proud to have a Diversity and Inclusion Policy that demonstrates its commitment to making tennis diverse and inclusive.

The Town Council believes that together, everyone can make a positive difference to people from different backgrounds to participate in tennis.



## Diversity and Inclusion Policy

### 1. Policy Statement

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to Seaford Town Council and is based on similar policies of:

- The Lawn Tennis Association (LTA)
- Tennis Scotland
- Tennis Wales
- The Tennis Foundation.

The Town Council contributes actively to enable more people to play tennis more often, in a manner that it is safe, inclusive, and fair. This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

The Town Council recognises that many concerns and/or disclosures may have both safeguarding and diversity and inclusion elements to them. This policy reflects this through its reporting procedures, which replicate the safeguarding concern reporting procedures.

This Policy strives to minimise risk and support the tennis venue, programmes, events and individuals to deliver and experience a positive tennis experience for everyone. The Reporting Procedures in pages 1 and 2 outline how to respond to safeguarding or discrimination concerns/disclosures.

### 2. Use of Terminology

The Town Council has adopted the following definitions to explain its approach to diversity and inclusion in tennis:

**Discrimination** – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

**Diversity** – acknowledging, celebrating and respecting the differences between groups of people and between individuals. The Town Council will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

**Harassment** – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating,

hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.

**Inclusion** – ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. The Town Council will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

**Positive action** – The Town Council is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable access to tennis and participation in associated activities by people from any group that is under-represented in tennis or has difficulty accessing it and that they can do so with dignity or without being singled out. (See Appendix A for full glossary of terms)

### 3. Scope

The Town Council has direct safe and inclusive responsibility for:

- Staff, consultants, coaches and officials they employ;
- Volunteers and individual councillors;
- Venues they own;
- Events and programmes they run; and
- Ensuring all accreditation requirements are met by accredited coaches, officials and venues.

It recommends and supports the development of good diversity and inclusion practice to:

- Accredited coaches, officials and venues;
- Players, parents and carers;
- Volunteers recruited by other organisations;
- Venues hired by or on our behalf
- Club Events.

This Policy is in line with national legislation (see appendix B for details of the relevant legislation) and applicable to the Town Council's tennis activities, specifically to every person and place that we have direct safe and inclusive responsibility for.

#### **4. Responsibility for implementation of the Diversity and Inclusion Policy**

**Diversity and inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.**

- The Town Council has overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation (see Appendix for details).
- The Town Clerk and Welfare Officer (the Projects & Facilities Manager) have overall responsibility for implementation of the policy.
- The Town Clerk and Welfare Officer (the Projects & Facilities Manager) are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments; and develop a strategic and proactive approach to diversity and inclusion and respond to discrimination concerns.
- The Town Council's Welfare Officer (the Projects & Facilities Manager) is responsible for supporting the tennis activities to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the venues they manage, programmes, events and individuals including players, parents and carers.
- All staff, consultants, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the Town Council's Welfare Officer to start with; then the Safe and Inclusive Tennis team if applicable, as outlined in the Reporting Procedure.
- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- The Town Council is committed to:
  - formally adopt this policy,
  - take steps to ensure that its employees, contractors, members, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under our constitution;
  - ensure that access to membership as well as access to participation is open and inclusive;
  - publish accurate information about the location and accessibility of its facilities; and

- support measures and initiatives that British Tennis may institute or take part in to advance the aims of this policy as part of our commitment to our LTA membership.

Where there is a diversity and inclusion concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Concern Reporting Procedure above.

### 5. Breaches of the Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure

Where there are concerns that diversity and inclusion good practice has not been followed, all staff are encouraged to raise this with their line manager or the Town Clerk or Welfare Officer (the Projects & Facilities Manager); consultants, coaches, officials, volunteers and players are encouraged to:

1. Complain directly to the person or organisation and seek resolution. In the first instance, this can often resolve many disputes or concerns.

2. If required, you can contact the LTA Safeguarding Team: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) - they can assist in liaising with the club and investigating the matter. Alternatively, the NSPCC Whistleblowing advice line: 0800 028 0285; [help@nspcc.org.uk](mailto:help@nspcc.org.uk) can be contacted.

3. Seek further advice from the Equality Advisory Support Service a call on 0808 800 0082. For further information their website is: <http://www.equalityadvisoryservice.com/app/ask>

If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above (1-3).

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following by the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation:

- Venues – Potential removal of LTA accreditation
- Staff – disciplinary action leading to possible dismissal and legal action.
- Contracted consultants, officials and coaches – termination of current and future roles within all four organisations and possible legal action.
- Recruited volunteers, including councillors and board members – termination of current and future roles within all four organisations and possible legal action.

## Report 160-21 Appendix B

Actions taken by staff, consultants, volunteers, officials, coaches, venues, clubs and/or events outside of the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the LTA Safeguarding Team and Safeguarding and Protection Committee and/or Licensing and Registration Committee, an independent appeal body such as Sport Resolutions may be used. Their decision is final.

### 6. Related policies and guidance

- Safeguarding Policy
- Grievance Policy
- Data Protection Policy
- Disciplinary Policy
- Dignity at Work Policy
- Complaints Policy
- And others as may be identified from time to time.

Adopted: January 2022

Review: January 2024 - This Policy is reviewed every two years (or earlier if there is a change in national legislation or the LTA's model diversity and inclusion policy)

## **Codes of Conduct**

### **All members of staff and volunteers agree to:**

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the Town Council's Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

### **All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect Town Council staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and Town Council property

## Report 160-21 Appendix B

- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the Town Council's Welfare Officer about any concerns or worries they have about themselves or others

### **All adults agree to:**

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

## Appendix A - Glossary of terms

**Age:** This refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32-year old's) or range of ages (e.g. 18 - 30-year old's, or people over 50).

**Bisexual or Bi:** refers to a person who has an emotional and/or sexual orientation towards more than one gender.

**Bullying:** can involve any form of physical, emotional, sexual or discriminatory abuse. It can also include cyber-bullying – using social media or mobile phones to perpetrate bullying.

**Direct discrimination:** treating someone less favourably than another person because of a protected characteristic.

**Disability:** A person having a physical or mental impairment that has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Discrimination:** treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

**Discrimination by association:** discrimination against someone because they are associated with another person who possesses a protected characteristic.

**Discrimination by perception:** discrimination against someone because of the belief that someone possesses a protected characteristic.

**Diversity:** acknowledging and celebrating the differences between groups of people and between individuals.

**Equality:** treating everyone with fairness and respect and recognising and responding to the needs of individuals. Taking positive actions to address existing disadvantages and barriers affecting how people engage with and participate in tennis.

**Ethnicity:** the social group a person belongs to, and either identifies with or is identified with by others, as a result of a mix of cultural and other factors including language, diet, religion, ancestry and physical features traditionally associated with race. Ethnicity is essentially self-defined and may change over time.

**Gay:** refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also, a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

**Gender identity:** this is an individual's internal self-perception of their own gender. A person may identify as a man, as a woman, as neither man or woman (non-binary) or as androgyne/polygender.

**Gender reassignment:** The process of changing or transitioning from one gender to another.

**Harassment:** unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating and intimidating, hostile,



degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.

**Hate crime:** crime that is targeted at a person because of hostility or prejudice towards that person's disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. This can be committed against a person or property.

**Homophobia:** the fear, unreasonable anger, intolerance or/and hatred toward homosexuality, lesbian gay and bisexual people whether that person is homosexual or not.

**Inclusive leadership** – leaders who are aware of their own biases and preferences, actively seek out and consider different views and perspectives to inform better decision-making. They see diverse talent as a source of competitive advantage and inspire diverse people to drive organisational and individual performance towards a shared vision.

**An Inclusive Leader** – is a role model exemplar of inclusive behaviour; listens to and seeks out the views of diverse people and takes account of these views, without bias, in the decisions they make; appreciates that a diverse group of people will generate more creative solutions to problems and encourages this; inspires people through a shared vision of future success and motivates them to deliver it; leverages difference for high performance and provides responsive excellence to customers', clients' and service users' needs; provides positive feedback to boost people's self-efficacy; puts effort into helping diverse people identify their talents and develop them for performance now and future advancement; communicates authentically and honestly in a way that inspires trust, loyalty and well-being.

**Inclusion:** recognising that people from different backgrounds may have difference needs and expectations and may experience barriers in trying to access tennis. An inclusive venue is one that takes steps to attract and engage with people from many different backgrounds and meet their needs so that everyone has a positive experience and has the opportunity to achieve their potential.

**Indirect discrimination:** a practice, policy or rule which applies to everyone in the same way, but that has a worse effect on some people than others.

**LGBTQ:** an acronym for Lesbian, Gay, Bisexual, Trans and Questioning.

**Lesbian:** a woman who has an emotional romantic and /or sexual orientation towards women.

**Monitoring equality:** refers to data collection and analysis to check if people with protected characteristics are participating and being treated equally. For example: monitoring of the number of people with a disability who play tennis at our venue.

## Report 160-21 Appendix B

**Non-binary** – an umbrella term for a person who does not identify as only male or only female, or who may identify as both.

**Positive action:** a range of lawful actions that seek to overcome or minimise disadvantages (for example in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

**Pregnancy and maternity:** pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Questioning:** it refers to the process of exploring your own sexual orientation and/or gender identity.

**Race:** refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Radicalisation, extremism and terrorist behavior:** Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

**Reasonable adjustment:** What is considered reasonable will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance

**Religion or belief:** religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex:** refers to the biological makeup such as primary and secondary sexual characteristics, genes, and hormones. The legal sex is usually assigned at birth and has traditionally been understood as consisting of two mutually exclusive groups, namely men and women.

