



Seaford Town Council

Seaford Town Council Community Services Agenda – 15th September 2022

To the Members of the Community Services Committee

Councillors L Wallraven (Chair), S Dunn (Vice Chair), N Adil, J Cash, J Edson, M Everden, MA Hayder, R Hayder, O Honeyman, J Meek and G Rutland.

A meeting of the **Community Services Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 15th September 2022** at 7.00pm, which you are summoned to attend.

Adam Chugg

Town Clerk

8th September 2022

- **Public attendance at this meeting will be limited by the size of the venue, 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. Vanguard Way Committee Presentation

To receive a brief update from local resident, Bob Brown, regarding the recently created Vanguard Way Committee, its purpose and how this impacts Seaford.

5. Projects & Facilities Manager Update Report

To consider report 70/22 updating the Committee on progress and actions relating to Seaford Town Council's assets and services (pages 6 to 13).

6. Community Services 2021 - 2022 Year End Financial Report

To consider report 26/22 presenting the 2021 – 2022 year-end financial position for the Community Services Committee (pages 14 to 30).

7. Finance Report to 31st July 2022

To consider report 71/22 informing the committee of income and expenditure up to 31st July 2022 (pages 31 to 48).

8. Grounds Maintenance Contract Review Update

To consider report 79/22 updating the committee on progress with the Grounds Maintenance Contract review (pages 49 to 52).

9. Seaford Cricket Club Changing Rooms

To consider report 82/22 presenting the committee with proposals from Seaford Cricket Club to lease the changing rooms within The Salts Recreation Ground. (pages 53 to 55).

10. The Salts Tennis Courts Update

To consider report 80/22 providing the committee with an update on The Salts Tennis Courts (pages 56 to 65).

11. Bonfire Ban on Allotments

To consider report 81/22 presenting the committee with a request from the Seaford Allotment Committee for the Town Council to approve a ban on bonfires at Seaford Allotments, Sutton Drove (pages 66 to 68).

12. 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 reason as set out below.

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

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 Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the 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.

13. Bönningstedt Wall Update EXEMPT

To consider exempt report 78/22 updating the committee on progress with reinstating the Bönningstedt Sea Wall following storm damage earlier in the year (exempt pages).

Reason for exemption: to provide confidential and commercially sensitive updates relating to the rebuild of the Bönningstedt sea defence wall.

Explanation of Reason: under section 43(1) of the Freedom of Information Act, disclosure of information is exempt information if in disclosure it were likely to prejudice the commercial interests of any party.

Meeting Postponed

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

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 admin@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:	70/22
Agenda Item No:	5
Committee:	Community Services
Date:	15th September 2022
Title:	Projects & Facilities Manager Update Report
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To update the Committee on progress and actions relating to Seaford Town Council's assets and services.

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

1. Projects and Facilities Information

1.1 The Salts Recreation Ground

Tennis Courts

Please see the separate report elsewhere on the agenda.

Phase 2 CCTV

This project has been completed.

Playground

Having successfully received CIL grant funding of £11,196 towards resurfacing of the paths throughout the playground, officers aim to have this work completed this year.

Further works to resurface the play areas with a soft mulch surface are planned over the next two years.

Generally, the playground and gym equipment are starting to show their age. Replacement parts have to come from the original manufacturer, for safety reasons, and can be very expensive. Because of this, it is likely this

year's budget will be overspent and next year's will need to be increased by around £3,000. It is planned to increase budgets over a number of years to build up sufficient funds in Earmarked Reserves (EMR) for replacement equipment.

Cycle Racks

Officers have been approached by a local resident and cycling enthusiast regarding installing bike racks. After meeting on site, it was decided these would be best located by the west fence of the tennis courts. It is hoped to have these installed within the next couple of months. The costs of the rack will be met by external funding but the installation cost will be around £150, which will be met from EMR 326 Grounds Maintenance/Open Spaces.

1.2 The Crouch

Officers have been working on a report regarding the proposed fence around the football pitch for the Full Council meeting on 29th September.

1.3 The Crypt

Officers have been working on the new lease with Sussex Contemporary Illustrators & Printmakers (SCIP). It is hoped to have the final draft completed soon, which will then be shared with Councillors electronically to comment on prior to being finalised with the solicitors.

In the meantime, SCIP have taken on the running of The Crypt on a rolling licence. This way they have been able to honour bookings made by the previous tenants and encourage new business.

1.4 Seafront

Martello Toilets/Café

Following a value engineering report discussed at the Full Council meeting in June where Councillors agreed to design changes, the project architect has issued revised specifications to four of the contractors who had previously submitted tenders.

Officers are working to the current programme:

Action	Date	Status
Tenders issued	July	Completed
Tenders received by	9 th September	
Full Council consideration	29 th September	
(Subject to above) Recommendation and	Early October	

award contract		
(Subject to above) Start on site	Early November	

Seasonal Beach Huts

The Town Council has only taken weekly bookings this year and, as per previous years, the huts have been extremely popular and were fully booked during the August and most of June and July. In line with planning permission, the huts will be removed and in storage by 1st October.

