



Seaford Town Council

Seaford Town Council Finance & General Purposes Agenda – 14th March 2023

To the Members of the Finance & General Purposes Committee

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

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

Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Tuesday 14th**

March 2023 at **7.00pm**, which you are summoned to attend.

Adam Chugg

Town Clerk

9th March 2023

- **Public attendance at this meeting will be limited to 10 due to the size of the meeting, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation.**

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. Receipts, Payments and Bank Reconciliation Reports for December 2022 and January 2023

To consider report 170/22 advising of Receipts, Payments and Bank Reconciliations for December 2022 and January 2023 (pages 5 to 8).

5. Finance Report to 31st January 2023

To consider report 171/22 providing an update on the Income and Expenditure to 31st January 2023 and highlighting significant variances from budget (pages 9 to 27).

6. Annual Investment Strategy 2023 - 2024

To consider report 189/22 presenting the draft Annual Investment Strategy 2023 -2024 for consideration and recommendation to Full Council for adoption (pages 28 to 33).

7. Discretionary Grants Policy Review

To consider report 188/22 presenting the revised Discretionary Grants Policy for consideration and recommendation to Full Council for adoption (pages 34 to 44).

8. 2023 – 2024 Discretionary Grants Scheme Timeline

To consider report 190/22 confirming the 2023 – 2024 Discretionary Grants Scheme timeline for noting (pages 45 to 46).

9. 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 Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

10. Receipts Due for Payment at 3rd March 2023 EXEMPT

To consider exempt report 172/22 informing the Committee of unpaid receipts due on 3rd March 2023 (exempt pages 1 to 3).

Reason for exemption: to progress confidential debtor matters.

Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved.

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: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

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.

The Town Council asks that you contact meetings@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.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Public Participation:

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

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

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

2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

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

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	170/22
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	14th March 2023
Title:	Receipts, Payments and Bank Reconciliation Reports for December 2022 and January 2023
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the committee of Receipts, Payments and Bank Reconciliations for December 2022 and January 2023

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

1. Information

- 1.1 In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2 The Chair of this committee is the current appointed councillor and continues to view and verify that they are in agreement with the bank reconciliations already reconciled by the Finance Manager.
- 1.3 In line with the above, the bank statements have been viewed and verified by the Chair of this committee. Hard copies are available on request.
- 1.4 Attached in Appendix A is a table showing the total receipts and payments for the months of December 2022 and January 2023.

- 1.5 Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6 The Finance Manager continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7 For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8 The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month into the Cooperative current account. A total of £28,537.17 has been received since 1st April 2022.
- 1.9 Since 1st April 2022, a net total of £750,000 has been transferred into the CCLA account leaving a current balance of £1,875,000 at the end of January 2023.
- 1.10 The interest rates have been steadily increasing since early this year with the rate at the end of January 2023 being 3.5292%.
- 1.11 As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils

2. Financial Appraisal

- 2.1 As of 31st January 2023, the actual monies held in the Cooperative current account were £131,396.41 along with £1,875,000 being held in the CCLA Account. The balance carried forward in the Accounts (Appendix A) includes items that are in the accounts but not yet cleared at the bank.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Dec-22	£ 107,904.68	£ 290,629.84	£ 174,427.92	£ 224,106.60
Jan-23	£ 224,106.60	£ 88,169.55	£ 175,701.81	£ 136,574.34

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Dec-22	£ 2,075,000.00	£ -	£ 200,000.00	£ 1,875,000.00
Jan-23	£ 1,875,000.00	£ -	£ -	£ 1,875,000.00



Seaford Town Council

Report No:	171/22
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	14th March 2023
Title:	Finance Report
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform the committee of the Income and Expenditure to 31st January 2023 and highlight significant variances from budget

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

1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period of 1st April 2022 to 31st January 2023 for each committee compared to the annual budget.
- 1.2 Details for over/under performance of individual budgets is provided by the cost centre managers when reporting to the relevant committee.
- 1.3 With regards to the Finance & General Purposes (F&GP) Committee Income & Expenditure report, significant variances are reported in Appendix B.

2. Financial Appraisal

- 2.1 As at 31st January 2023, the F&GP expenditure percentage (82.2%) is in line with the projected annual budget for this period.
- 2.2 The Full Council actual spend is £1,882,379, being 71.3% of the budget.
- 2.3 As previously reported, the Town Council has now received 100% of the budgeted income which, along with receiving all of the precept payment, is