**Sexual orientation:** a person's emotional, romantic and/or sexual attraction to another person.

**Trans:** an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, cross dresser, non-binary, genderqueer (GQ).

**Transphobia:** the fear, unreasonable anger, dislike, intolerance or/and hatred toward trans people, whether that person has undergone gender reassignment or is perceived to have done that.

**Transsexual Person:** someone who has started the process of changing their gender identity is undergoing or has undergone gender reassignment.

**Unconscious bias or implicit bias:** this refers to a bias that we are unaware of, and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences.

**Victimisation:** when someone is treated badly because they have made or supported a complaint or grievance.

## Appendix B - Legislation

The **Equality Act 2010**<sup>1</sup> legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

It is against the law to discriminate against anyone because of:

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

These are called 'protected characteristics'.

People are protected from discrimination:

- at work
- in education
- as a consumer
- when using public services
- when buying or renting property
- as a member or guest of a private club or association

People are also protected from discrimination if:

- they are associated with someone who has a protected characteristic, e.g. a family member or friend
- they have complained about discrimination or supported someone else's claim

Discrimination can come in one of the following forms:

- direct discrimination - treating someone with a protected characteristic less favourably than others.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2010/15/contents>

## Report 160-21 Appendix B

- indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- victimisation - treating someone unfairly because they've complained about discrimination or harassment.

Draft



## Seaford Town Council

<b>Report No:</b>	<b>162/21</b>
<b>Agenda Item No:</b>	<b>17</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Review of Strategic Plan</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To enable Full Council to sign off the old Seaford Town Council Strategic Plan.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the report and confirm or amend the relevant updates on the plan in this report.

### 1. Introduction

- 1.1 As was agreed at the Full Council meeting in August, I have undertaken a review of the old Seaford Town Council (STC) Strategic Plan.
- 1.2 This plan was originally completed in 2015 and reviewed in 2018. It goes without saying it is quite old/out of date - especially in the light of the changes made and all the hard work carried out in response to Covid-19.
- 1.3 Please find the review below, as Appendix A.

### 2. The Review Document

- 2.1 The table is an abridged version of the previous plan – a full version of the original plan having been already shared with all Councillors, as well as being available on the STC website for a number of years.
- 2.2 Please note that initial feedback from Councillors and officers when the full plan was circulated has been taken into account.
- 2.3 The main columns show each of the objectives set in that plan, the 2018 review, with an update as at January 2022 shown in the right hand column.

- 2.4** Full Council is asked to review the document, advise of any amendments, and confirm sign off.
- 2.5** This will enable us to be clear on plans for delivery by the Town Council in 2022 and will also inform future development.
- 2.6** Following on from this plan summary being signed off, it will be posted on the Town Council website, along with a summary of key work the Town Council will undertake in 2022. This will make sure the public are kept fully informed about the work of the Town Council.

### **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 Adam Chugg, Town Clerk.

Town Clerk	
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## Report 162-21 Appendix A: Review of STC Strategic Plan

Objective Number	Objective	Review 2018	Update January 2022
SO1/1	Introduce new Brown Sign Scheme	Most of signs now installed by ESCC (Sept 2018). Need to review signs now in situ.	All planned signage complete. However, signs on Chyngton Way had to be removed at insistence of ESCC. Discussions also underway with ESCC on new signs for The Crouch and we are also investigating changes to some seafront signs and also signage for the Seven Sisters County Park/bus stops at Seaford Train station. Finally, we will also investigate improved signage to the cycle path at Chyngton Lane.
SO1/2	Commence marketing Unique Seaford	Commenced some marketing such as Sussex Life and social media, need methods to be included in Communications Strategy.	All planned work completed - new communications strategy planned for 2022.
SO1/3	Seaford Website	Not commenced, does require funding, therefore look to starting in 2020 - 2021 financial year.	On hold. We are working with LDC on Visit Lewes updates and also have regularly updated STC website and social media.



Objective Number	Objective	Review 2018	Update January 2022
SO1/4	Increased concessions	There are an additional four regular concessions on the seafront now. Existing concessions appear to be prospering. Better evidence will become apparent when the concession licences are offered for renewal.	West View Beach Huts successful year in 2021 with positive feedback and issues raised by residents in 2019 addressed. STC achieving a good balance between enough concessions to offer locals and visitors what they need without too many that would risk competition with local businesses and/or spoil character of the town. We also will expect new income from the cafe in the rebuilt Martello Toilets block.
SO1/5	Develop South Hill Barn	Some trial events will be held at the Barn but capital works cannot take place until land sales progress.	Good progress made in 2021 with successful exhibitions in the space plus concession on site. Longer term change put on hold by Covid-19 and we will return to this in 2022.
SO1/6	Permanent Concession at South Hill Barn	Trial mobile concessions have proven the demand. Requires capital receipts from land sale to develop permanent facility.	As row above.

<b>Objective Number</b>	<b>Objective</b>	<b>Review 2018</b>	<b>Update January 2022</b>
SO1/7	Promote presence of Tourist Information Centre	No progress made whilst negotiating with ESCC on possible move to library. Look at some minor means of promotion via a clear strategy.	No immediate plans for re-location but will discuss with LDC in 2022 - current relationships very positive.
SO1/8	Locate and secure alternative accommodation for Council.	Looking at alternative locations instead.	Covid-19 put this work on hold. We will return to this for discussion with Cllrs once matters have stabilised/normalised post-covid. During Covid-19, good progress was made with staff on working arrangements, and all staff are agreeing arrangements with their managers.
SO1/9	Construct log cabins for tourists at Seaford Head Golf Course	Planning permission application imminent for 4 houses, log cabins and pods	Put on hold during Covid-19. The Seaford Town Council Assets Working Group have reviewed many of the Town Council assets. They will be asked to review next steps for this project in 2022.
SO1/10	Construction of entertainments area at Martello Tower	Ongoing, policy being developed	Put on hold by Covid-19. Original test event held some years ago was not viewed as a success. A review of the plans for this area will take place in the future.

Objective Number	Objective	Review 2018	Update January 2022
SO1/11	Introduction of up to 40 new beach huts on the sea front.	20 in place at Bönningstedt Promenade, 10 sold to date	All beach huts except one have now been sold. Please note the approved plans were to build 20 and this has been completed. In 2022, STC will consider if it wishes to work towards the construction of additional beach huts.
SO1/12	Facilitate and support Christmas magic	Achieved, year 3 now in progress	After Covid-19 break, Christmas Magic returned in 2021, trialling new location at The Crouch.
SO1/13	Facilitate 25 events at the Martello Fields	Achieved 40, year 3 now in progress.	Following Covid-19, good balance of events achieved in 2021, including successful car boots, fun fair. Climate Change & Eco Fair (on The Salts), Rainbow Walk, Support our Seaford Charities and new Seahaven Pride.
SO1/14	Facilitate 2 event at The Salts	Achieved 1, year 3 now in progress	See row above.
SO1/15	Facilitate 2 Events at Martello Entertainment area	Following Council discussions policy to be considered by Council in due course	See comments on Entertainments Area above.
SO1/16	Manage the number of Concessions on seafront	Achieved	See comments above about successful programme of concessions in 2021.

Objective Number	Objective	Review 2018	Update January 2022
SO1/17	Include Commercial areas and hotel and holiday let areas within Neighbourhood plan	Included so far as possible at this stage	Neighbourhood Plan adopted early 2020.
SO2/18	Improve open spaces in Seaford	Will require additional staff resource to undertake this project.	Assets Working Group has completed review of all assets and recommendations were agreed by Full Council in the summer of 2021. This included drawing up agreements with community/friends of groups to enable more activities on some of our open/green spaces.
SO2/19	Improve the Seafront of Seaford	Achieved plan being implemented	Some of this work put on hold by Covid-19. Community Services Committee is reviewing/agreeing a plan of works for the next 3 years that will take this forward.
SO2/20	Seafront Development Plan	Progressing in line with adopted plan, updated plan due for consideration of Town Council.	Planning and funding applications have been submitted for Martello Toilets. Other plans - please see row above.

Objective Number	Objective	Review 2018	Update January 2022
SO2/21	Plant 100 trees in Seaford	Progressing, approximately 20 trees planted since 2017. Trees for heroes project planned for 18/19 will include 109 trees around town.	Trees for Seaford continue to work well with STC in ensuring new appropriate new tree planting is taking place.
SO2/22	Plant 1000 whip trees in Seaford	Site not yet been located, expected to be located within the development of various improvement plans.	Please see row above.
SO2/23	To Manage Seaford Head Nature reserve in line with Management Plan	Achieved plan being implemented, lease signed with SWT.	Sussex Wildlife Trust working well and new arrangements and long term lease working well. Seaford Head Nature Reserve Management Committee continues to be involved and discussions are taking place about future priorities.
SO2/24	Develop and adopt a new Management Plan for SHNR	New plan due before Council for approval on 18 October 2018.	Please see row above.
SO3/1	Regenerate The Salts in Line with Development Plan	Progressing on plan, review to be considered in 2019. Secured £179,000 S 106 for skatepark, pending grant applications for Sport England and LTA for rest skatepark funds and Tennis Court regeneration.	Skatepark operational and funds in place for Tennis Courts re-development to happen in 2022. In addition, funds are being set aside for Playgrounds repair in 2022.