Bönningstedt Wall

Please see the separate report elsewhere on the agenda.

Bin Replacement

After looking into various type of bins, it was concluded the type we already have are by far the most robust and able to cope with the harsh environment of the seafront. However, they are not easily recyclable as they have a glass fibre coating.

With this in mind, officers contacted the original suppliers who confirmed they will be able to refurbish most of the bins. As well as meaning less wastage this will offer a cost saving to the Town Council.

Bins that are not repairable will be replaced.

Finger Post Signs

The Planning Officer is working to see how soon these can be installed.

1.5 Open Spaces

Martello Field

The CIL grant bid (£12,165) for funds towards replacing the fence to both the East and West fields was successful and the work will commence in September. Replacement of the fence to the North elevation of the pump field will also be included in the project.

1.6 Seaford Head

South Hill Barn

Essential structural works will be carried out over the winter in time for spring bookings. The flat roof on the small barn is in a very poor state of repair and leaking in several places, this is likely to need replacing in the next couple of years. Officers will have the work costed up so it is known how much to budget for in 2023 - 2024.

1.7 Projects Overview List

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

1.8 External Grants

Current grant applications:

Purpose	Grant Organisation	Amount	Status
Martello Fence Replacement	CIL	£12,165	Successful
Salts CCTV	JAG	£1,840	Successful
Salts Playground	CIL	£11,196	Successful
Martello Toilets and Café	Community Lottery Fund	£222,550	Unsuccessful
New Defibrillator outside Police Station	Police Property Act Fund	£1,435	Pending

1.9 Filming and Photography

The Town Council's Filming and Liaison Officer (FLO) has met with Sarah Quantrill, Sussex Wildlife Trust (SWT) to redraft the Town Council's Film Policy.

Together they are working with SWT ecologists to create a policy which will enable filming to take place whilst protecting the wildlife and the Site of Special Scientific Interest (SSSI) itself. The policy will also be shared with Natural England for comment.

It is hoped the redrafted policy will be presented at the Community Services Committee meeting in December.

Over the summer, there have been several fashion shoots and small productions. The FLO has worked to turn enquiries into booking and has communicated with officers as and when a request is not suitable for Seaford.

The FLO is currently working with new residents within the one of the Coast Guard Cottages regarding filming and access to Seaford Head Nature Reserve.

1.10 Events

Veterans & Armed Forces Day – 25th June 2022

This was held on Saturday 25th June, with a parade from Martello Tower down into Martello East field for inspection. Unfortunately, this year saw less stalls and veterans attending the event. Town Council officers have met with the Chair of the Armed Forces Day Committee to discuss ways to improve on this event for 2023.

Remembrance Sunday – 13th November 2022

Planning has started with the Royal British Legion and Sussex Events Limited to close roads on Sunday 13th November to hold the annual Remembrance Sunday Service at Seaford War Memorial.

Christmas Magic – 3rd December 2022

Planning is in progress to hold the 2022 Seaford's Christmas Magic event in Broad Street and the upper section of the High Street. This will include looking at working with other groups within the town to deliver activities throughout the day.

1.11 Concessions

West View Concession Huts

Inle Home handed their notice to Seaford Town Council and left the West View Concession Hut in August 2022.

Officers will look to advertise the free concession hut at the beginning of 2023 ready to start the season end of April / beginning of May 2023 in line with planning permissions for trading at this concession site.

Bönningstedt Promenade

Skipper Water Sports have now placed the sea container in the concession site at Bönningstedt Promenade as per the planning permissions received.

Work will take place over the winter months to clad the outside of this unit and also kit out the inside ready to open in April 2023.

Parker's Shellfish Shed has been placed along Bönningstedt Promenade and has been trading since 2nd September 2022. Trading fresh seafood sandwiches and salads and seafood pots, with wet fish to order.