largely due to additional Community Infrastructure Levy (CIL) income of £378,000.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105</u> <u>Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	2,149	2,160	11			99.5%	
1051 Income Insurance Recharge	1,731	1,600	(131)			108.2%	
1055 Income Memorial Bench	2,598	0	(2,598)			0.0%	
1057 Income Electricity Recharge	6,327	0	(6,327)			0.0%	
1058 Income Water Recharge	3,440	4,000	560			86.0%	
1066 Income Concession	18,600	18,600	0			100.0%	
1073 Sports Pitch Hire & Green Fees	4,930	3,600	(1,330)			136.9%	
1095 Income Tennis Annual Pass	2,200	8,465	6,265			26.0%	
1096 Income Tennis Pay & Play	1,318	0	(1,318)			0.0%	
	43,523	38,425	(5,098)			113.3%	230
Salts Recreation Ground :- Income							
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	5,291	7,500	2,209		2,209	70.5%	
4053 Tennis Electric	295	0	(295)		(295)	0.0%	
4054 Salts Cafe Electric	6,327	0	(6,327)		(6,327)	0.0%	
4055 Electricity	256	300	44		44	85.2%	
4095 Tennis Court Expenditure	1,494	5,000	3,506		3,506	29.9%	
4096 LTA Loan	1,875	3,750	1,875		1,875	50.0%	
4100 Telecommunications	245	260	15		15	94.1%	
4115 Insurance	3,474	3,625	151		151	95.8%	
4155 Professional Fees	823	1,000	177		177	82.3%	
4250 Memorial Bench	903	0	(903)		(903)	0.0%	
4251 Dog Bin Emptying	1,562	1,925	363		363	81.2%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	59,310	73,930	14,620		14,620	80.2%	
4261 Grounds Maint non contract	5,643	3,000	(2,643)		(2,643)	188.1%	2,096
4275 Building Maintenance	4,568	5,000	432		432	91.4%	
4276 CCTV	600	800	200		200	75.0%	
4283 Playground	6,035	15,000	8,965		8,965	40.2%	
4411 VAT PE Adjustment overclaimed	4,113	0	(4,113)		(4,113)	0.0%	4,113
	102,871	122,090	19,219	0	19,219	84.3%	6,266
Salts Recreation Ground :- Indirect Expenditure							
Net Income over Expenditure	(59,348)	(83,665)	(24,317)				
6000 plus Transfer from EMR	6,266						
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve	(53,311)						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	623	580	(43)			107.4%	
1055 Income Memorial Bench	4,970	0	(4,970)			0.0%	
1058 Income Water Recharge	460	3,200	2,740			14.4%	
1073 Sports Pitch Hire & Green Fees	9,757	8,500	(1,257)			114.8%	
Crouch Recreation Ground :- Income	18,360	14,830	(3,530)			123.8%	0
4052 Water & Sewerage	3,982	5,500	1,518		1,518	72.4%	
4115 Insurance	868	795	(73)		(73)	109.1%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	2,549	0	(2,549)		(2,549)	0.0%	
4251 Dog Bin Emptying	1,116	1,375	259		259	81.2%	
4260 Grounds Maintenance Contract	30,694	34,930	4,236		4,236	87.9%	
4261 Grounds Maint non contract	1,130	3,000	1,870		1,870	37.7%	
4275 Building Maintenance	0	500	500		500	0.0%	
4283 Playground	2,760	5,000	2,240		2,240	55.2%	
4411 VAT PE Adjustment overclaimed	7,190	0	(7,190)		(7,190)	0.0%	7,190
Crouch Recreation Ground :- Indirect Expenditure	50,288	52,100	1,812	0	1,812	96.5%	7,190
Net Income over Expenditure	(31,928)	(37,270)	(5,342)				
6000 plus Transfer from EMR	7,190						
Movement to/(from) Gen Reserve	(24,738)						
<u>107 Martello Fields</u>							
1050 Income Rent	4,600	7,500	2,900			61.3%	
Martello Fields :- Income	4,600	7,500	2,900			61.3%	0
4115 Insurance	7	10	3		3	68.5%	
4251 Dog Bin Emptying	893	1,100	207		207	81.2%	
4260 Grounds Maintenance Contract	12,019	14,060	2,042		2,042	85.5%	
4261 Grounds Maint non contract	1,710	4,000	2,290		2,290	42.7%	
4411 VAT PE Adjustment overclaimed	1,821	0	(1,821)		(1,821)	0.0%	1,821
Martello Fields :- Indirect Expenditure	16,449	19,170	2,721	0	2,721	85.8%	1,821
Net Income over Expenditure	(11,849)	(11,670)	179				
6000 plus Transfer from EMR	1,821						
Movement to/(from) Gen Reserve	(10,028)						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Other Open Spaces							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1072 Income Trees for Seaford	8,373	0	(8,373)			0.0%	8,373
Other Open Spaces :- Income	8,693	90	(8,603)			9658.8%	8,603
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	(85)	415	500		500	(20.4%)	
4115 Insurance	39	35	(4)		(4)	111.5%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	590	0	(590)		(590)	0.0%	
4251 Dog Bin Emptying	1,786	2,200	414		414	81.2%	
4260 Grounds Maintenance Contract	18,962	19,660	698		698	96.4%	
4261 Grounds Maint non contract	9,852	9,000	(852)		(852)	109.5%	
4262 Trees for Seaford	11,853	0	(11,853)		(11,853)	0.0%	11,853
4275 Building Maintenance	846	500	(346)		(346)	169.2%	
Other Open Spaces :- Indirect Expenditure	43,901	31,870	(12,031)	0	(12,031)	137.7%	11,911
Net Income over Expenditure	(35,208)	(31,780)	3,428				
6000 plus Transfer from EMR	11,911						
6001 less Transfer to EMR	8,603						
Movement to/(from) Gen Reserve	(31,900)						
113 Crypt							
1051 Income Insurance Recharge	0	390	390			0.0%	
1057 Income Electricity Recharge	1,236	0	(1,236)			0.0%	
1058 Income Water Recharge	61	0	(61)			0.0%	
1063 Income Gas Recharged	573	0	(573)			0.0%	
Crypt :- Income	1,870	390	(1,480)			479.4%	0
4052 Water & Sewerage	74	0	(74)		(74)	0.0%	
4055 Electricity	1,405	0	(1,405)		(1,405)	0.0%	
4056 Gas	616	0	(616)		(616)	0.0%	
4115 Insurance	283	390	107		107	72.6%	
4275 Building Maintenance	2,934	4,200	1,266		1,266	69.8%	1,414
Crypt :- Indirect Expenditure	5,311	4,590	(721)	0	(721)	115.7%	1,414
Net Income over Expenditure	(3,442)	(4,200)	(758)				
6000 plus Transfer from EMR	1,414						
Movement to/(from) Gen Reserve	(2,028)						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	1,728	3,000	1,272		1,272	57.6%	
South Street :- Indirect Expenditure	<u>1,728</u>	<u>3,000</u>	<u>1,272</u>	<u>0</u>	<u>1,272</u>	<u>57.6%</u>	<u>0</u>
Net Expenditure	<u>(1,728)</u>	<u>(3,000)</u>	<u>(1,272)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	2,749	1,745	(1,004)		(1,004)	157.5%	
4275 Building Maintenance	3,687	4,000	313		313	92.2%	
Martello Tower :- Indirect Expenditure	<u>6,436</u>	<u>5,745</u>	<u>(691)</u>	<u>0</u>	<u>(691)</u>	<u>112.0%</u>	<u>0</u>
Net Expenditure	<u>(6,436)</u>	<u>(5,745)</u>	<u>691</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	44,995	20,000	(24,995)			225.0%	
1021 Income South Hill Barn	1,168	1,000	(168)			116.8%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	689	0	(689)			0.0%	
1055 Income Memorial Bench	1,693	0	(1,693)			0.0%	
1066 Income Concession	2,283	3,300	1,017			69.2%	
1200 Income Nature Reserve	533	0	(533)			0.0%	
Seaford Head Estate :- Income	<u>64,610</u>	<u>37,550</u>	<u>(27,060)</u>			<u>172.1%</u>	<u>0</u>
4115 Insurance	445	905	460		460	49.2%	
4156 Bank Charges	3	0	(3)		(3)	0.0%	
4199 Other Expenditure	789	0	(789)		(789)	0.0%	
4250 Memorial Bench	1,701	0	(1,701)		(1,701)	0.0%	
4251 Dog Bin Emptying	893	1,100	207		207	81.2%	
4260 Grounds Maintenance Contract	950	1,130	180		180	84.1%	
4261 Grounds Maint non contract	1,421	3,000	1,579		1,579	47.4%	
4275 Building Maintenance	1,155	1,000	(155)		(155)	115.5%	
4411 VAT PE Adjustment overclaimed	347	0	(347)		(347)	0.0%	347
4500 Nature Reserve Expenses	18,647	16,900	(1,747)		(1,747)	110.3%	
4501 Filming Expenses	8,815	8,000	(815)		(815)	110.2%	
Seaford Head Estate :- Indirect Expenditure	<u>35,165</u>	<u>32,035</u>	<u>(3,130)</u>	<u>0</u>	<u>(3,130)</u>	<u>109.8%</u>	<u>347</u>
Net Income over Expenditure	<u>29,445</u>	<u>5,515</u>	<u>(23,930)</u>				
6000 plus Transfer from EMR	347						
Movement to/(from) Gen Reserve	<u>29,792</u>						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seafront							
1011 Income Filming	700	1,000	300			70.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	(757)			0.0%	
1057 Income Electricity Recharge	2,956	3,820	864			77.4%	
1058 Income Water Recharge	166	100	(66)			166.0%	
1066 Income Concession	55,240	43,075	(12,165)			128.2%	
1078 Income Entertainment Area	150	0	(150)			0.0%	
1084 Income Promenade	249	150	(99)			165.8%	
1089 Income Memorial Telescope	4,923	0	(4,923)			0.0%	
Seafront :- Income	65,850	48,145	(17,705)			136.8%	710
4018 Water Refill Maint	233	0	(233)		(233)	0.0%	233
4022 Memorial Telescope Expenditure	4,425	0	(4,425)		(4,425)	0.0%	
4052 Water & Sewerage	166	500	334		334	33.2%	
4055 Electricity	2,956	3,820	864		864	77.4%	
4115 Insurance	911	985	74		74	92.5%	
4250 Memorial Bench	5,523	0	(5,523)		(5,523)	0.0%	
4253 Shelters	2,822	2,500	(322)		(322)	112.9%	
4254 Martello Entertainments Area	895	0	(895)		(895)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	4,767	10,000	5,233		5,233	47.7%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	3,946	2,000	(1,946)		(1,946)	197.3%	
4301 Public Works Loan Payment	0	11,600	11,600		11,600	0.0%	
4501 Filming Expenses	40	200	160		160	20.0%	
Seafront :- Indirect Expenditure	26,683	32,205	5,522	0	5,522	82.9%	233
Net Income over Expenditure	39,167	15,940	(23,227)				
6000 plus Transfer from EMR	233						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	38,690						
118 Beach Huts							
1054 Income Other	188	0	(188)			0.0%	
1057 Income Electricity Recharge	40	300	260			13.3%	
1060 Beach Huts Site Licence	30,690	27,625	(3,065)			111.1%	
1061 Beach Hut Annual Rent	12,604	12,090	(514)			104.3%	
1066 Income Concession	4,150	5,150	1,000			80.6%	
1094 Income Seasonal Beach Huts	15,263	13,300	(1,963)			114.8%	
Beach Huts :- Income	62,934	58,465	(4,469)			107.6%	0