<b>Objective Number</b>	<b>Objective</b>	<b>Review 2018</b>	<b>Update January 2022</b>
SO3/2	Regenerate The Crouch – create Development plan	Defer plan until post Seafront and Salts Development Plans due to staff resources.	STC maintains good working relationship with Seaford Town Football Club, Bowls Club and community groups involved with the site. Expect further discussions with stakeholders in 2022 and, in time , plans to be brought to the Town Council.
SO3/3	Implement plan	Deferred pending above.	Please see row above.
SO3/4	Regenerate Martello Fields – create Development Plan	Defer plan development until 2019/20.	Further work put on hold by Covid-19. We have held successful events on the site, and changed the mowing regime in line with climate change approach of STC.
SO3/5	Implement plan	Deferred pending above.	Please see row above.
SO3/6	Complete a playing pitch strategy for the Town	Being progressed now by LDC.	Newlands s106 includes plans for new football facilities to complement this - STC work to explore possible locations in 2022.
SO4/1	Make representations on planning applications in timely manner	Achieved, responded to over 150 applications per annum, plus detailed representation on major planning issues such as Local Plan, Newlands, Avondale Hotel and Talland Parade.	Planning & Highways Committee continues to meet every 3 weeks to consider applications as Statutory Consultee.

<b>Objective Number</b>	<b>Objective</b>	<b>Review 2018</b>	<b>Update January 2022</b>
SO4/2	Support the development of a Neighbourhood Plan	Achieved and ongoing.	Neighbourhood Plan adopted 2020.
SO4/3	Secure The Buckle Car Park as a car park in perpetuity	Ongoing discussion with LDC.	The Town Council's commitments towards Buckle Car Park remain unchanged.
SO5/1	Achieve satisfactory external Audit	Achieved 2016, 2017; awaiting outcome of 2018	2018,2019, 2020 and 2021.
SO5/2	Take Appropriate action on internal Audit recommendations	Achieved 2016, 2017 & 2018	Actioned each year.
SO5/3	Maintain a full suite of appropriate policies	Achieved March 2017 & 2018	In place.
SO5/4	Generate golf course profit of £30,000	Achieved £48,000 2017, £25,000 2018	Golf income was affected by Covid-19 lockdowns and shutdowns, but course has bounced back strongly since re-opening in 2021 and income is higher than in the same period in 2018 and 2019.

Objective Number	Objective	Review 2018	Update January 2022
SO5/5	Generate capital income from surplus land sales	Achieved £169,500 so far. Pending planning applications could result in additional £1.5 million.	This has now been superseded by the work of the STC Assets Working Group. All of its recommendations were agreed by Full Council in the summer of 2021. Sales of land are more modest than described in this document, reflecting the custodianship role of the Town Council.
SO5/6	Generate The View Profit of £5,000	Significant year on year financial improvements since venue opened.	Following Covid-19 lockdown, The View income for July to October 2021 is higher than the same period in 2019 and 2020.
SO5/7	Increase non-golf/The View commercial income	Achieved.	Please see row above.
SO5/8	Achieve Local Council Award scheme Gold Standard	Report to Council in 2019 making necessary resolutions for application to be submitted by 1/09/19.	Officers will review the criteria for both the 'quality' and 'gold' awards and report back accordingly to Full Council in 2022.
SO5/9	Increase General Fund Reserve to £250,000	Reflects comments made by Internal Auditor to increase General Fund though the Town Council has secured an emergency loan if ever required in the event of an uninsured loss from LDC.	Internal Auditor advice is STC should work towards a General Reserve of 50% of Precept or £500,000, whichever is the higher. Significant progress is being made towards this in 2021-22 and plans are to further increase the reserves in 2022-23.







## Seaford Town Council

<b>Report No:</b>	<b>158/21</b>
<b>Agenda Item No:</b>	<b>18</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Events Update 2021 &amp; 2022</b>
<b>By:</b>	<b>Sharan Brydon, Events &amp; Facilities Officer</b>
<b>Purpose of Report:</b>	<b>Overview of events on Seaford Town Council's open spaces for 2021-2022 and 2022-2023, in addition to the revised 2022-2023 hire fees</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<p>1. To note the report and consider any key findings for future planning of events.</p> <p>2. To note the 2022 – 2023 hire fees as presented with report 158/21 and that these may be subject to change as a result of any decisions made on the Option to Tax Building exempt report elsewhere on this agenda.</p>

### 1. Events Overview for 2021

- 1.1** Seaford Town Council saw 21 events being held throughout the year of 2021 on its open spaces. In previous years, before Covid-19 and related Government guidelines, Seaford had seen 30-40 events being held throughout the year on the open spaces.
- 1.2** The majority of the 21 events were held during the months of August through to October. This was due to Covid-19 Government guidelines still being in place to enable events to be held safely.
- 1.3** There were a number of annual events that could still be held throughout the year and adhere to Covid-19 guidelines, these included the monthly Rotary Boot fairs, William Cole's Funfair, UK Triathlon and Seaford Bonfire Society's Seaford Bonfire Night.

- 1.4 New events were also introduced and held during 2021, these included three art exhibitions at South Hill Barn, Rotary Rainbow Walk and Save our Charities Day, Seahaven Pride Family Festival on Martello Fields, Seaford Environment Alliance's Community Climate & Eco Fair at The Salts and two vigils; one at The Crouch Peace Gardens and the other on The Shoal/ Promenade.
- 1.5 Seaford Town Council were still able to hold three out of the four events in its portfolio; Sussex Day, the Remembrance Service and Seaford Christmas Magic.
- 1.6 Unfortunately due to the timings and the uncertainties of the Covid-19 restrictions being lifted at the end of June 2021, the Armed Forces Day Committee took the decision to not continue and hold the annual event for 2021.

## **2. Events Overview for 2022**

- 2.1 The Events & Facilities Officer has already received six out of the nine 'new events' re-booking, to hold their events again during 2022.
- 2.2 Further booking enquiries have also been received by three other organisations who were unable to hold events during 2021 due to the Covid-19 restrictions.
- 2.3 Following the success of the art exhibitions at South Hill Barn, further enquiries have also been received for other art exhibition events throughout the year and also an interest in Mental Health Awareness Events at this location.
- 2.4 Martello Fields has received two enquiries so far to hold a classic car style event and also Queen's Platinum Jubilee celebrations, which the Events & Facilities Officer is currently following up.

## **3. Further Event Information for 2022**

- 3.1 Attached at Appendix A is a table showing all events for 2021 and events booked for 2022.
- 3.2 Following the updated and agreed changes to the Town Council's Events Policy, the Events & Facilities Officer will be contacting all previous event organisers over the last couple of years with the new booking form and procedures, to discuss any future bookings for the open spaces during 2022.

- 3.3** The Projects & Facilities Team are planning to deliver all four of the Town Council's annual events this year; Sussex Day, Veterans & Armed Forces Day, the Remembrance Service and Seaford's Christmas Magic.
- 3.4** The majority of the Queen's Platinum Jubilee celebrations are being held during the extended Bank Holiday from Thursday 2<sup>nd</sup> June to Sunday 5<sup>th</sup> June 2022. The Projects & Facilities team will be working with various organisations within the community to deliver celebrations throughout this weekend. Further information will be given to councillors as plans are confirmed.
- 3.5** South Hill Barn will be having some recommended works completed over the next couple of months, so all event enquiries will be advised accordingly.

#### **4. 2022 – 2023 Hire Fees**

- 4.1** The hire fees for 2022 – 2023 for open spaces were reviewed by the Community Services and Finance & General Purposes Committees during November and December 2021, respectively.
- 4.2** The hire fees were agreed, subject to two changes – officers therefore wanted to present the hire fees to Full Council for noting along with this report; please see Appendix B.
- 4.3** For clarity, the changes introduced were:
  - (a)** Renaming of the 'Commercial/Other External Organisations' fee type
  - (b)** Changing the 'Commercial/Other External Organisations' rate to £110.63 to ensure a suitable difference between commercial and not for profit rates (reflecting the approximate 2.5 times increase with commercial rates)
- 4.4** To confirm, these fees have already been agreed, so this is just information for noting.
- 4.5** It is however also important to note that the exempt Option to Tax Building report that appears elsewhere on this agenda could have an impact on the fees. Where this is the case, officers will update the fees table and ensure this is publicised accordingly.

#### **5. Financial Appraisal**

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

## 6. Contact Officer

The Contact Officer for this report is Sharan Brydon, Events & Facilities Officer.