2. Financial Appraisal

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

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Meeting Postponed

STC Projects Overview September 2022

Project	Description	Total Cost	STC Contribution	Grant Funding	Notes
2021-2022					
Salts Tennis Courts	Refurbishment of three tennis courts to include electronic booking system and floodlighting.	£198,647	£20,000 + up to £10,000 for increase in materials	Partly	COMPLETED
Martello Tower Survey	Professional fees to carry out condition survey and valuation.	£4,000	£4,000	No	COMPLETED
2022-2023					
Martello Toilets and Café	Demolish existing Martello toilets. New build to house toilets, changing places room and café.	tbc	tbc	No	Tenders to be resubmitted following value engineering changes to specification.
Salts CCTV	Complete CCTV install to the Salts Recreation Ground.	£4,343	£2,503	£1,840	COMPLETED
Martello Fields Fence Yr 1	Fence replacement	£24,167	£12,002	£12,165	Due to additional funds from a CIL grant, this work will be completed this year as opposed to over 3 years as originally planned.
Salts Playground Renovation Works Yr 1	General renovation works to include improved pathways, general ground covering and equipment replacement.	£25,000	£13,804	£11,196	Work to be carried out over 3 years.
Martello Tower Renovation Works Yr 1	General renovation as detailed in survey.	£4,000	£4,000	Possibly	Work to be carried out over 4 years
Seafront Lamp Post Head Replacement	Replace heads to all 13 lamp posts from the Martello Tower to Splashpoint	£3,500	£3,500	No	To come out of Seafront - Grounds Maintenance Non Contract budget
Grounds Maintenance Contract Review	Review the existing maintenance contract	£10,000	£10,000	No	Costs for professional fees if required to investigate options and feasibility
Seafront Bins	Replace/refurbish bins the whole length of the prom.	£20,000	£20,000	No	Bins will be mainly be refurbished as opposed to renewed.
South Hill Barn Development Plan	Professional costs to further develop plan.	£10,000	£10,000	Possibly	Officers have not been able to progress with this project, so it is very unlikely this will be spent this year.
South Hill Barn	Building works recommended by structural report.	£20,623	£20,623	No	Works will be funded from 4274 Projects Expenditure (£10,000) and EMR 344 Seaford Head/South Hill Barn (£10,623)
Signage to Cuckmere Haven	Install signage to direct the public away from the dangerous path along the A259 leading to Cuckmere Haven to the footpath off Chyngton Lane.	£5,000	£5,000	Possibly	
Seafront Promenade Repair Works Yr 1	Patch repairs to concrete, ongoing over 4 years	£4,000	£4,000	No	To come out of Seafront - Grounds Maintenance Non Contract budget
2023-2024					
Martello Fields Water Refill Station	Water station and tap to the east Martello Field	£20,000	£20,000	Possibly	
Rainbow Bench	Installation of a Rainbow Bench to recognise the effort of the NHS and front line workers during the COVID-19 pandemic.	£1,000	£1,000	Possibly	Report on options to be brought to next Community Services meeting.
Electric Point to Bonningstedt Concession	Install electric point and meter for the Ice Cream Concession at Bonningstedt	£20,000	£20,000	No	
Martello Fields Fence Yr 2	Fence replacement	£10,000	£10,000	Possibly	Work to be carried out over 3 years. May be brought forward if grant funding available. UPDATE - Can be taken out of 2023 - 2024 budget as work will be completed in 2022 - 2023
Salts Playground Renovation Works Yr 2	General renovation works to include improved pathways, general ground covering and equipment.	£15,000	£15,000	Possibly	Work to be carried out over 3 years. May be brought forward if grant funding available.
Seafront Promenade Repair Works Yr 2	Patch repairs to concrete	£7,000	£7,000	Possibly	To come out of Seafront - Grounds Maintenance Non Contract budget

Martello Tower Renovation Works Yr 2	General renovation as detailed in survey.	£4,000	£4,000	Possibly	Work to be carried out over 4 years
Salts Development Plan- Feasibility Works	STC officers to work with specialist grant management and landscaping services organisation, Groundwork South, to developed the plan and support us with large grant funding applications.	£15,000	£15,000	Possibly	Project agreed with Council in 2020 - 2021. Project put back to 2023 - 2024
Seafront Sandpits	Install two sandpits along the seafront - part of Seafront Improvement Plan.	£5,000	£5,000	Possibly	Will look at various funding options.
2024-2025					
Martello Fields Fence Yr 3	Fence replacement	£10,000	£10,000	Possibly	Work to be carried out over 3 years. May be brought forward if grant funding available. UPDATE - Can be taken out of 2024 - 2025 budget as work will be completed in 2022 - 2023
Seafront Promenade Repair Works Yr 3	Patch repairs to concrete	£7,000	£7,000	Possibly	To come out of Seafront - Grounds Maintenance Non Contract budget
Salts Playground Renovation Works Yr 3	General renovation works to include improved pathways, general ground covering and contribution to replacment of equipment.	£15,000	£15,000	Possibly	Work to be carried out over 3 years. May be brought forward if grant funding available.
Martello Tower Renovation Works Yr 3	General renovation as detailed in survey.	£4,000	£4,000	Possibly	Work to be carried out over 4 years
Seafront Sandpits	Install two sandpits along the seafront-part of Seafront Improvement Plan.	£5,000	£5,000	Possibly	Will look at various funding options.
2025-2026					
Seafront Promenade Repair Works Yr 4	Patch repairs to concrete	£7,000	£7,000	Possibly	To come out of Seafront - Grounds Maintenance Non Contract budget
Martello Tower Renovation Works Yr 4	General renovation as detailed in survey.	£4,000	£4,000	Possibly	Work to be carried out over 4 years
Projects to Consider					
Various sites	Plant 1,000 whip trees	£2,000	£0	No	Costs covered by Tree Wardens EMR. Need to identify site.
Bonningstedt Memorial		£30,000	£30,000	Possibly	£30,000 spread over 3 years income accounted for 1 year later . Income should cover all costs eventually



Seaford Town Council

Report No:	26/22
Agenda Item No:	6
Committee:	Community Services
Date:	15th September 2022
Title:	Community Services Year End Financial Report 2021 – 2022
By:	Tony Jackson, Projects & Facilities Manager, and Karen Singleton, Responsible Financial Officer
Purpose of Report:	To present the 2021 – 2022 year-end financial position for the Community Services Committee