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Rates	4,242	5,300	1,059		1,059	80.0%	
4055 Electricity	196	240	44		44	81.7%	
4115 Insurance	646	1,060	414		414	61.0%	
4258 Seasonal Beach Hut Revenue Exp	12,176	14,500	2,324		2,324	84.0%	
4275 Building Maintenance	1,523	4,000	2,477		2,477	38.1%	
Beach Huts :- Indirect Expenditure	18,782	25,100	6,318	0	6,318	74.8%	0
Net Income over Expenditure	44,152	33,365	(10,787)				
<u>119 Old Town Hall</u>							
1050 Income Rent	1,408	1,540	132			91.4%	
1051 Income Insurance Recharge	180	205	25			87.8%	
Old Town Hall :- Income	1,588	1,745	157			91.0%	0
4115 Insurance	180	205	25		25	87.8%	
4275 Building Maintenance	994	2,000	1,006		1,006	49.7%	
4411 VAT PE Adjustment overclaimed	30	0	(30)		(30)	0.0%	30
Old Town Hall :- Indirect Expenditure	1,204	2,205	1,001	0	1,001	54.6%	30
Net Income over Expenditure	384	(460)	(844)				
6000 plus Transfer from EMR	30						
Movement to/(from) Gen Reserve	414						
<u>121 Seaford in Bloom</u>							
1054 Income Other	0	415	415			0.0%	
Seaford in Bloom :- Income	0	415	415			0.0%	0
4402 Seaford in Bloom	5,329	5,490	161		161	97.1%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,490	161	0	161	97.1%	0
Net Income over Expenditure	(5,329)	(5,075)	254				
<u>125 Allotments</u>							
1050 Income Rent	1,102	1,035	(67)			106.5%	
Allotments :- Income	1,102	1,035	(67)			106.5%	0
4261 Grounds Maint non contract	50	500	450		450	10.0%	
Allotments :- Indirect Expenditure	50	500	450	0	450	10.0%	0
Net Income over Expenditure	1,052	535	(517)				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Other Recreation							
4410 Swimming Pool	19,100	10,000	(9,100)		(9,100)	191.0%	9,101
4411 VAT PE Adjustment overclaimed	(1,450)	0	1,450		1,450	0.0%	(1,450)
Other Recreation :- Indirect Expenditure	17,650	10,000	(7,650)	0	(7,650)	176.5%	7,652
Net Expenditure	(17,650)	(10,000)	7,650				
6000 plus Transfer from EMR	7,652						
Movement to/(from) Gen Reserve	(9,999)						
134 CCTV							
4055 Electricity	4,088	3,000	(1,088)		(1,088)	136.3%	
4115 Insurance	398	350	(48)		(48)	113.6%	
4276 CCTV	3,105	8,500	5,395		5,395	36.5%	
CCTV :- Indirect Expenditure	7,591	11,850	4,259	0	4,259	64.1%	0
Net Expenditure	(7,591)	(11,850)	(4,259)				
135 Community Service Events							
1070 Armed Forces Day Income	208	1,000	792			20.8%	
1075 Income Christmas Event	1,766	7,210	5,444			24.5%	
1083 Income Street Market	443	0	(443)			0.0%	
Community Service Events :- Income	2,418	8,210	5,792			29.4%	0
4115 Insurance	61	65	4		4	94.1%	
4195 Events Expenditure	1,007	1,500	493		493	67.2%	
4273 Christmas Lights	7,926	15,000	7,074		7,074	52.8%	
4281 Christmas Event Expenses	8,162	10,300	2,138		2,138	79.2%	
4282 Armed Forces Day Expenditure	1,281	2,000	719		719	64.1%	
4411 VAT PE Adjustment overclaimed	4	0	(4)		(4)	0.0%	4
Community Service Events :- Indirect Expenditure	18,442	28,865	10,423	0	10,423	63.9%	4
Net Income over Expenditure	(16,025)	(20,655)	(4,630)				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	(16,021)						
225 Projects Pool							
1014 CIL & S106 Receipts	378,976	0	(378,976)			0.0%	378,976
1016 Beach Hut Sales	50,572	42,000	(8,572)			120.4%	50,572
1053 Income Grants	2,000	222,750	220,750			0.9%	2,000
Projects Pool :- Income	431,547	264,750	(166,797)			163.0%	431,547