Events & Facilities Officer	
Town Clerk	

## Report 158-21 Appendix A

Month	Hire Date From	Hire Dates To	Area	Date booking received	Group	Event/Item Description
<b>Financial Year 2021 - 2022</b>						
April	12/04/2021	26/04/2021	Martello East Field	23/07/2020	Coles Funfair	Funfair
April	18/04/2021	18/04/2021	Martello West Field	23/07/2020	Rotary	Bootfair
May	02/05/2021	02/05/2021	Martello West Field	23/07/2020	Rotary	Bootfair
June	06/06/2021	06/06/2021	Martello West Field	23/07/2020	Rotary	Bootfair
June	20/06/2021	20/06/2021	Martello East Field & Promenade	05/03/2021	Rotary	Rainbow Walk
July	04/07/2021	04/07/2021	Martello West Field	23/07/2020	Rotary	Bootfair
July/ August	26/07/2021	09/08/2021	Martello East Field	16/06/2021	Bill Cole Funfair	Funfair
August	01/08/2021	01/08/2021	Salts Picnic Area /Basketball Courts & Grass area	01/04/2021	Seaford Environmental Alliance	Community Climate & Eco Fair
August	01/08/2021	01/08/2021	Martello West Field	23/07/2020	Rotary	Bootfair
August	06/08/2021	06/08/2021	South Hill Barn	18/05/2021	Last Minute Artists	Art Exhibition, Set up 6.8.21, Exhibition 7-15, Take Down 16.08.21
August	19/08/2021	22/08/2021	Martello Fields & Promenade	14/08/2019	UK TRIATHLON	Marathon Run
August	22/08/2021	30/08/2021	South Hill Barn	29/01/2021	Lupin Cottage Workshops	Art exhibition of local artists producing work on pianola paper in response to the Cuckmere area.
August	29/08/2021	29/08/2021	Martello West Field	23/07/2020	Rotary	Bootfair
August	28/08/2021	30/08/2021	Martello East Field/ West PM/ Pump Field	11/06/2021	T21 Production	

Month	Hire Date From	Hire Dates To	Area	Date booking received	Group	Event/Item Description
September	06/09/2021	28/09/2021	South Hill Barn	12/05/2021	Cuckmere SOS	Art Exhibition - Art Wave
September	04/09/2021	05/09/2021	Martello East/West	02/12/2010	Save Seaford Charities	Charity Stall & Entertainment Event
September	19/09/2021	19/09/2021	Martello West Field	23/07/2020	Rotary	Bootfair
September	21/09/2021	21/09/2021	Crouch Peace Gardens	03/08/2021	Quakers	Peace Vigil
October	03/10/2021	03/10/2021	Martello West Field	23/07/2020	Rotary	Bootfair
October	17/10/2021	17/10/2021	Splash Point	06/08/2021	Vigil Planning Group	Seahaven Vigil
October	20/10/2021	24/10/2021	Martello East Field/Seaford Town (sat)	11/11/2020	Seaford Bonfire Society	Bonfire Celebrations
<b>Financial Year 2022 - 2023</b>						
March	27/03/2022	27/03/2022	Promenade	29/06/2021	Rotary	Martello Half Marathon
March	28/03/2022	11/04/2022	Martello East Field	26/04/2021	Coles Funfair	Funfair, Arrive 28 March, Trade 31 March to 10 April, Strike 11 April
April	03/04/2022	03/04/2022	Martello West Field	27/07/2021	Rotary	Bootfair
April	10/04/2022	10/04/2022	Martello West Field	01/10/2021	Scouts	Bootfair
May	01/05/2022	01/05/2022	Martello West Field	27/07/2021	Rotary	Bootfair
May	08/05/2022	08/05/2022	Martello East Field	11/08/2021	Scouts	Bootfair
June	05/06/2022	05/06/2022	Martello West Field	27/07/2021	Rotary	Bootfair
June	12/06/2022	12/06/2022	Martello East Field	11/08/2021	Scouts	Bootfair
June	26/06/2022	26/06/2022	Martello Fields	09/09/2022	Seaford Rotary Club	Over The Rainbow Charity Walk
July	03/07/2022	03/07/2022	Martello West Field	27/07/2021	Rotary	Bootfair
July	10/07/2022	10/07/2022	Martello East Field	11/08/2021	Scouts	Bootfair
August	05/08/2022	15/08/2022	South Hill Barn	09/10/2021	Last Minute Artists	Art Exhibition, Set up Exhibition Take Down

<b>Month</b>	<b>Hire Date From</b>	<b>Hire Dates To</b>	<b>Area</b>	<b>Date booking received</b>	<b>Group</b>	<b>Event/Item Description</b>
August	07/08/2022	07/08/2022	Martello West Field	27/07/2021	Rotary	Bootfair
August	13/08/2022	13/08/2022	Martello Pump, East & West Field	13/10/2021	Seahaven Pride	Music Festival
August	22/08/2022	29/08/2022	South Hill Barn	24/08/2021	Emma Taylor	SHB Exhibition
August	29/08/2022	29/08/2022	Martello Fields	10/09/2021	Martello Rotary	Save Our Seaford Charities
September	01/09/2022	23/09/2022	South Hill Barn	08/10/2021	Cuckmere SOS	Exhibition Cuckmere SOS & Artwave
September	04/09/2022	04/09/2022	Martello West Field	27/07/2021	Rotary	Bootfair
September	11/09/2022	11/09/2022	Martello East Field	11/04/2021	Scouts	Bootfair
September	24/09/2022	25/09/2021	Martello Fields	20/01/2021	Grounded Events Ltd	Ragner Relay
October	02/10/2022	02/10/2022	Martello West Field	27/07/2021	Rotary	Bootfair
October	09/10/2022	09/10/2022	Martello East Field	11/04/2021	Scouts	Bootfair



## Report 158-21 Appendix B

### Hire Charges

Effective from 1 April 2022 until 31 March 2023

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT)			Commercial / Other External Organisations (All Exempt from VAT)		
	Day Rate	Set Up Rate	Hourly Rate	Day Rate	Set Up Rate	Hourly Rate
Crouch Gardens - Ornamental	£34.50	£17.50	£7.00	£176.50	£86.00	£29.00
Crouch Gardens - Pitch	£46.00	£23.00	£15.00	£176.50	£86.00	£29.00
Martello East Field	£175.00	£88.00	£44.00	£437.00	£196.00	£109.50
Martello West Field	£44.00	£22.00	£14.50	£284.50	£98.50	£55.00
Promenade	£46.00	n/a	n/a	£110.63	n/a	n/a
Salts Recreation Grounds	£184.00	£89.00	£92.00	£459.00	£207.00	£109.50
South Hill Barn	£34.50	£17.50	£7.00	£184.00	£92.00	£46.00

Static Beach Huts	
Martello - Site Licence	£448.00 (incl VAT)
Martello - Rental Fees	£1,452.00 (incl VAT)
Bönningstedt - Site Licence	£535.00 (incl VAT)

Seasonal Beach Huts	
West View Beach Hut Weekly Hire Off-Peak Season: April, May, June and September	£135.00 (incl VAT)
West View Beach Hut Weekly Hire Peak Season: July and August	£165.00 (incl VAT)





## Seaford Town Council

<b>Report No:</b>	<b>164/21</b>
<b>Agenda Item No:</b>	<b>19</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Fields in Trusts Update</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To update Full Council of progress with the Fields in Trust Programme</b>

### Recommendations

#### Full Council is recommended to:

1. Note the contents of the report.

## 1. Information

- 1.1** At the Community Services meeting on the 4<sup>th</sup> February 2021, officers produced a report (132/20) informing the Committee of the Fields in Trust (FIT) programme and what it could mean for some of the town's green spaces, particularly The Salts Recreation Ground, The Crouch and the Martello Fields.
- 1.2** The Committee were recommended to do the following:
  1. To instruct officers to research protected green space status for The Salts Recreation Ground, The Crouch and the Martello Fields through the Fields in Trust programme.
  2. To agree that, if recommendation one is carried, this work is carried out as part of the work for the Assets Working Group feasibility studies being conducted on those sites.

**1.3** Minutes from the meeting note the following

*CS28.1 It was RESOLVED to AGREE to instruct officers to research protected green space status for The Salts Recreation Ground, The Crouch and the Martello Fields through the Fields in Trust programme.*

*CS28.2 It was RESOLVED to AGREE that this work is carried out as part of the work for the Assets Working Group feasibility studies being conducted on those sites.*

*CS28.3 It was PROPOSED to AGREE that Lewes District Council be contacted to request they research the same Fields in Trust protection for the Downs site and Walmer Road;*

**1.4** Since this time, we have been looking into this matter, including relevant liaison with LDC. There have been some staff shortages, and so the final report will now come to the March Full Council meeting.

**1.5** However, the three sites were discussed by the Asset Working Group, which deemed they should stay as they are i.e. for recreational use only.



**1.6** Officers will look to resurrect this piece of work this year, and will report back to the Full Council meeting on 30<sup>th</sup> March 2022.

## **2. Financial Appraisal**

**2.1** There are no financial implications at this stage.

## **3. Contact Officer**

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

Projects & Facilities Manager	
Town Clerk	



## Seaford Town Council

<b>Report No:</b>	<b>163/21</b>
<b>Agenda Item No:</b>	<b>20</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Seaford Community Partnership Update</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update Full Council on the latest work of Seaford Community Partnership, share the finalised Memorandum of Understanding and enable Full Council to confirm approval of works where required</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To note the report.</li><li>2. To confirm agreement of the finalised Memorandum of Understanding</li><li>3. To grant, amend or deny, as appropriate, each of the permissions sought by Seaford Community Partnership in the report, relating to the following and in further detail at 3a-3e of report 163-21:<ol style="list-style-type: none"><li>a. Ouse Valley Nature Reserve Extension Project (two permissions sought)</li><li>b. Cliff Gardens and Pump Field Educational Project (three permissions sought)</li><li>c. Trees for Seaford and On The Verge Project (one permission sought)</li><li>d. Encouraging Cycling (two permissions sought)</li></ol></li></ol>

### 1. Introduction

- 1.1 Full Council has been kept regularly updated on the work of Seaford Community Partnership (SCP) and where there is involvement of the Town Council (STC).

- 1.2 It was agreed by Full Council in 2021 that it would be a good idea to clarify and underpin appropriate arrangements with a Memorandum of Understanding, which is now ready for final agreement.
- 1.3 SCP has also been asked to provide updates to STC on its project work, and obtain the necessary permissions where it will undertake work on land owned by STC and/or involve significant STC officer time.
- 1.4 The finalised Memorandum of Understanding and the update report form the appendices to this report.
- 1.5 These reports help to give clarity and accountability to STC's effective working relationship with SCP.
- 1.6 Councillors should also be aware that the STC Outside Body Representatives for SCP have been involved in the work to complete the memorandum and in the discussions with SCP about the CARES project.