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

1. Summary

- 1.1 After the impact of the Covid-19 pandemic, in 2020 - 2021 the Community Services budget is back to its normal income and expenditure.
- 1.2 Income was budgeted to be £581,660 and included £400,000 for an expected grant to rebuild Martello Toilets, which did not happen. Other income was therefore budgeted to be £181,660, yet £567,856 was actually received, a massive 97.6% of the original budget. This was mainly due to
- £87,430 CIL receipts - these are unknown and can only be used to spend on certain things, so are never budgeted
 - £37,000 Beach hut sale
 - £169,020 Income received from grants and the LTA (Lawn tennis Association) loan, for the tennis court refurbishments
 - £48,215 Filming income (budget £15,000)
 - £73,155 Income from concessions (budget £63,360)

- 1.3** Expenditure was budgeted to be £834,100 but only £591,081 was spent. Part of this is accounted for by the Martello Toilets rebuild, which did not happen in the year (£400,000). Excluding Martello Toilets – the expenditure went over budget by £156,981, which is largely explained by the cost of the refurbishment of the tennis courts, £168,551.
- 1.4** The Community Services Committee overall net expenditure was £252,440 less than budgeted.

2. Information

- 2.1** Attached as Appendix 1 is the income and expenditure report for this Committee showing the final 2021 - 2022 year-end figures. Significant variances are reported on below.
- 2.2** Income on the following budgets (various cost centres) are not budgeted but surplus income over expenditure is earmarked
- 1025 - Sponsorship for water refill stations
 - 1055 – Memorial benches
- 2.3** 4260 - Grounds Maintenance Contract - these figures vary from budget due to changes in the contract and the exact split between the cost centres not being known at budget setting time, as we did not have this information from Lewes District Council.
- 2.4** 4411 – Unbudgeted income and expenditure due to the partial exemption calculation that the Town Council has to carry out annually. Surplus income has been earmarked.
- 2.5** 1058/4052 - Water Recharges - these are invoiced on actual invoices received. These are lower than expected due to credit notes sent by Castle Water.
- 2.6 105 Salts Recreation Ground**
- 1053 - a Joint Action Group (JAG) Grant of £1,840 was received from Lewes District Council towards CCTV and was earmarked for spend in 2022 - 2023.
- 1073 - Sports pitch income was higher than budgeted mainly due to a previous bill due to the Rugby Club.
- 1095/4095/4095 – the tennis courts were not ready for use until 2022 - 2023.

4252 – an additional litter pick was not required.

4261 – Grounds Maintenance Non-Contract - this budget is significantly higher than budget due to storm damage at the skate park (£1,880 - met from Earmarked Reserves (EMR)) and necessary playground repairs.

2.7 106 Crouch Recreation Ground

1050 – when the budget was set it was thought that the football club lease with a higher rental income would be finalised for April 2021. The lease wasn't finalised until the end of the year. Therefore this code is under budget.

1053 – income was received from the football club insurers, towards the replacement of the storm damaged clubhouse roof.

1073 - sports pitch income was higher than budgeted, due to more prudent budgeting following COVID.

4275 – includes the replacement football club roof, the cost of which has been met from the grant in 1053 and £5,000 from EMR.

2.8 107 Martello Fields

1050 - income rent was over budget due to two visits from the funfair in the year.

4261 - Grounds Maintenance non-contract was over budget due to the replacement of the sleeper rails, which was met from EMR.

2.9 108 Other Open Spaces

1053/4275 – refers to the grant received towards refurbishing the war memorial.

1066 – income concession refers to the concession at High & Over which was not budgeted for as it was uncertain.

2.10 113 Crypt

1091 – donation Arts@TheCrypt towards replacement windows and decorating at the Crypt, which was earmarked for expenditure in 2022 - 2023.

2.11 115 Martello Tower

4275 - building maintenance expenditure was very low as surveying works budgeted for were not carried out, the deficit was earmarked for expenditure in 2022 - 2023.

2.12 116 Seaford Head Estate

1011/4501 - filming and photography bookings were high and income received was £30,850 more than expected.

1050 – rent includes rental/hire of South Hill Barn.

1066 – income concession is lower than budget due to the original concession holder leaving in September. A replacement concession holder was found for the remainder for the year, but the concession fee was lower. In January the rent was reduced further by the Barn area being opted in to tax.

2.13 117 Seaford

1011/4501 - filming and photography bookings were received which is never certain therefore not budgeted for.

1066 - income concession was higher than expected due to budgeting more prudently because of COVID.

1078 - income Martello Entertainment Area shows a £5,600 income, this relates to memorial plaques around the Martello Tower seating. These have been very popular now The Shoal bench plaques have sold out. The net income over expenditure has been transferred to an EMR.

4301 – Public Works Loan Board, this sum was budgeted but not used, for the possible cost of a loan to rebuild Martello Toilets.

2.14 118 Beach Huts

1060 – Beach Hut site licenses were slightly under budget.

1061 – Beach Hut annual rent was slightly under budget.