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Tennis Court Expenditure	13,515	0	(13,515)		(13,515)	0.0%	13,515
4155 Professional Fees	7,281	15,000	7,719		7,719	48.5%	7,281
4257 Seafront Improvement Plan	4,251	20,000	15,749		15,749	21.3%	
4259 Bönningstedt Wall	517	0	(517)		(517)	0.0%	
4274 Projects Expenditure	12,546	20,000	7,454		7,454	62.7%	1,840
4275 Building Maintenance	15,964	0	(15,964)		(15,964)	0.0%	
4411 VAT PE Adjustment overclaimed	865	0	(865)		(865)	0.0%	865
4420 Bonn BH Capital Expenditure	636	0	(636)		(636)	0.0%	636
4421 Martello Toilets Capital Costs	13,128	427,550	414,422		414,422	3.1%	13,128
4424 South Hill Barn Development	6,613	10,000	3,387		3,387	66.1%	
Projects Pool :- Indirect Expenditure	75,315	492,550	417,235	0	417,235	15.3%	37,264
Net Income over Expenditure	356,232	(227,800)	(584,032)				
6000 plus Transfer from EMR	37,264						
6001 less Transfer to EMR	431,547						
Movement to/(from) Gen Reserve	(38,051)						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	270	1,500	1,230		1,230	18.0%	
Planning & Highways :- Indirect Expenditure	270	1,500	1,230	0	1,230	18.0%	0
Net Expenditure	(270)	(1,500)	(1,230)				
Community Services :- Income	707,095	481,550	(225,545)			146.8%	
Expenditure	433,467	880,865	447,398	0	447,398	49.2%	
Net Income over Expenditure	273,628	(399,315)	(672,943)				
plus Transfer from EMR	74,131						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	(93,331)						
Finance & General Purposes							
<u>201 Administration</u>							
1054 Income Other	0	100	100			0.0%	
1062 Income Telephone Recharge	512	525	13			97.6%	
1176 Precept	1,044,965	1,044,965	0			100.0%	
1190 Interest Received	22,848	250	(22,598)			9139.1%	
Administration :- Income	1,068,325	1,045,840	(22,485)			102.1%	0
4000 Salaries & Wages	301,900	348,250	46,350		46,350	86.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Employers NI	25,693	31,880	6,187		6,187	80.6%	
4002 Employers Superannuation	53,330	64,155	10,825		10,825	83.1%	
4009 Recruitment Costs	18	500	482		482	3.7%	
4010 Staff Training	1,759	4,000	2,241		2,241	44.0%	
4011 Staff Protective Clothing	50	0	(50)		(50)	0.0%	
4012 Staff Expenses	442	500	58		58	88.4%	
4015 Office Refreshments	43	150	107		107	28.4%	
4100 Telecommunications	3,637	4,400	763		763	82.7%	
4105 Postage	178	400	222		222	44.6%	
4106 Stationery	886	1,000	114		114	88.6%	
4107 Photocopier	1,187	1,500	313		313	79.1%	
4108 Recycling & Shredding	0	285	285		285	0.0%	
4110 Advertising & Publicity	706	750	44		44	94.1%	
4112 Subscriptions	4,844	5,900	1,056		1,056	82.1%	
4113 Software Support	9,941	9,000	(941)		(941)	110.5%	
4114 Licence Fee	55	55	0		0	100.0%	
4115 Insurance	1,753	1,780	27		27	98.5%	
4116 Web Site	1,003	1,700	697		697	59.0%	
4118 IT Hardware	7,649	8,000	351		351	95.6%	
4154 Land Registry Fees	84	100	16		16	84.0%	
4155 Professional Fees	1,280	5,000	3,720		3,720	25.6%	
4156 Bank Charges	1,325	1,500	175		175	88.3%	
4157 Audit Fees	803	3,000	2,197		2,197	26.8%	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	267	1,000	733		733	26.7%	
4272 Furniture & Equipment	1,565	3,000	1,435		1,435	52.2%	
4411 VAT PE Adjustment overclaimed	3,224	0	(3,224)		(3,224)	0.0%	3,224
Administration :- Indirect Expenditure	423,622	497,905	74,283	0	74,283	85.1%	3,224
Net Income over Expenditure	644,703	547,935	(96,768)				
6000 plus Transfer from EMR	3,224						
Movement to/(from) Gen Reserve	647,926						
<u>205 Premises - Church Street</u>							
1050 Income Rent	6,519	7,800	1,281			83.6%	
1053 Income Grants	1,435	0	(1,435)			0.0%	
1087 Income CCTV	300	0	(300)			0.0%	
Premises - Church Street :- Income	8,254	7,800	(454)			105.8%	0
4050 Rent payable	19,780	20,500	720		720	96.5%	
4051 Rates	8,281	8,956	675		675	92.5%	

10:34

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 Church Street Service Charges	2,632	18,000	15,368		15,368	14.6%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	318	400	82		82	79.4%	
4275 Building Maintenance	1,151	1,000	(151)		(151)	115.1%	
4276 CCTV	1,290	0	(1,290)		(1,290)	0.0%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	33,451	49,656	16,205	0	16,205	67.4%	0
Net Income over Expenditure	(25,197)	(41,856)	(16,659)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	23,735	23,735			0.0%	
1051 Income Insurance Recharge	421	400	(21)			105.2%	
Premises - Hurdis House :- Income	421	24,135	23,714			1.7%	0
4115 Insurance	436	400	(36)		(36)	109.1%	
4155 Professional Fees	800	1,000	200		200	80.0%	
4275 Building Maintenance	800	0	(800)		(800)	0.0%	
4301 Public Works Loan Payment	7,501	15,005	7,504		7,504	50.0%	
4411 VAT PE Adjustment overclaimed	1,881	0	(1,881)		(1,881)	0.0%	1,881
Premises - Hurdis House :- Indirect Expenditure	11,418	16,405	4,987	0	4,987	69.6%	1,881
Net Income over Expenditure	(10,997)	7,730	18,727				
6000 plus Transfer from EMR	1,881						
Movement to/(from) Gen Reserve	(9,116)						
<u>210 Civic Expenses</u>							
1080 Income Jubilee Event	90	0	(90)			0.0%	
1081 Young Mayor Income	100	0	(100)			0.0%	
Civic Expenses :- Income	190	0	(190)				0
4013 Members Expenses	6	100	94		94	6.3%	
4014 Member Training	990	1,500	510		510	66.0%	
4106 Stationery	0	200	200		200	0.0%	
4113 Software Support	2,357	2,500	143		143	94.3%	
4115 Insurance	58	200	142		142	28.9%	
4118 IT Hardware	239	0	(239)		(239)	0.0%	
4180 Room Hire	174	2,550	2,377		2,377	6.8%	
4181 Civic - Mayors Allowance	883	1,500	617		617	58.8%	
4182 Catering & Hospitality	13	200	187		187	6.5%	
4183 Civic - Awards	113	200	87		87	56.3%	