## **2. Memorandum of Understanding**

- 2.1 Please find this attached at Appendix A.
- 2.2 At the Full Council last October, it was resolved to 'give delegated authority to the Proper Officer in consultation with the Chair of the Council to complete a final agreement with Seaford Community Partnership.'
- 2.3 I can confirm that this has happened, and it is now ready for formal sign-off by STC, and SCP have confirmed its full agreement with all of the document presented alongside this report.

## **3. Update Report from SCP**

- 3.1 Please find this attached at Appendix B .
- 3.2 This report has been written by SCP and is designed to give Full Council a full update on the work SCP has been undertaking for all parts of the 'CARES' project.
- 3.3 Please note that this report also sets out the permissions being sought by STC under each of the items. Full Council is asked to review these, and, at the meeting, to confirm whether each permission will be granted. The permissions being sought are as follows:

### **(a) Ouse Valley Nature Reserve Extension Project (Appx B, page 2)**

#### Permissions sought:

The project should:

- i. Be classified as a STC/Partnership Project; and

- ii. Permission given for the modest STC staffing resources that will be needed in 2022/23 financial year to attend two-monthly Steering Group meetings and to progress limited follow up action that may arise as the project evolves.
  - It is STC Officer's position that it would be appropriate for an Outside Body Representative to join and attend the Steering Group meetings, working with STC officers as necessary as the project evolves, subject to capacity.
- (b) Cliff Gardens and Pump Field Educational Project** (Appx B, page 2)
- Permissions sought:
- i. Use of the unmade-up road and Pump Field for environmental education of the public and Seaford school children and students.
  - ii. Planting in March and November 2022 of a native hedgerow around the boundary of two sides of the Pump Field.
  - iii. Endorsement of the Cliff Gardens project as a Partnership project.
- (c) Trees for Seaford and On The Verge Project** (Appx B, page 3)
- Permissions sought:
- i. Continuing to support our volunteers to carry out Tree Planting, Tree Care and Wildflower planting and purchasing through existing processes.
- (d) Encouraging Cycling** (Appx B, page 3)
- Permissions sought:
- i. To support the cycling projects. (Note: This support will be a key element in seeking funding and working with ESCC who have the lead responsibility on Cycling infrastructure).
  - ii. To agree that some [STC] officer time will be necessary as a member of the Steering Group for the Town Centre study.
- It is STC Officer's position that it would be appropriate for an Outside Body Representative to join and attend the Steering Group meetings, working with STC officers as necessary as the project evolves, subject to capacity.

## 4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report, at this stage of the projects updated on. Projects that may have a financial implication to

the Town Council would be reported back to Full Council, or the relevant Committee, at the relevant point in time.

## **5. Contact Officer**

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

Town Clerk	
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**[partner logos]**

**Draft Memorandum of Understanding:**

**Seaford Community Partnership and Seaford Town Council**

**Ratification Date :** January 26<sup>th</sup> 2022

DRAFT

**CONTENTS**

1. Aims/Strategic Objectives
2. Partnership Projects
3. Seaford Community Partnership Contribution
4. Roles
5. Functions
6. Monitoring
7. Disclaimer
8. Signatures

DRAFT

## 1. Aims/Strategic Objectives

- 1.1 Overall Aim - Seaford Community Partnership ('SCP'): make Seaford a better place to live, work and relax. Objective: to help Seaford Town Council achieve its strategic aims.
- 1.2 Seaford Town Council ('STC'): The mission of STC is ***“Working together for Seaford”***
- 1.3 As can be seen, we have a lot in common and so recognise that successful partnership approaches is the best way of working to achieve these aims.
- 1.4 The principal arena for partnership working will be partnership projects as described below.

## 2. Partnership Projects

- 2.1 Definition of partnership projects: 'An aspect of the town where there is agreement that there is scope for enhancements or improvements'.
- 2.2 Prior joint agreement that Seaford Community Partnership should assist Seaford Town Council will be sought for each project.
- 2.3 Where this is the case, projects are described as joint - not “your project” or “my project” but “our project”.
- 2.4 The decision on projects will be taken, in advance, by STC Full Council or relevant committee (e.g. Community Services).

## 3. Seaford Community Partnership Contribution

- 3.1 Experience of senior roles and/or practical experience in:
  - Business
  - Local central government
  - Project management
  - Biodiversity
  - Tree planting and maintenance
  - Business planning
  - Town/neighbourhood planning
  - Education
  - Procurement
  - IT

## 4. Roles

- 4.1 Decision-making: Seaford Town Council.
- 4.2 Investigation, fact-finding, analysis, recommendations: Seaford Community Partnership.

## **5. Functions**

5.1 Depending on the nature of a project, but generally:

5.1.1 Seaford Community Partnership:

- i. seeks agreement from Seaford Town Council to initiate a project that addresses the issues,
- ii. leads in fact-finding by interviews, research, questionnaires, analysis, and, if necessary, procuring specialist help, etc,
- iii. ensures that before any expense is incurred or funding bid sought, that the STC RFO has been consulted with to agree the financial/accounting process to ensue,
- iv. makes recommendations in a report/reports.

5.1.2 Seaford Town Council:

- i. decides: on progress reports at key stages and end of project
- ii. orders goods/services where this has been agreed, in advance, by Full Council/committee.
- iii. pays invoices where this is appropriate. All decisions on invoices will be made by the STC Responsible Financial Officer ('RFO') prior to the expense being incurred.
- iv. accounting where the resources are available. This will be determined by the STC RFO.
- v. assistance with budgeting for joint projects as agreed with the STC RFO.

5.1.3 Seaford Community Partnership does research, on an ongoing basis, for possible sources of funding for joint projects

5.1.4 In the event that the project will require employment of staff and/or additional staffing time, the following will apply:

- i. STC will decide if it is able to take on staff, and this will be a decision of full Council in advance of any bids submitted or posts advertised. In the event that bidding timelines make it impossible for SCP to obtain prior formal permission, a written request will be made the to Chair of the Council, Town Clerk and Outside Body Representatives.
- ii. STC reserves the right to refuse such requests.
- iii. For a request to be considered, SCP must provide STC with a written proposal that includes all of:
  - How many staff required.
  - For how long.

- From what date.
  - What work they will do.
  - Who will employ them.
  - How will they be managed.
  - Where they will be based.
  - What equipment will they require.
  - How the arrangement is funded and all STC costs and officer time are fully funded.
- iv. STC operates a small team of staff who are fully occupied, and so there will be challenges in any arrangement.
- v. For projects where STC officer time is required without additional employment, a written proposal must also be submitted by SCP, and the decision on the arrangement will also be a matter for STC Full Council.

## **6. Monitoring**

- 6.1 All partners commit to ongoing monitoring, with the aim of ensuring accountability and performance against milestones.
- 6.2 There will be a bi-annual meeting of appropriate representatives of both organisations to review progress, lessons and amendments.
- 6.3 The arrangements for Town Council outside body representatives within SCP are separate from this memorandum and are governed by the Town Council's Representation on Outside Bodies Policy.

## **7. Disclaimer**

- 7.1 It should be noted that by signing this document or by participating in the partnership, the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term 'partner' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

## **8. Signatures**

## **Emerging Findings and permissions for the Partnership's six Seaford CARES projects**

### **OVERVIEW**

1. This paper gives an update on the six Seaford Community Partnership projects which are part of a proposed bid to the National Lottery Climate Action Fund and seeks the permission of Seaford Town Council to proceeding.
2. All the projects contribute to addressing the adverse effects of Climate Change by either directly (planting trees, re-naturing to increase biodiversity, reducing the use of cars by encouraging more walking and cycling) or indirectly by educating the public so they are aware of their adverse impact on climate change and change the way they live. In addition to addressing climate change, the projects contribute to the economic regeneration of the Town by encouraging tourism and making it more attractive for residents to not travel to other areas for relaxation and shopping. The good news is that, by careful management, the adverse impact of climate change can be addressed and economic regeneration achieved.

### **BACKGROUND**

3. Seaford Community Partnership (SCP) is one of nine partners, led by the South Downs National Park Trust (SDNPT), who successfully sought funding from the National Lottery. A £151,000 Development Grant has been agreed to work up, by March 2022, a full bid from the Lottery of up to £2.5 million covering a number of years.
3. Within the £151,000 grant, £32,800 has been allocated to six projects led by the Seaford Community Partnership.
4. The original intention was for a Bid (led by the SDNP Trust) to be submitted by the end of March 2022 but after discussions with the Lottery it has been decided that the bid should be made in early February 2022. Costings and implementation dates are therefore still “shimmering” as work is completed and informal advice received from the Lottery Team.

### **CARES' PROJECT VISION**

5. The overall CARES (Climate Action, Resilient Ecosystems, Sustainability) project seeks to achieve:
  - an engaged, knowledgeable community, that
  - understand the threats, from the climate and ecological emergency, and is
  - collaborating to reduce the carbon footprint and build ecological resilience.,

See Appendix A for the list of the nine partners contributing to the bid as well as the aims and themes of the whole CARES project.

## **SEAFORD COMMUNITY PARTNERSHIP AND SEAFORD TOWN COUNCIL WORKING IN PARTNERSHIP FOR THE BENEFIT OF THE TOWN**

6. There has been effective partnership working for many years but the time is now right to formalise this in a Memorandum of Understanding (MOU) which defines Partnership Projects as covering “An aspect of the town where there is agreement that there is scope for enhancements and improvements.” Prior agreement needs to be obtained from Full Council. One of the purposes of this paper is to obtain such agreement. The MOU also identifies the various functions of the Town Council and SCP. In essence, SCP leads in fact finding, such as, interviews, research, questionnaires, and STC makes any necessary decisions, based on progress reports, orders goods and services, pays invoices within the STC accounting and budgeting system.