1066 – income concessions were under budget because one of the concessions left halfway through the year

1094/4258 – seasonal beach huts were not budgeted for as the use of them was uncertain due to the pandemic but it turned out that they were open all year.

2.15 130 Other Recreation

4410 – the unspent element of this budget was earmarked for expenditure in 2022 – 2023.

2.16 134 CCTV

4055 – electricity expenditure is high and is being investigated by officers.

2.17 135 Community Services Other

1053 – a £5,000 grant was received from Lewes District Council towards the cost of Seaford Christmas Magic.

1070 - Armed Forces Day was cancelled due to the pandemic.

1075 – Seaford Christmas Magic income was very low due to the bad weather the day before the event which meant that market stalls could not be outside.

2.18 225 Projects Pool

1014 - CIL receipts (£87,430) are unbudgeted as the amount we will receive is not known and it can only be used to fund specific expenditure.

1016 - Beach Hut sales income (£37,000)

1053 - the grant for Martello Toilets was not received in the year but Tesco gave £1,000 towards the cost of maintaining the water refill stations.

4095 – Tennis Courts the budgeted £20,000 was spent from the CIL EMR.

4257 – Seafront Improvement Plan- was spent on the gabion wall at Bönningstedt.

4421 – was spent on Martello Toilets project for the cost of architects, consultancy and preparation before the build.

4424 - South Hill Barn underspends were earmarked for future expenditure.

3. Earmarked Reserves (EMRs)

- 3.1** Attached as Appendix 2 is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this Committee's use.
- 3.2** Most of the additions to the year end EMRs are due to underspends at the year end. This has enabled significant sums to be set aside for contingencies for such as building and grounds maintenance, enabling future budgets to be set lower, for what is known not what might be. The EMR is there for contingencies, and unknown future liabilities. This can be quite significant for maintenance budgets.
- 3.3** The following new EMRs were created at the year end
- 327 Grant given but not spent for the Salts CCTV
 - 334 Seaford Head/ South Hill Barn – year end underspends as previously requested. by committee
 - 336 Swimming Pool – 2021-2022 underspends as previously agreed by Committee
 - 344 Projects reserve -£6,333 from event underspends and £10,000 towards the provision of an electrical supply at Bönningstedt.
 - 353 Professional fees -for contingencies
 - 356 Playgrounds – contingency & to build up a reserve for equipment replacement
 - 357 Seafront maintenance – for the Shoal
 - 367 Water Refill Station Maintenance – income from sponsorship to be saved and used for maintenance
 - 368 Tennis courts- current year underspend – project not complete at year end
 - 369 VAT PE Calculation-Income from VAT under claimed
 - 372 Utilities – contingency due to rising prices.
- 3.4** The contingency sums set aside in EMR mean that the Council is much more financially stable and able to deal with financial liabilities as they arise. Earmarking under spends on budgets and budgeted sums for such




as replacement of equipment spreads the cost of expenditure so that it doesn't impact the precept in the year that it is spent.

4. Financial Appraisal

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

5. Contact Officer

The Contact Officers for this report are Tony Jackson, Projects & Facilities Manager, and Karen Singleton, Responsible Financial Officer.

Projects & Facilities Manager	
Responsible Financial Officer (RFO)	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
105 Salts Recreation Ground							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	2,077	2,155	78			96.4%	
1051 Income Insurance Recharge	1,564	1,480	(84)			105.7%	
1053 Income Grants	1,840	0	(1,840)			0.0%	1,840
1055 Income Memorial Bench	2,620	0	(2,620)			0.0%	
1058 Income Water Recharge	596	4,525	3,929			13.2%	
1066 Income Concession	11,566	12,000	434			96.4%	
1073 Sports Pitch Hire & Green Fees	6,585	2,000	(4,585)			329.3%	
1095 Income Tennis Courts	0	6,000	6,000			0.0%	
Salts Recreation Ground :- Income	27,078	28,160	1,082			96.2%	2,070
4052 Water & Sewerage	3,436	8,420	4,984		4,984	40.8%	
4055 Electricity	305	300	(5)		(5)	101.7%	
4095 Tennis Court Expenditure	0	6,000	6,000		6,000	0.0%	
4096 LTA Loan	0	7,010	7,010		7,010	0.0%	
4100 Telecommunications	264	250	(14)		(14)	105.6%	
4115 Insurance	3,516	3,690	174		174	95.3%	
4250 Memorial Bench	1,174	0	(1,174)		(1,174)	0.0%	
4251 Dog Bin Emptying	1,875	2,000	125		125	93.7%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	73,159	69,635	(3,524)		(3,524)	105.1%	
4261 Grounds Maint non contract	9,309	6,000	(3,309)		(3,309)	155.2%	1,880
4275 Building Maintenance	3,211	3,000	(211)		(211)	107.0%	
4411 VAT PE Adjustment overclaimed	1,982	0	(1,982)		(1,982)	0.0%	1,982
Salts Recreation Ground :- Indirect Expenditure	98,231	107,305	9,074	0	9,074	91.5%	3,862
Net Income over Expenditure	(71,153)	(79,145)	(7,992)				
6000 plus Transfer from EMR	3,862						
6001 less Transfer to EMR	2,070						
Movement to/(from) Gen Reserve	(69,361)						
106 Crouch Recreation Ground							
1050 Income Rent	1,719	2,550	831			67.4%	
1051 Income Insurance Recharge	565	635	70			88.9%	
1053 Income Grants	12,800	0	(12,800)			0.0%	
1055 Income Memorial Bench	2,600	0	(2,600)			0.0%	
1058 Income Water Recharge	15	3,000	2,986			0.5%	
1073 Sports Pitch Hire & Green Fees	9,577	6,500	(3,077)			147.3%	
Crouch Recreation Ground :- Income	27,275	12,685	(14,590)			215.0%	0