10:34

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4184 Civic - other	3,852	3,000	(852)		(852)	128.4%	1,985
4188 Town Crier Expenses	30	200	170		170	15.0%	
4189 Young Mayor	50	250	200		200	20.0%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	8,764	22,400	13,636	0	13,636	39.1%	1,985
Net Income over Expenditure	(8,574)	(22,400)	(13,826)				
6000 plus Transfer from EMR	1,985						
Movement to/(from) Gen Reserve	(6,589)						
<u>215 Grants</u>							
4401 Grants	20,000	20,000	0		0	100.0%	
4406 SFA-CAB	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	25,000	25,000	0	0	0	100.0%	0
Net Expenditure	(25,000)	(25,000)	0				
Finance & General Purposes :- Income	1,077,189	1,077,775	586			99.9%	
Expenditure	502,255	611,366	109,111	0	109,111	82.2%	
Net Income over Expenditure	574,934	466,409	(108,525)				
plus Transfer from EMR	7,089						
Movement to/(from) Gen Reserve	582,023						
<u>Golf Course and The View</u>							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	183,652	193,000	9,348			95.2%	
1001 Golf Course Green Fees M-F	106,477	113,000	6,523			94.2%	
1002 Golf Course Green Fees w/eb/h	82,551	72,000	(10,551)			114.7%	
1003 Golf Course Societies	69,689	70,000	311			99.6%	
1004 Golf Course Locker	1,009	2,250	1,241			44.9%	
1007 Golf Course Air Traffic	7,500	7,500	0			100.0%	
1019 Rechargeable Income	179	0	(179)			0.0%	
1050 Income Rent	85	85	0			100.0%	
1054 Income Other	646	700	54			92.3%	
1077 Income Sale Equipment	6,017	4,200	(1,817)			143.3%	
1311 Buggy Hire	14,379	23,330	8,951			61.6%	
Golf Course :- Income	472,183	486,065	13,882			97.1%	0
4000 Salaries & Wages	90,544	121,600	31,056		31,056	74.5%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Employers NI	8,782	11,650	2,868		2,868	75.4%	
4002 Employers Superannuation	11,795	17,410	5,615		5,615	67.7%	
4009 Recruitment Costs	623	800	177		177	77.9%	
4010 Staff Training	0	2,000	2,000		2,000	0.0%	
4011 Staff Protective Clothing	1,327	1,500	173		173	88.5%	
4019 Rechargeable Expenditure	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	49,750	65,100	15,350		15,350	76.4%	
4045 Golf Course Player Costs	1,679	1,450	(229)		(229)	115.8%	
4046 Golf Club Membership Fees	14,506	14,520	14		14	99.9%	
4051 Rates	10,365	10,680	315		315	97.1%	
4052 Water & Sewerage	1,893	1,800	(93)		(93)	105.2%	
4060 Refuse	62	260	198		198	24.0%	
4100 Telecommunications	629	750	121		121	83.9%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	39	350	311		311	11.3%	
4110 Advertising & Publicity	0	500	500		500	0.0%	
4112 Subscriptions	510	525	15		15	97.1%	
4113 Software Support	1,845	1,900	55		55	97.1%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	10,235	8,890	(1,345)		(1,345)	115.1%	
4116 Web Site	90	75	(15)		(15)	120.0%	
4156 Bank Charges	4,524	5,500	976		976	82.3%	
4201 Cleaning & Hygiene	111	500	389		389	22.2%	
4251 Dog Bin Emptying	893	1,330	437		437	67.1%	
4261 Grounds Maint non contract	34,819	38,000	3,181		3,181	91.6%	
4270 Vehicles & Equipment Maint	14,121	15,700	1,579		1,579	89.9%	
4271 Vehicle & Equipment Lease	80,023	79,800	(223)		(223)	100.3%	
4272 Furniture & Equipment	4,577	7,855	3,278		3,278	58.3%	
4275 Building Maintenance	1,036	2,200	1,164		1,164	47.1%	
4276 CCTV	0	500	500		500	0.0%	
4279 Fire & Security	1,099	1,300	201		201	84.6%	
4308 Golf Course Overheads	10,000	12,000	2,000		2,000	83.3%	
4309 Buggy Lease & Maintenance	7,028	7,500	472		472	93.7%	
4411 VAT PE Adjustment overclaimed	(21,816)	0	21,816		21,816	0.0%	(21,816)
Golf Course :- Indirect Expenditure	341,342	434,070	92,728	0	92,728	78.6%	(21,816)
Net Income over Expenditure	130,842	51,995	(78,847)				
6000 plus Transfer from EMR	(21,816)						
Movement to/(from) Gen Reserve	109,026						

10:34

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Capital Costs-Golf & The View</u>							
4301 Public Works Loan Payment	69,591	105,000	35,409		35,409	66.3%	
4411 VAT PE Adjustment overclaimed	(6,461)	0	6,461		6,461	0.0%	(6,461)
Capital Costs-Golf & The View :- Indirect Expenditure	63,130	105,000	41,870	0	41,870	60.1%	(6,461)
Net Expenditure	(63,130)	(105,000)	(41,870)				
6000 plus Transfer from EMR	(6,461)						
Movement to/(from) Gen Reserve	(69,591)						
<u>103 The View</u>							
1050 Income Rent	1,000	1,000	0			100.0%	
1305 Income Golf Course Overheads	10,000	12,000	2,000			83.3%	
1306 Income Golf Club Room Hires	2,825	500	(2,325)			565.0%	
1307 Income Bar Sales	156,531	175,800	19,269			89.0%	
1308 Income Food Sales	185,759	227,700	41,941			81.6%	
1310 Income - Society Food	31,276	32,500	1,224			96.2%	
1312 Function Food Sales	70,184	72,000	1,816			97.5%	
1316 Events Income - The View	368	200	(168)			183.8%	
The View :- Income	457,943	521,700	63,757			87.8%	0
4000 Salaries & Wages	235,137	267,155	32,018		32,018	88.0%	
4001 Employers NI	15,539	20,105	4,566		4,566	77.3%	
4002 Employers Superannuation	14,410	35,000	20,590		20,590	41.2%	
4003 Sub-contracted Staff	12,479	0	(12,479)		(12,479)	0.0%	
4009 Recruitment Costs	2,854	0	(2,854)		(2,854)	0.0%	
4010 Staff Training	0	1,500	1,500		1,500	0.0%	
4012 Staff Expenses	0	180	180		180	0.0%	
4016 Staff Uniform	0	500	500		500	0.0%	
4017 Timesheet & Rota Software	453	215	(238)		(238)	210.5%	
4051 Rates	3,331	3,435	104		104	97.0%	
4052 Water & Sewerage	7,351	5,000	(2,351)		(2,351)	147.0%	
4055 Electricity	17,073	21,000	3,927		3,927	81.3%	
4056 Gas	2,890	5,000	2,110		2,110	57.8%	
4060 Refuse	3,069	3,900	831		831	78.7%	
4100 Telecommunications	2,718	3,200	482		482	84.9%	
4105 Postage	1	100	99		99	0.9%	
4106 Stationery	778	1,000	222		222	77.8%	
4110 Advertising & Publicity	1,104	5,000	3,896		3,896	22.1%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	1,175	1,300	125		125	90.4%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4114 Licence Fee	1,078	1,000	(78)		(78)	107.8%	
4115 Insurance	3,195	3,200	5		5	99.8%	
4116 Web Site	219	215	(4)		(4)	101.8%	
4156 Bank Charges	5,245	5,200	(45)		(45)	100.9%	
4196 Functions Expenditure-The View	2,359	0	(2,359)		(2,359)	0.0%	
4201 Cleaning & Hygiene	16,890	17,000	110		110	99.4%	
4202 Linen Cleaning	3,706	3,000	(706)		(706)	123.5%	
4270 Vehicles & Equipment Maint	2,683	4,000	1,317		1,317	67.1%	
4272 Furniture & Equipment	2,694	9,950	7,256		7,256	27.1%	1,604
4275 Building Maintenance	2,779	2,500	(279)		(279)	111.1%	
4276 CCTV	131	500	369		369	26.2%	
4279 Fire & Security	1,117	1,550	433		433	72.1%	
4303 Food Expenditure	111,356	116,270	4,914		4,914	95.8%	
4304 Bar Expenditure	57,579	58,015	436		436	99.2%	
4306 Catering Utensils & Equip	3,424	1,000	(2,424)		(2,424)	342.4%	
4307 Bar Utensils & Equip	123	250	127		127	49.3%	
4311 Pest Control	1,443	2,000	557		557	72.1%	
4313 Stock Take	500	1,050	550		550	47.6%	
4314 Cost of Card Top Up Incentives	4,827	4,000	(827)		(827)	120.7%	
4903 Term Maintenance	475	4,000	3,525		3,525	11.9%	
The View :- Indirect Expenditure	542,185	608,365	66,180	0	66,180	89.1%	1,604
Net Income over Expenditure	(84,243)	(86,665)	(2,422)				
6000 plus Transfer from EMR	1,604						
Movement to/(from) Gen Reserve	(82,639)						
Golf Course and The View :- Income	930,126	1,007,765	77,639			92.3%	
Expenditure	946,657	1,147,435	200,778	0	200,778	82.5%	
Net Income over Expenditure	(16,531)	(139,670)	(123,139)				
plus Transfer from EMR	(26,674)						
Movement to/(from) Gen Reserve	(43,204)						
Grand Totals:- Income	2,714,411	2,567,090	(147,321)			105.7%	
Expenditure	1,882,379	2,639,666	757,287	0	757,287	71.3%	
Net Income over Expenditure	832,031	(72,576)	(904,607)				
plus Transfer from EMR	54,547						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	445,488						