7. The above approach is based on the arrangements operated for many years for Tree Wardens (now Trees for Seaford). Generally the number of transactions on Partnership projects is, and will be, low and the vast majority of time being spent on Partnership projects is by Partnership volunteers at no cost to the Council. This results in very good value for money and makes the best use of the skills and processes of volunteers and STC staff.

### **EMERGING FINDINGS AND PERMISSIONS SOUGHT (in red below)**

6. Appendices B-G give the emerging findings on the six Seaford CARES projects and the permissions being sought from Seaford Town Council:

#### **The Ouse Valley Nature Reserve Extension Project: Appendix B**

7. The project looks to triple the size of the Ouse Estuary Nature Reserve. The strategic planning framework that has mapped out the economic regeneration of the east bank of the Ouse now needs to be applied to the land that will remain undeveloped between the Denton roundabout to the sea. This approach will not only unlock the wildlife and recreational potential of this land, but also has the potential for flood alleviation works. In addition, such a nature reserve will attract holiday and day trip tourist to the area.

#### **Permissions sought:**

#### **8. The project should:**

- **Be classified as a STC/Partnership Project; and**
- **permission given for the modest STC staffing resources that will be needed in 2022/23 financial year to attend two-monthly Steering Group meetings and to progress limited follow up action that may arise as the project evolves.**

#### **Cliff Gardens and Pump Field Educational Project: Appendix C**

9. The project aims to create a Beach Garden, that will:

- increase biodiversity and raise awareness of climate change issues (Carbon emissions, loss of habitats and biodiversity)

## Report 163/21 – Appendix B

- be an educational resource for Seaford Head School and primary schools
- involve residents as volunteers and sponsors
- give ready access for cyclists, pedestrians, and the disabled

### Permissions sought:

#### 10.The following permissions are sought:

- **Use of the unmade-up road and Pump Field for environmental education of the public and Seaford school children and students.**
- **Planting in March and November 2022 of a native hedgerow around the boundary of two sides of the Pump Field.**
- **Endorsement of the Cliff Gardens project as a Partnership project.**

## Trees for Seaford and On The Verge project: Appendix D

11.This project seeks to make Seaford a town of connected green spaces with:

- rich habitats and green corridors; and
- a community that understands and is taking steps to mitigate climate change by:
  - creating a strategic Plan
  - mapping and surveys of verges and green spaces,
  - pilots in schools with hedgerows and mini meadows

### Permissions sought

#### 12. We ask Full Council to support our work, by:

- **Continuing to support our volunteers to carry out Tree Planting, Tree Care and Wildflower planting and purchasing through existing processes**

## Encouraging Cycling, Appendix F

**15. Objective:** improve provision for cycling in Seaford by undertaking three sub-projects:

- working with consultants, to identify improvements in the Seaford cycling infrastructure and estimate costs and priorities (Better Cycling Options Study).
- drafting a specification for, and progressing, a consultancy study to encourage more walking and cycling into,within and from the town centre and consider what changes to the public realm (roads, footpaths and street furniture) would make shopping in the town centre more attractive and encourage people to linger at cafes, pubs, and restaurants.(Town Centre study)
- establishing the best roads and bridle paths for cyclists, to link with the National Park so that routes are shown on signs and marked on physical and electronic maps ((Cycle Route mapping).

#### 16. Permissions sought:



- **To support the cycling projects. (Note This support will be a key element in seeking funding and working with ESCC who have the lead responsibility on Cycling infrastructure).**
- **To agree that some officer time will be necessary as a member of the Steering Group for the Town Centre study**

## **FUNDING**

17. Funding of our six projects is a technical area which is still being clarified by SDNPT with the Lottery's Climate Action Fund Staff. The following areas are still under discussion:

- The definition of Capital as opposed to revenue expenditure and the extent to which some capital expenditure can be included in the Full Bid to the Climate Action Fund. There is new guidance on this.
- The extent to which consultancy studies can be funded in the Full Bid which is primarily intended for implementation following the Development Grant.

18. We hope to have received clarification of these issues before the meeting of Full Council on 26<sup>th</sup> January.

19. Appendix H summarises the current best estimate of costs for all six projects which totals £444,000 over the three year period from 2022/23 but this does not include possible capital expenditure on the Ouse Valley Nature Reserve Extension project nor on implementing improvements to the cycling and walking provision in the Town.

20. Appendix H breaks down the total costs into £252,000 in 2022/23; £96,000 in 2023/24; and £96,000. However, it is already clear that other sources of funding will be needed for the Ouse Valley Nature Reserve extension Project and for capital expenditure enhancing provision for cycling and walking. We are actively pursuing other funding options, such as, Community Infrastructure Levy, corporate sponsorship and sponsorship by members of the public.

## **CONCLUSIONS**

32. **Council is invited to:**

- **Note and comment on this report**
- **Agree to give the permissions sought above**

## Ouse Valley CARES (Climate Action, Resilient Ecosystems, Sustainability) Partners, Aims and Themes

### 1. The nine partners in the Bid:

- South Downs National Park Trust (leading)
- Transition Town Lewes (TTL)
- OVESCO
- Community Energy South (CES),
- The Railway Land Wildlife Trust (RLWT)
- Seaford Community Partnership
- 3VA
- Lewes District Council Sussex Community Development Association

### 2. Project Vision

The overall CARES project seeks to achieve:

- an engaged, knowledgeable community, that
- understand the threats, from the climate and ecological emergency, and is
- collaborating to reduce the carbon footprint and build ecological resilience.

### 3. Specific aims:

- To focus on targeted and community-rooted projects and activities
- To develop environmental initiatives to reduce carbon dioxide and other greenhouse gas emissions
- To mitigate the impact of climate change on the local community by social activity
- To involve and inform with support from the two grant officers with responsibility for development of projects and community affairs.

### 4. Core themes:

- **Protecting and regenerating habitats and green spaces:** green corridors across and between communities and connections to wider countryside and National Park; wildflower stepping stones; tree planting and re-wilding areas, beach and marine life protection (MAP needed here)
- **Sustainable energy use and transport:** reducing carbon emissions, sustainable energy and transport: renewable energy: solar and wind, energy efficiency: home insulation/heat pumps etc, cycleways, walkways via twittens, public transport via community buses (new routes?) & buses and trains
- **Building community skills and resilience:** Community awareness raising/education and community involvement for all ages

## **Ouse Estuary Nature Reserve Extension Project**

### **Objectives/purpose of the project**

1.As reported to Seaford TC's Community Services Committee on 4 February 2021, the key objectives are

"The project looks to triple the size of the Ouse Estuary Nature Reserve. The Community Partnership's report [Celebrating 30 years of Partnership] reviews how the strategic planning framework that has mapped out the economic regeneration of the east bank of the Ouse needs to be applied to the land that will remain undeveloped between the Denton roundabout to the sea. This approach will not only unlock the wildlife and recreational potential of this land, but also the potential for flood alleviation works to protect Newhaven and Lewes."

2.Similarly, Newhaven TC Full Council on 26 January 2021 received a similar paper and accepted it.

### **Progress since then.**

3.There are three key elements to progressing this project:

- a) Support from the key local authorities, to resolve key land ownership issues
- b) Support from key landowners that is, the White family and Newhaven Port Property Ltd (NPPL)
- c) Increasing public awareness of the value of Tidemills as a recreational and heritage site.

4.Taking the above three elements in turn:

- a) (Support from LAs) Although progress has been made with this Ouse Valley CARES Project, with regular reporting to the South Downs National Park led Project Board, little progress has been made with the development of the scheme with Newhaven Town Council (NTC) as a key officer went on long-term sick, (and has now retired) and there was insufficient staff capacity to compensate for this loss of a key resource. It has been agreed that the ownership of the Ouse Valley Nature Reserve will pass by ESCC to NTC who is therefore a key player in the project. As a consequence, there has been no substantial discussion with Newhaven TC about the project. Presentations have been made to key members and officers of LDC, and the key officer there has been kept updated on how the project has moved forward.
- b) (Support from land owners) Whilst very positive meetings have taken place with NPPL, and an in-principle decision has been made by their board to consider land transfer once they have been satisfied that all their development and associated planning issues have been safeguarded. The same cannot be

said for the agricultural land, where we are still awaiting the result of family discussions on the issue. The family has been fully briefed on the project.

c) (Increasing public awareness) This is where the greatest progress has been made on the back of the outstandingly successful Tidemills Project which took place between 22-26 September 2021.

5.Sadly, it is not possible to make further progress with ideas to expand the Ouse Valley without resolution of the two important issues described above. Hence, the £10k development funding allocated to the projects under the Ouse Valley CARES umbrella has been reallocated within the other SCP projects.

### **Likely conclusions**

6.We have concluded that the project has a slower pace because of the unresolved issues in paragraph 2 a) and b) above, but the principal of the project is sound, and achievable, and merits a further significant revenue bid in 2022/3 of the order of £90k to produce a Masterplan and for a major public consultation exercise. However, this work can only been done once the parties have given a greater practical commitment to the project.

7.The Steering Group, which to date has been largely dormant because of the slow progress being made, will need to be proactive to oversee progress and the development of the Masterplan. Seaford Town Council are members of the Steering Group. The Masterplan will need to include proposals for the further development of the project, including the future staffing requirements.

### **Permissions being sought from STC**

8.Although there are no land ownership issues that impact on STC in the proposed Masterplan, nevertheless, a significant piece of the land is in STC's administrative area, and many of the significant benefits of the project will positively affect the town in terms of recreational, educational, ecological and tourism opportunities.