Detailed Income & Expenditure by Budget Heading 31/03/2022

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	1,959	5,100	3,141		3,141	38.4%	
4115 Insurance	772	880	108		108	87.7%	
4250 Memorial Bench	1,293	0	(1,293)		(1,293)	0.0%	
4251 Dog Bin Emptying	1,339	1,375	36		36	97.4%	
4260 Grounds Maintenance Contract	34,633	34,890	257		257	99.3%	
4261 Grounds Maint non contract	2,338	5,000	2,662		2,662	46.8%	
4275 Building Maintenance	17,976	500	(17,476)		(17,476)	3595.1%	5,000
4411 VAT PE Adjustment overclaimed	1,629	0	(1,629)		(1,629)	0.0%	1,629
Crouch Recreation Ground :- Indirect Expenditure	61,938	47,745	(14,193)	0	(14,193)	129.7%	6,629
Net Income over Expenditure	(34,663)	(35,060)	(397)				
6000 plus Transfer from EMR	6,629						
Movement to/(from) Gen Reserve	(28,035)						
107 Martello Fields							
1050 Income Rent	9,251	5,000	(4,251)			185.0%	
Martello Fields :- Income	9,251	5,000	(4,251)			185.0%	0
4115 Insurance	6	10	4		4	57.8%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	16,469	16,200	(269)		(269)	101.7%	
4261 Grounds Maint non contract	14,292	3,000	(11,292)		(11,292)	476.4%	11,375
4411 VAT PE Adjustment overclaimed	482	0	(482)		(482)	0.0%	482
Martello Fields :- Indirect Expenditure	32,320	20,310	(12,010)	0	(12,010)	159.1%	11,857
Net Income over Expenditure	(23,069)	(15,310)	7,759				
6000 plus Transfer from EMR	11,857						
Movement to/(from) Gen Reserve	(11,212)						
108 Other Open Spaces							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1053 Income Grants	942	0	(942)			0.0%	
1055 Income Memorial Bench	1,500	0	(1,500)			0.0%	
1066 Income Concession	507	0	(507)			0.0%	
1072 Income Trees for Seaford	6,416	0	(6,416)			0.0%	6,416
Other Open Spaces :- Income	9,685	90	(9,595)			10761.0	6,646
4018 Water Refill Maint	45	0	(45)		(45)	0.0%	45
4052 Water & Sewerage	663	310	(353)		(353)	213.8%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	33	0	(33)		(33)	0.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	1,241	0	(1,241)		(1,241)	0.0%	
4251 Dog Bin Emptying	2,143	2,200	57		57	97.4%	
4260 Grounds Maintenance Contract	23,384	23,645	261		261	98.9%	
4261 Grounds Maint non contract	6,755	6,500	(255)		(255)	103.9%	
4262 Trees for Seaford	6,376	0	(6,376)		(6,376)	0.0%	6,376
4275 Building Maintenance	1,442	500	(942)		(942)	288.4%	
4411 VAT PE Adjustment overclaimed	7	0	(7)		(7)	0.0%	7
Other Open Spaces :- Indirect Expenditure	42,089	33,215	(8,874)	0	(8,874)	126.7%	6,429
Net Income over Expenditure	(32,404)	(33,125)	(721)				
6000 plus Transfer from EMR	6,429						
6001 less Transfer to EMR	6,646						
Movement to/(from) Gen Reserve	(32,621)						
113 Crypt							
1051 Income Insurance Recharge	269	380	111			70.8%	
1091 Income Building Maintenance	4,000	0	(4,000)			0.0%	4,000
Crypt :- Income	4,269	380	(3,889)			1123.4%	4,000
4115 Insurance	269	380	111		111	70.8%	
4275 Building Maintenance	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	269	880	611	0	611	30.6%	0
Net Income over Expenditure	4,000	(500)	(4,500)				
6001 less Transfer to EMR	4,000						
Movement to/(from) Gen Reserve	0						
114 South Street							
4275 Building Maintenance	1,140	1,000	(140)		(140)	114.0%	
South Street :- Indirect Expenditure	1,140	1,000	(140)	0	(140)	114.0%	0
Net Expenditure	(1,140)	(1,000)	140				
115 Martello Tower							
4115 Insurance	1,692	1,745	53		53	97.0%	
4275 Building Maintenance	1,330	4,000	2,670		2,670	33.3%	
Martello Tower :- Indirect Expenditure	3,022	5,745	2,723	0	2,723	52.6%	0
Net Expenditure	(3,022)	(5,745)	(2,723)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
116 Seaford Head Estate							