Finance & General Purposes Committee Variance Reporting
14th March 2023

		Previously Reported	Current Update
201	Administration		
1176	Precept	Dec: All the precept has now been received	As previously reported
1190	Interest Received	Dec: The rates are continuing to rise and already giving us a substantial interest income of £17,893.58 from April - November 22. Interest is likely to be over £25,000 at the year end.	As previously reported, the income is now at £22,848.
4000	Salaries & Wages		Salaries, NI and Pension have varied throughout the year due to changes in the staff restructures and the fact that STC budgeted for a 2% increase when in reality the increase awarded was an average 7.35%. Even so, it is expected that the overall salaries will be roughly in line with the budget at the year end.
4001	Employers NI		
4002	Employers Superannuation		
4009	Recruitment Costs		Whilst this currently shows at 3.7%, due to the recent advertising for the HAPS vacancy, this will be overbudget by £1,162 at the end of Feb 23.
4010	Staff Training		Only a minimal amount of additional expenditure is expected by the year end and so it is intended that the surplus will be earmarked.
4011	Staff Protective Clothing		This unbudgeted expense relates to safety shoes required for the Inspectors role.
4110	Advertising & Publicity	Dec: This account includes an unbudgeted expenditure of £664 for the Seaford Heritage Trail leaflets. There is still an expected cost of approx £630 for the council tax leaflets which will take the account over budget by the year end.	As previously reported
4112	Subscriptions	June: The majority of subscriptions are paid early in the financial year which is why the expenditure is showing a higher percentage. Sept: As previously reported	
4113	Software Support	Sept: The reason for the current overspend is due to a miscode. New IT equipment should have been coded to 4118 and so once journalled, will reduce the expenditure to £7,701 Dec: This account is now over budget largely due to the requirement of new licences for the server which was an unknown expense when budgeting for the new server. In addition, IRIS (payroll software) has slightly increased its monthly costs.	As previously reported
4115	Insurance	June: The insurance costs are fully paid in April of each year. Sept: As previously reported	Whilst the costs were all paid in April of each year, it should also be noted that whilst this cost centre is within budget, the overall insurance costs for all cost centres will be overbudget by £1,098. This is due to the budgets being set prior to the building re-valuations along with the additional cost of the new Gator.
4155	Professional Fees	June: The account code is showing a credit due to an accrual (ie fees yet to billed that relate to last year). Sept: As previously reported	This account code has no specific expenditure allocated to it at the beginning of the year and any underspends will be earmarked.
4157	Audit Fees	June: The account code is showing a credit due to an accrual. Mulberry & Co invoice will be paid in next month and the external audit fees will be paid in September which both relate to last year. Sept: The account code is still showing a credit as whilst the Mulberry & Co invoice has been paid, we are still waiting for the External Audit invoice for last year - due in September. Dec: Officers have still not yet received the external auditors invoice which is why the credit figure due to the accrual is still showing. Once PKF Littlejohn complete its audit, an additional invoice will also be received (reported elsewhere on this agenda) which is likely to take the account overbudget by the year end.	The invoices for 21/22 have now been received and are overbudget by £627 due to the additional work undertaken by the external auditor. This will show in the account at the year end when the accruals are completed.
4411	VAT PE Adjustment overclaimed		This is a payment to HMRC as part of the partial exemption calculation done for previous years. Its is offset against a credit to the golf course. The overall outcome to the Council has been a reclaim and all debits and credits have been put into EMR369. The balance on this reserve is currently £19,499.56.

		Previously Reported	Current Update
205	Premises Church Street		
1050	Income Rent	June: Rent for Church Street runs from Jan - Dec each year. Therefore, we already have received 9 months worth of rent with the last three months being received in January 23. Sept: As previously reported	The last quarter income will show in the February figures.
1053	Income Grants		This income relates to the donation by Sussex Police for the defibrillator.
1087	Income CCTV	Dec: The income of £300 relates to a donation from LDC towards the internal CCTV instalation in the Facilities Office and the TIC area.	As previously reported
4050	Rent Payable	Dec: This account is showing expenditure at 96.5% as the rent has been invoiced and paid for this financial year. There will be a saving of £720 by the year end.	As previously reported
4059	Church Street Service Charges	Dec: This account is only showing expenditure at 14.6% as the Council has only been invoiced for one quarter of this financial year. It is still expected that this account will be underbudget by approximately £5,000.	As previously reported
4201	Cleaning & Hygiene		Following last year's unbudgeted expenditure due to Covid it was thought prudent to put a budget in for this year. But as yet, no further items have been needed to be purchased.
4275	Building Maintenance		The additional expenditure relates to the new defibrillator on site which has been offset by the grant mentioned in 1053 above.
4276	CCTV		The unbudgeted expenditure relates to the internal CCTV. LDC have contributed partly to this so the overspend is reduced to £990.
4903	Term Maintenance		Whilst this shows no expenditure, there will be PAT testing costs added in February.
4411	VAT PE Adjustment Overclaimed		This is a payment to HMRC as part of the partial exemption calculation done for previous years. Its is offset agains a credit to the golf course. The overall outcome to the Council has been a reclaim and all debits and credits have been put into EMR369. The balance on this reserve is currently £19,499.56.
206	Hurdis House		
1050	Income Rent	Dec: Due to ongoing negotiations for a new lease, the amount of rent to charge is not yet known.	As previously reported. The tenant has not been invoiced for any rent this financial year on the advice of the Council's Solicitor.
4115	Insurance		This is overbudget due to the budget being set prior to the re-valuations as explained in 4115/201.
4275	Building Maintenance		The unbdugeted expenditure relates to gutter cleaning and an asbestos survey.
210	Civic Expenses		
4113	Software Support	Dec: This account is showing expenditure at 94.3% with no further expenditure expected which will result in a small saving by the year end.	As previously reported
4115	Insurance	Sept: The expenditure is lower than budgeted as the Civic Regalia was split into separate categories with some being included in the All Risk section and the remainder being included in Church Street Contents. The budgets will be looked into this year and amended correctly for next year.	As previously reported
4118	IT Hardware	Sept: The unbudgeted cost relates to the new Mic System to include new mics and a PA speaker for Committee Meetings	As previously reported
4180	Room Hire		The View and the Council Chambers have been used for most of the Council meetings this year, therefore the need to hire an external venue has not occurred very often.
4181	Civic - Mayors Allowance		
4182	Catering & Hospitality		
4183	Civic - Awards		
4184	Civic - Other	Dec: Whilst the account is showing being over budget, the cost of £1,985 for the silver Former Mayor's Badge was taken from EMR which results in only 61.9% of the budget being spent to date.	As previously reported