### **Permissions sought:**

#### **8. The project should:**

- **Be classified as a STC/Partnership Project; and**
- **permission given for the modest STC staffing resources that will be needed in 2022/23 financial year to attend two-monthly Steering Group meetings and to progress limited follow up action that may arise as the project evolves**

## Cliff Gardens and Pump Field Educational Project

**1.Objective:** to create a Beach Garden, that will:

- increase biodiversity and raise awareness of climate change issues (Carbon emissions, loss of habitats and biodiversity)
- be an educational resource for Seaford Head School and primary schools
- involve residents as volunteers and sponsors
- give ready access for cyclists, pedestrians, and the disabled
- leave the adjacent Pump Field as an area of grassland for school educational field work.

The STC-owned unmade-up road and adjacent Pump Field is situated at the eastern boundary of the Esplanade. (See Annex1 photograph of present un-made-up road) It's development fits well with STC's Climate Action commitment, and Seaford Neighbourhood Plan, and would vastly improve this poorly developed area.

### **2.Target groups:**

i) Primarily Schools/colleges/universities. This 2-part **Educational** facility – part demonstration garden and part experimental meadow will emphasise not only the threats that rising sea levels, flooding, storms and drought pose to Seaford's coastline, community and authorities, but also to offer ways to mitigate those effects by increasing biodiversity and encouraging personal responsibility and changes in life styles to reduce our dependence on fossil fuels.

We have developed close links with Seaford schools (who are enthusiastic for the project), purchased ecology equipment for them and incorporated their needs into the design. Thus the garden and the Pump Field meet their syllabus and environmental education requirements. The project also offers children and students the opportunity to address their climate change anxieties, work with Nature and develop both awe and hope...

ii) Seaford residents; and tourists. Climate change mitigation is a responsibility for us all to understand the value and vulnerability of our landscape/cliffs/biodiversity and learn what we can do about it. We see sponsorship as a way of raising awareness of climate change issues.

**3. Project development:** We have formulated the educational content according to Ouse Valley CARES aims. We have chosen Gabby Tofts & Christian Funnell to design a garden in keeping with these aims. (See Annex 2 for the Outline Design)

### **i) Funding:**

a) There are four possible sources of funding for the project: the Lottery; Community Infrastructure Levy; corporate sponsorship and sponsorship by the public. The total cost of the project is about £170K but some of these costs are clearly capital

expenditure and not eligible for the Lottery Climate Action Fund (e.g the Cycle Track We are seeking the maximum possible funding from the Lottery but there are a significant number of “grey areas” that SDNPT are discussing informally with the Lottery. For example, only a small proportion of Bids may be capital as opposed to revenue expenditure, and the definition of capital is not straight forward. We have the strongest case for the Lottery funding: construction and planting of the beds; signage; and hedges.

b) We have had a very constructive Teams Meeting on the eligibility of certain elements of the project for Community Infrastructure Levy, Community Fund The strongest cases are the Cycle Track and the Meander Path to give access for wheelchair users (This will meander through the raised beds and buoys to give access to the whole garden.)

- one of each of the designers’ proposed sculptures, (that is, Buoy and Fish sculptures)

c) A good case can be made for Sponsorship of the sculptures,( Buoy and Fish) and using a similar approach to that employed for the successful Shoal project, that is, initial funding of one Buoy and one Fish Sculpture so that they can be built and installed to encourage sponsorship of further Buoys and Fish. Such funding would be “an investment to save” by reducing the long term need for Lottery funding. SDNPT are currently in informal negotiations with the Lottery and further costing work is being carried out)

(d) Sponsorship by the public will be administered by SDNPA (The proposed bid to the Lottery will include three additional members of staff to drive the whole CARES project forward.)

**ii) Timing:** We are developing a **phased approach** to implementing the scheme according to the funds we receive from the Lottery, Community Infrastructure Levy, Corporate Sponsors and sponsorship income from members of the public. Phase I will be developed as soon as/if we obtain lottery funding. Phase II will follow as other income becomes available. Proposed development time 2023-2025. With an earliest start date of June 2023.

### **iii) Negotiations:**

a) We have negotiated with STC to provide a cost effective and simple mowing regime for the Pump Field (as for other Local Green Spaces). We have monitored the existing plant biodiversity and aim to increase it and the associated insect and bird/wildlife populations. To aid this we would like to plant a boundary hedgerow of native coastline species.

b) We have started negotiating with ESCC for change of use of the road (a lengthy process - at best 18 months) and we are awaiting a response from LDC Planners.

c) STC Permissions: We consider this proposal will bring considerable benefits to Seaford residents, especially children, and as a tourist attraction.

**The following permissions are sought:**

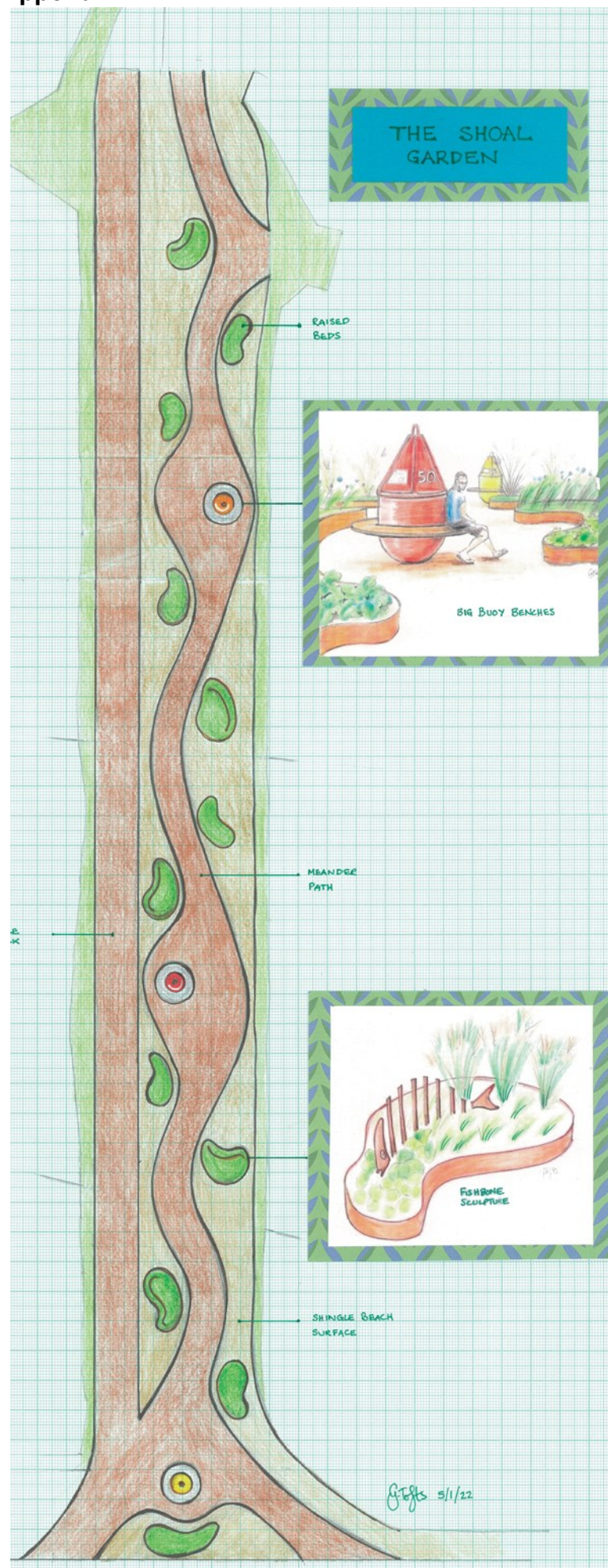
- **Use of the unmade-up road and Pump Field for environmental education of the public and Seaford school children and students.**
- **Planting in March and November 2022 of a native hedgerow around the boundary of two sides of the Pump Field.**
- **Endorsement of the Cliff Gardens project as a Partnership project.**

**Present un-made -up road:**

**Annex 1**









## Trees for Seaford and On The Verge project

1. **Objective:** To make Seaford a town of connected green spaces with:

- rich habitats and green corridors;
- a community that understands and is taking steps to mitigate climate change by:
  - creating a strategic Plan
  - mapping and surveys of verges and green spaces,
  - pilots in schools with hedgerows and mini meadows

2. **Purpose:**

- To work with partners, including local authorities, environmental groups, the community, and schools to:
  - **maximise the biodiversity and carbon capture** value of public and private land in and on the borders of Seaford, creating **green corridors** for wildlife through the planting of trees, hedgerows and establishment of meadows and meadow verges.
  - **raise awareness** of the importance of **climate change and biodiversity loss** and help to enable people to take **small, practical steps** to mitigate this as individuals, and as part of school communities, residents' groups and community groups.
  - build a **resilient community** which works collaboratively to take small, practical steps **to mitigate climate change and biodiversity loss** as individuals, and as part of school communities, residents' groups and community groups.

3. **Specific projects** included in the CARES Lottery bid include:

- Support for community groups and individuals through networking, sharing of ideas and training
- GIS data project and iTree report to quantify our work and inform future activity
- Continue planting trees and hedgerows in Seaford
- Continue to build on our Nature Streets pilots and work with schools
- Continue to work with Seaford Town Council, residents and community groups to renature green spaces and parks in Seaford
- Continue to raise awareness of the importance of biodiversity and climate
- Continue to work with councils to push for management of verges for wildlife

4. **Funding** being sought from the Lottery totals £64,000 covering three years: (£42K, 2022/23; £11K, 2023/24 and £11K, 2024/25). The bid includes some essential training and purchase of equipment in 2022/23. In addition, there is a planting programme for trees, flowers and bulbs in each of the three years.