1011 Income Filming	45,850	15,000	(30,850)			305.7%	
1050 Income Rent	11,295	10,000	(1,295)			112.9%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	947	600	(347)			157.8%	
1066 Income Concession	2,017	3,300	1,283			61.1%	
1200 Income Nature Reserve	585	0	(585)			0.0%	
Seaford Head Estate :- Income	63,943	32,150	(31,793)			198.9%	0
4115 Insurance	418	880	462		462	47.5%	
4199 Other Expenditure	1,336	1,200	(136)		(136)	111.3%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	1,104	2,000	896		896	55.2%	
4261 Grounds Maint non contract	2,760	3,000	240		240	92.0%	
4275 Building Maintenance	330	1,000	670		670	33.0%	
4411 VAT PE Adjustment overclaimed	11	0	(11)		(11)	0.0%	11
4500 Nature Reserve Expenses	17,163	16,200	(963)		(963)	105.9%	
4501 Filming Expenses	9,170	3,000	(6,170)		(6,170)	305.7%	
Seaford Head Estate :- Indirect Expenditure	33,363	28,380	(4,983)	0	(4,983)	117.6%	11
Net Income over Expenditure	30,580	3,770	(26,810)				
6000 plus Transfer from EMR	11						
Movement to/(from) Gen Reserve	30,591						
117 Seaford							
1011 Income Filming	2,365	0	(2,365)			0.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	375	0	(375)			0.0%	
1057 Income Electricity Recharge	2,932	3,000	68			97.7%	
1058 Income Water Recharge	80	100	20			79.6%	
1066 Income Concession	53,970	41,820	(12,150)			129.1%	
1078 Income Entertainment Area	5,600	0	(5,600)			0.0%	
1084 Income Promenade	222	150	(72)			148.1%	
Seaford :- Income	66,254	45,070	(21,184)			147.0%	710
4018 Water Refill Maint	115	0	(115)		(115)	0.0%	115
4052 Water & Sewerage	80	500	420		420	15.9%	
4055 Electricity	2,932	3,000	68		68	97.7%	
4115 Insurance	913	955	42		42	95.6%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	292	0	(292)		(292)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 Shelters	2,470	2,500	30		30	98.8%	
4254 Martello Entertainments Area	665	0	(665)		(665)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	3,278	7,000	3,722		3,722	46.8%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	3,215	2,000	(1,215)		(1,215)	160.8%	
4301 Public Works Loan Payment	0	22,000	22,000		22,000	0.0%	
4411 VAT PE Adjustment overclaimed	27	0	(27)		(27)	0.0%	27
4501 Filming Expenses	473	0	(473)		(473)	0.0%	
Seafont :- Indirect Expenditure	14,460	39,555	25,095	0	25,095	36.6%	142
Net Income over Expenditure	51,794	5,515	(46,279)				
6000 plus Transfer from EMR	142						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	51,226						
118 Beach Huts							
1019 Rechargeable Income	930	0	(930)			0.0%	
1054 Income Other	772	0	(772)			0.0%	
1057 Income Electricity Recharge	220	100	(120)			220.0%	
1060 Beach Huts Site Licence	23,271	24,455	1,184			95.2%	
1061 Beach Hut Annual Rent	13,530	15,195	1,665			89.0%	
1066 Income Concession	5,095	6,240	1,145			81.7%	
1094 Income Seasonal Beach Huts	13,313	0	(13,313)			0.0%	
Beach Huts :- Income	57,130	45,990	(11,140)			124.2%	0
4019 Rechargeable Expenditure	880	0	(880)		(880)	0.0%	
4021 Electricity Top Up Cards	0	100	100		100	0.0%	
4051 Rates	4,242	5,140	899		899	82.5%	
4055 Electricity	266	0	(266)		(266)	0.0%	
4110 Advertising & Publicity	0	1,000	1,000		1,000	0.0%	
4115 Insurance	1,028	1,215	187		187	84.6%	
4258 Seasonal Beach Hut Revenue Exp	15,476	2,000	(13,476)		(13,476)	773.8%	
4275 Building Maintenance	1,068	3,000	1,932		1,932	35.6%	
4411 VAT PE Adjustment overclaimed	1,960	0	(1,960)		(1,960)	0.0%	1,960
Beach Huts :- Indirect Expenditure	24,919	12,455	(12,464)	0	(12,464)	200.1%	1,960
Net Income over Expenditure	32,211	33,535	1,324				
6000 plus Transfer from EMR	1,960						
Movement to/(from) Gen Reserve	34,171						