Previously Reported	Current Update
---------------------	----------------



Seaford Town Council

Report No:	189/22
Agenda Item No:	6
Committee:	Finance & General Purposes (F&GP)
Date:	14th March 2023
Title:	Annual Investment Strategy 2023 - 2024
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To consider the Annual Investment Strategy 2023 - 2024

Recommendations
The Committee is recommended to:
<ol style="list-style-type: none">1. Recommend that Full Council approve the Annual Investment Strategy 2023-2024 as set out in Appendix A.2. To note the contents of the report.

1. Information

- 1.1 The Town Council is required to produce an Annual Investment Strategy and review it each financial year.
- 1.2 The 2023 - 2024 Annual Investment Strategy is attached at Appendix A.
- 1.3 The only recommended changes are dates and values. It is a requirement that this strategy is made available to the public and therefore when approved, a copy will be put on the Town Council's website.

2. Financial Appraisal

- 2.1 The Town Council has a current account with the Co-Op Bank and also invests in CCLA's Public Sector Deposit fund, which is an instant access fund. Commercial interest rates have improved this year and the yield began the year very low at 0.692% (0.0177%, April 2022). The rates have

gradually improved over the year to 3.9060% at the end of February 2023, this is over ten times as much as the comparable rate of 0.3589% in February 2022.

2.2 Due to the unexpected interest rates rise during the year, the total interest received to the 28th February 2023 is £33,737.29 compared to £764.64 as at February 2022.

2.3 There is currently £1,725,000 (£1,125,000, February 2021) in the CCLA account and this is expected to remain the same at the end of this financial year.

3. Contact Officer

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

RFO	
Town Clerk	



Seaford Town Council

Annual Investment Strategy 2023 - 2024

Policy Ref.	F9
Date Last Adopted	March 2023
Date of Next Review	March 2024
Possible Prompts for Earlier Review	-
Previous Adoption Dates	April 2019 July 2020 March 2021 March 2022
Author	Responsible Financial Officer

Annual Investment Strategy 2023 - 2024

1. The Town Council has had regard to the Department for Levelling Up, Housing and Communities (DLHC) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Town Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
 - 3.1 All investments will be in sterling.
 - 3.2 The general public policy objective for this Town Council is the prudent investment of its treasury balances.
 - 3.3 The Town Council's investment priorities are the security of reserves and liquidity of its investments.
 - 3.4 The Town Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
 - 3.5 The DLHC maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Town Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
 - 4.1 Based on its cash flow forecasts, the Town Council anticipates its fund balances in the financial year 2023 - 2024 will be up to £2,300,000.
 - 4.2 The Town Council has considered the current level of balances and estimated levels over the next three years coupled with the need for liquidity, its spend commitments and provision for contingencies. Investments may be made for longer than one year but only in CCLA's Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least two years.
 - 4.3 In order to maintain sufficient security and liquidity the Town Council will manage any surplus funds mainly through CCLA's Public Sector Deposit Fund, which provide an optimal rate of interest. At the discretion of the Responsible Financial Officer (RFO), in consultation with the Town Clerk,

deposits in other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

5. Investments Defined as Capital Expenditure

- 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".
- 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Town Council for "specified" and "non-specified" investments.
- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2023 - 2024. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for Credit Related Losses

- 6.1 If any of the Town Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates), the Town Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be Followed In House

- 7.1 To retain not less than three month's average working capital (revenue) requirement in the current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Earmarked Reserve at the beginning of the financial year may be placed on deposit of up to one year's duration depending on the prevailing interest rates.
- 7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Suitably available funds may be placed for more than one year in CCLA's

LAPF, depending on cash flow requirements, up to a maximum of £2,000,000. See 4.2.

8. End of Year Investment Report

8.1 During the budget process the RFO will report on investment forecasts.

8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

DRAFT



Seaford Town Council

Report No:	188/22
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	14th March 2023
Title:	Review of Discretionary Grants Policy
By:	Karen Singleton, Responsible Financial Officer and Lucy Clark, Finance Manager
Purpose of Report:	To present the Discretionary Grants Policy for review

Recommendations
The Finance & General Purposes Committee is recommended:
1. To recommend that Full Council adopts the revised Discretionary Grants Policy, as presented with report 188/22, noting the intention to review this again ahead of the 2024 – 2025 scheme

1. Policy Review

- 1.1 The Town Council's Discretionary Grants Policy was last reviewed in 2021, as per the policy review schedule, and was due to be reviewed again in 2024.
- 1.2 Since the last review in 2021, it has become clear that there are aspects of the current policy that are difficult to implement, such as the requirements under section 4 of the policy (Scoring Criteria).
- 1.3 Due to this, officers are recommending a review of the policy earlier than anticipated and ahead of the 2023 – 2024 discretionary grants scheme. This is being recommended to ensure a policy that is; more fit for purpose, better aligned with current practice, and transparent.
- 1.4 In addition to some minor amendments to improve flow of reading, the changes being recommended are:

- (a) 2.3 & 3.3 Documentation Requirements – these have been reviewed and are now the same for large and small grants, with the exception of one additional requirement at 2.3k for large grants. This ensures a consistent approach across the scheme and also that the Town Council is receiving the relevant supporting information alongside the application itself, to ensure due diligence can be upheld when assessing the applications.
 - (b) 4 Awarding Criteria – the current criteria are not quantifiable and as such, it is not possible to objectively score applicants against this criteria. It is therefore recommended that the purpose of the criteria be amended to allow for points the application can be considered, rather than scored, against. This acknowledges the subjectivity of the process but allows the Town Council the ability to assess applications on their merits, against a variety of criteria. Importantly, the recommended change still ensures that records behind the decision-making process are kept so any decision is justified and can be explained or scrutinised at a later date if need be.
 - (c) 6.2 Awarding Grants – the requirements under this section were prevented during 2020 and 2021 due to Covid restrictions. This section is now recommended for removal. Officers always consider how best to promote the Town Council’s activities, including grants awarded to the local community, so this does not need to be stipulated in such fine detail within the policy. Section 8 also covers certain aspects of organisations acknowledging the Town Council’s support and the inclusion of grant recipients in the Annual Town Forum process.
- 1.5 It is recommended that the policy is reviewed again ahead of the 2024 – 2025 scheme, to make sure that the changes were fit for purpose.
 - 1.6 A copy of the policy, with tracked changes can be found in Appendix 1 for information. The current policy can be found on the [Town Council’s website](#).
 - 1.7 This Committee is asked to consider this version, suggest any amendments and recommend that Full Council adopt the revised policy.