5. **Permissions: we would ask Full Council to support our work, by:**

- **Continuing to support our volunteers to carry out Tree Planting, Tree Care and Wildflower planting and purchasing through existing processes**

For more information about the work of On The Verge and Trees for Seaford, please check out our latest article in January's Seaford Scene, or refer to our websites:

<https://www.seafuture.org/on-the-verge/>

<https://treesforseaford.wordpress.com/>

## **Friends of Local Green Spaces**

### **Objective:**

1.To create a “friends group” for each Local Green Space designated in the Seaford Neighbourhood Plan so that, with the owners’ agreement, enhancements are made to the trees, shrubs and grasses within these spaces.

### **Scope of project**

2. The team driving the creation of the “Friends of” groups is drawn from the Martello Rotary Club. Although there exist many green spaces within Seaford this study (which has been delayed by the Covid restrictions) has focused on four of the legally designated Local Green Spaces in the Neighbourhood Plan:

- Princess Gardens and Grand Avenue Bridleway-
- Normansal Park
- Chalvington Fields
- Alfriston Road (Last Wood and Meadow).

3.Initially the views of the public were sought online and by delivering a questionnaire to 500 homes close to the LGSs. Residents were asked for their ideas and opinions on renaturing and future usage of the various LGSs. This survey was also broadcast via social media and local schools were involved ensuring a wide spectrum of Seafordians were consulted. The information received on the questionnaires has been shared with Seaford Town Council.

4.To generate a sense of ownership and to get the development of the “Friends of” groups started, Martello Rotary plans to hold social and interest afternoons/evenings at the respective Local Green Space. One idea is to set up the Rotary Mobile Tavern, thus creating a “pop up” soft Pub, and inviting the local residents to picnic and meet the various local organisations who can help ( Trees of Seaford, On the Verge, Seaford Environmental Alliance amongst others). It is also envisaged that a micro local market could be set up to allow locals to swap plants, seeds and sell produce and flowers.

5.Other groups from green spaces not formally designated as Local Green Spaces have also been approached by Martello Rotary with the idea of creating a collective of “Friends of Groups” to enable a single point of contact with authorities, collective bulk purchasing and sharing of skills and knowledge. Thus far we are in contact with Friend of Blatchington Green, The Peverals and Friends of Sutton Downs. Others will follow in the coming months.

6.This development of the “Friends of” groups is very organic and has to be led from a “Bottom up” approach. Alfriston Road is recognised as requiring a different format to the others as it is a site of specific environmental and ecological interest. The creation of the “Friends of” group has partly commenced under other leadership and we are treading with care awaiting recent fresh approaches.

7.All of these strategies are to get the local populace using the LGS, recognising it as an asset and thus becoming involved in its care and environmental development.

8.Meetings with Adam Chugg of Seaford Town Council have been productive and we await the legal agreements allowing the “Friends of Groups” to commence actual works and redesigns within the formats agreed with the local authority.

### **Funding**

The funds for trees ,plants, bulbs ,etc will be covered within the Trees for Seaford funds – as summarised in Appendix D

### **Permissions**

#### **No permissions required.**

Martello Rotary to continue to assist in the creation of the various Local Green Spaces Friends Groups and to continue to monitor progress. [Note Interventions will only take place if any breach of the legal agreements or collapse of the group look likely. This monitoring role will be maintained on a “friendly and advisory basis” until the role is eventually handed on to the Seaford Community Partnership.]

## **Encouraging Cycling**

### **Objectives**

1. Better provision for cycling in Seaford will be achieved by undertaking three sub-projects:

- working with consultants, to identify improvements in the Seaford cycling infrastructure and estimate costs and priorities (Better Cycling Options Study)
- draft a specification for, and progressing in 2022/23, a consultancy study to encourage more walking and cycling, in, to and from the town centre and consider what changes to the public realm (roads, footpaths and street furniture) would make shopping in the town centre more attractive and encourage people to linger at cafes, pubs, and restaurants. (Town Centre study)
- establish the best roads and bridle paths for cyclists, to link with the National Park so that routes are shown on signs and marked on physical and electronic maps ((Cycle Route mapping).

### **Better Cycling options study**

2. This study aims to identify suitable cycle routes for development and investment. It includes public consultation. The level of detailed assessment will be greater than previously undertaken and will also include identifying, costing prioritisation of schemes. Solutions are expected to range from small adaptations of existing infrastructure and signage to major capital works schemes.

The appointed consultants, Transport Initiatives, will report on the first phase (covering part of the town shown in purple above) in the first quarter of 2022 and STC along with other Stakeholders will be asked to contribute to the debate and support selected options for future investment.

### **Town Centre Study**

3. This study was developed as part of a bid to the Community Renewal Fund to examine the public realm of Seaford Town Centre and identify potential improvements to encourage more walking and cycling. Studies elsewhere have indicated positive economic development outcomes where such investment takes place. Funding was not secured. and SCP are now proposing an additional allocation of £120k for these elements in the final CARES bid to be submitted this Spring. Discussions are currently taking place with the National Lottery as to whether such further development work is permissible within the Full Bid who's primary purpose is to deliver. Should funding be obtained for this project then a Steering Group will be set up and include an STC representative.

### **Cycle Route Mapping**

4. We would also aim to produce a physical map with the safest routes around the town, these routes would be highlighted by the use of way markers. The map will show residents and visitors the best suggested places to cycle using both input from

the consultants and cycling residents. Additional signage will be required to make it clear where cycling is permitted.

5. We have investigated maps used by other towns and recently carried out an open consultation with residents to get their initial input.

### Funding

6. SCP are now proposing £120,000 within the CARES bid for the above Town Centre study including about £1,000 for signs ,etc for the Route Mapping study Discussions are currently taking place with the National Lottery as to whether such further **develop work** is permissible within the Full Bid who's primary purpose is to **deliver** climate change and educational initiatives.

### Permissions

7. The proposed studies do not directly impact on STC owned assets (except for the Cliff gardens project covered in Appendix C) but:

:

- **STC are invited to support the cycling projects. (Note. This support will be a key element in seeking funding and working with ESCC who have the lead responsibility on Cycling infrastructure).**
- **To agree that some officer time will be necessary as a member of the Steering Group for the Town Centre study**

**Footpath Project to encourage walking** No permissions required from STC at this time so full information not given.

Lk;

**Objective**

Working with community groups, develop a strategy which includes:

- Physical and electronic maps and database
- Health walks
- Heritage, blue plaque and Slater marked walks.



## Seaford Town Council

<b>Report No:</b>	<b>166/21</b>
<b>Agenda Item No:</b>	<b>21</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Installation, dismantling and storing of West View Beach Huts</b>
<b>By:</b>	<b>Tony Jackson, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To seek authorisation to waive Financial Regulations to enable Wynnes &amp; Seaford Fencing to install, dismantle and store West View Beach Huts, toilet huts and concession huts for the next five years.</b>

### Recommendations

#### Full Council is recommended to:

1. Note the contents of the report.
2. To resolve to waive Financial Regulations to enable officers to instruct Wynnes & Seaford Fencing to install, dismantle and store the West View Beach Huts, toilet huts and concession huts for the next five years (2022-2027).
3. To delegate to officers, in consultation with the Town Council's Responsible Finance Officer (RFO) and Chair of Community Services, to annually review the costs of these works over the five-year term.

## 1. Information

- 1.1 In 2021 Lewes District Council granted planning permission for the Town Council to install eight beach huts, two toilet huts and four concession huts adjacent to West View on Seaford promenade over the summer period.



- 1.2 Apart from one concession hut, the Town Council is allowed to have all huts in situ between 15<sup>th</sup> April and 30<sup>th</sup> September each year.
- 1.3 The huts have been extremely popular with residents and visitors to the town. Last year bookings were sold out during July and August.
- 1.4 The huts were first installed in 2019. Following a competitive tender process in 2019 from three local companies, Wynnes & Seaford Fencing (WSF) won the contract to supply, install, dismantle, and store the huts.
- 1.5 For 2022, WSF have quoted £2,950 to install the huts and £1,850 to dismantle and store the huts. This is the same rate as was charged in 2019 and 2021. Please note the huts were not erected in 2020 due to COVID-19.
- 1.6 The Town Council's Financial Regulations state that at least three competitive quotes are required for any piece of work valued over £2,000.
- 1.7 During 2020, officers looked into obtaining additional quotes to install/dismantle the huts but struggled to find any companies to do this. It can only be presumed that other companies found it difficult to estimate how long the work would take.
- 1.8 As WSF originally supplied and installed the huts, they are in a much better position to continue this work efficiently. They have proved with this, and many other projects they have carried out for the Town Council, they can be relied on to carry out work to an excellent quality, at a competitive price and well within quoted timescales. Every piece of work they have quoted for, such as fencing to the Martello Fields and the seafront, has been quoted at a far more reasonable price than their competitors.
- 1.9 For these reasons, officers would like to recommend continuing to use WSF for these works for the following five years.

## **2. Recommendation**


- 2.1 Full Council is recommended to authorise a resolution to waive Financial Regulations to allow WSF to continue with the installation, dismantling and storing of the West View Beach Huts for the following five years until October 2027, after which time the contract will be reviewed.
- 2.2 Full Council is recommended to delegate authority to officers, in consultation with the Town Council's Responsible Finance Officer (RFO) and Chair of Community Services, to annually review the costs to these works over the five-year term.

### 3. Financial Appraisal

- 3.1 For 2022 installation, dismantling and storing of eight beach huts, three concession huts and two toilet huts will cost a total of £4,800. This has been budgeted for in 118/4258 Seasonal Beach Hut Revenue Expenditure.

### 4. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	