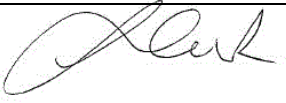


1.8 The Committee will note that the proposed timeline for the 2023 – 2024 discretionary grants scheme appears elsewhere on this agenda.

2. Financial Appraisal

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

3. Contact Officer

3.1 The Contact Officers for this report are Karen Singleton, RFO, and Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	



Seaford Town Council

Discretionary Grants Policy

Policy Ref.	F7
Date Last Adopted	May 2021
Date of Next Review	March 2023
Possible Prompts for Earlier Review	<ul style="list-style-type: none">• Change in internal processes or recommended best practice / legislation
Previous Adoption Dates	May 2015 August 2017
Author	Responsible Financial Officer

Discretionary Grants Policy

1. INTRODUCTION:

DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

OBJECTIVES:

The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (~~over~~ £501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.

- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.
- 1.12 The following **are not** eligible to apply for grants;
 - a. Individuals, businesses, commercial organisations, religious groups or political parties;
 - b. Projects that are the statutory responsibility of other authorities;
 - c. Applicants who have an outstanding loan with or are financially indebted to the Council.
- 1.13 Grants will not usually be awarded for projects or activities already delivered.

2. LARGE GRANTS

- 2.1 The maximum large grant amount that can be awarded by the F&GP Committee is ~~over £501, up to~~ £3,000. Exceptionally grants over £3,000 may be considered but must be of benefit to potentially the whole town.
- 2.2 To be eligible to apply for a **Large** grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
 - a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Seaford;
 - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 2.3 Documentation Requirements – applicants are required to submit;
 - a. A written statement of how the grant is to be used (included on the application form);

- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. The latest bank statement showing details of a bank account held in the name of the applicant organisation;
- ~~e. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;~~
- d. The accounts of the organisation, including Balance sheet if available, for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities;
- ~~d.e. together with~~ A funding obtained from other partner bodies if appropriate (section included on the application form);
- ~~e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;~~
- ~~f.a. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);~~
- ~~g.f.~~ A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- ~~g. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);~~ In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts;
- h. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- i. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- ~~j. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).~~ An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- ~~i.~~ Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

3. SMALL GRANTS

3.1 Small grants are awarded up to a maximum of £500.

- 3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;
 - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 3.3 Documentation Requirements – applicants are required to submit;
- a. A written statement of how the grant is to be used (included on the application form);
 - b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
~~A written set of rules, constitution, or other governing document, they shall be current and properly authorised;~~
 - c. The latest bank statement showing details of a bank account held in the name of the applicant organisation;
 - a.d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities
 - e. A funding obtained from other partner bodies if appropriate (section included on the application form);
 - f. A copy of Public Liability Insurance if the grant is to be used as a public event.
 - ~~b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;~~
 - e.g. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts;
 - ~~d.a. A written set of rules, constitution, or other governing document, they shall be current and properly authorised;~~
 - h. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
 - i. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);

- e.j. An Equality and/or Equal Opportunities policy, if available (this policy may be contained within their constitution or other governing document);
- f. ~~A copy of Public Liability Insurance if the grant is to be used as a public event.~~

4. SCORINGAWARDING CRITERIA

4.1 Applications will be ~~scored~~ considered using against the following criteria; ~~with a point being counted for each criterion met:~~

- a. ~~Has the aApplicants~~ Applicants have met the documentation requirements?;
- b. Has the applicant ~~Applicants have~~ specified how the grant will be used?;
- c. Has the applicant specified w~~Who~~ who will benefit from the grant within the community?;
- d. IsTh the applicant is ~~a~~ voluntary or community group?;
- e. ~~Does the funding fits in with existing~~ Benefits to the requesting organisation;
- f. ~~Value for money;~~
- g.e. Existing Town Council priorities?;
- h.f. Does t~~The grant promote~~ing Seaford town?;
- i.g. Is t~~The grant contributing to something that has not already been funded in the past by Seaford Town Council~~?

4.2 The key points of the consideration against the above criteria for each application will be recorded, ensuring a record of the justification behind the outcome of the application should this need to be scrutinised.

5. PROCESS FLOW CHART

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website (www.seafordtowncouncil.gov.uk).
- 5.3 Forms should ideally be submitted electronically by email to finance@seafordtowncouncil.gov.uk but may also be submitted by post or handed in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will attempt to contact the named contact on

the application to inform them of this, ~~but it~~—It is ultimately the applicant's responsibility to ~~then~~ return a completed form along with all necessary supporting documentation before the closing date.

5.5 Applications ~~are will be~~ reviewed ~~and scored~~ by the F&GPF&GP working party, in accordance with this policy.

5.6 The full F&GP Committee will consider the recommendations made by the working party at the next scheduled meeting.

5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

6. AWARDING GRANTS

6.1 Grants will be paid by BACs, ~~addressed to the name of~~ the organisation specified named on the application form.

~~6.2 Where large grants are awarded the Council will aim to have the Mayor and Chair of F&GP present each organisation with their award and have a photograph taken for a subsequent joint press release.~~

7. MONITORING AND EVALUATION

7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants ~~will~~ may not be awarded until this is returned.

7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.

7.3 If for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

8. TRANSPARENCY AND PUBLICITY

8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.

8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.

- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving a Town Council grants must acknowledge the Council in any relevant publicity or publications by using any promotional material provided by the Council. ~~that the Council has awarded the grant and display a plaque supplied by the Council.~~
- 8.5 For large grants recipients, representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.



Seaford Town Council

Report No:	190/22
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	14th March 2023
Title:	2023 – 2024 Discretionary Grants Scheme Timeline
By:	Karen Singleton, Responsible Financial Officer and Lucy Clark, Finance Manager
Purpose of Report:	To present the 2023 Discretionary Grants Scheme timeline for noting

Recommendations
The Finance & General Purposes Committee is recommended:
1. To note the 2023 - 2024 Discretionary Grants Scheme timeline as set out within the report.

1. 2023 - 2024 Discretionary Grants Timeline

- 1.1 In accordance with the Town Council's Discretionary Grants Scheme Policy, each year the Town Council will invite applications for grants under its annual discretionary grants scheme.
- 1.2 The Committee is being asked to note the timeline for the 2023 - 2024 scheme, as set out below:

Stage	Date
2023 - 2024 grants scheme opens	3 rd April 2023
Closing date for applications	31 st May 2023
F&GP working group meeting to review applications	13 th June 2023
F&GP Committee meeting to agree outcome of grants scheme	27 th June 2023

- 1.3 The Committee will note that the review of the Town Council's Discretionary Grants Scheme appears elsewhere on this agenda. It is not anticipated that

the outcome of the review will impact on the timeline of the scheme but this can be confirmed once the policy agenda item has been considered.

2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report.
- 2.2 The amount budgeted for the 2023 - 2024 Discretionary Grants scheme is £25,000.

3. Contact Officer

- 3.1 The Contact Officers for this report are Karen Singleton, Responsible Financial Officer, and Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	