Detailed Income & Expenditure by Budget Heading 31/03/2022

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>119</u> <u>Old Town Hall</u>							
1050 Income Rent	1,477	1,275	(202)			115.8%	
1051 Income Insurance Recharge	160	200	40			80.2%	
Old Town Hall :- Income	<u>1,637</u>	<u>1,475</u>	<u>(162)</u>			<u>111.0%</u>	<u>0</u>
4115 Insurance	160	200	40		40	80.2%	
4275 Building Maintenance	0	2,000	2,000		2,000	0.0%	
4411 VAT PE Adjustment overclaimed	130	0	(130)		(130)	0.0%	130
Old Town Hall :- Indirect Expenditure	<u>290</u>	<u>2,200</u>	<u>1,910</u>	<u>0</u>	<u>1,910</u>	<u>13.2%</u>	<u>130</u>
Net Income over Expenditure	<u>1,347</u>	<u>(725)</u>	<u>(2,072)</u>				
6000 plus Transfer from EMR	130						
Movement to/(from) Gen Reserve	<u>1,477</u>						
<u>121</u> <u>Seaford in Bloom</u>							
1054 Income Other	417	415	(2)			100.4%	
Seaford in Bloom :- Income	<u>417</u>	<u>415</u>	<u>(2)</u>			<u>100.4%</u>	<u>0</u>
4402 Seaford in Bloom	5,130	5,000	(130)		(130)	102.6%	
Seaford in Bloom :- Indirect Expenditure	<u>5,130</u>	<u>5,000</u>	<u>(130)</u>	<u>0</u>	<u>(130)</u>	<u>102.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,713)</u>	<u>(4,585)</u>	<u>128</u>				
<u>125</u> <u>Allotments</u>							
1050 Income Rent	1,019	1,035	16			98.4%	
Allotments :- Income	<u>1,019</u>	<u>1,035</u>	<u>16</u>			<u>98.4%</u>	<u>0</u>
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,019</u>	<u>535</u>	<u>(484)</u>				
<u>130</u> <u>Other Recreation</u>							
4410 Swimming Pool	899	10,000	9,101		9,101	9.0%	
4411 VAT PE Adjustment overclaimed	1,450	0	(1,450)		(1,450)	0.0%	1,450
Other Recreation :- Indirect Expenditure	<u>2,348</u>	<u>10,000</u>	<u>7,652</u>	<u>0</u>	<u>7,652</u>	<u>23.5%</u>	<u>1,450</u>
Net Expenditure	<u>(2,348)</u>	<u>(10,000)</u>	<u>(7,652)</u>				
6000 plus Transfer from EMR	1,450						
Movement to/(from) Gen Reserve	<u>(899)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2022

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
134 CCTV							
4055 Electricity	3,795	2,550	(1,245)		(1,245)	148.8%	
4115 Insurance	336	400	64		64	84.0%	
4276 CCTV	8,061	9,000	939		939	89.6%	
CCTV :- Indirect Expenditure	12,192	11,950	(242)	0	(242)	102.0%	0
Net Expenditure	(12,192)	(11,950)	242				
135 Community Service Other							
1053 Income Grants	5,000	0	(5,000)			0.0%	
1054 Income Other	25	0	(25)			0.0%	
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	322	7,210	6,888			4.5%	
1083 Income Street Market	72	0	(72)			0.0%	
Community Service Other :- Income	5,418	9,210	3,792			58.8%	0
4115 Insurance	52	60	8		8	86.2%	
4195 Events Expenditure	908	1,000	92		92	90.8%	
4273 Christmas Lights	10,618	15,000	4,382		4,382	70.8%	
4281 Christmas Event Expenses	6,462	10,300	3,838		3,838	62.7%	
4282 Armed Forces Day Expenditure	170	2,000	1,830		1,830	8.5%	
Community Service Other :- Indirect Expenditure	18,210	28,360	10,150	0	10,150	64.2%	0
Net Income over Expenditure	(12,792)	(19,150)	(6,358)				
225 Projects Pool							
1014 CIL & S106 Receipts	87,430	0	(87,430)			0.0%	87,430
1016 Beach Hut Sales	37,000	0	(37,000)			0.0%	37,000
1053 Income Grants	1,000	400,000	399,000			0.3%	1,000
1095 Income Tennis Courts	169,050	0	(169,050)			0.0%	
Projects Pool :- Income	294,480	400,000	105,520			73.6%	125,430
4095 Tennis Court Expenditure	168,551	20,000	(148,551)		(148,551)	842.8%	
4257 Seafront Improvement Plan	45,456	50,000	4,544		4,544	90.9%	45,456
4274 Projects Expenditure	90	2,000	1,910		1,910	4.5%	
4411 VAT PE Adjustment overclaimed	172	0	(172)		(172)	0.0%	172
4420 Bonn BH Capital Expenditure	1,280	0	(1,280)		(1,280)	0.0%	1,280
4421 Martello Toilets Capital Costs	23,552	400,000	376,449		376,449	5.9%	23,552
4424 South Hill Barn Development	1,627	5,000	3,373		3,373	32.5%	
Projects Pool :- Indirect Expenditure	240,727	477,000	236,273	0	236,273	50.5%	70,459
Net Income over Expenditure	53,753	(77,000)	(130,753)				
6000 plus Transfer from EMR	70,459						
6001 less Transfer to EMR	125,430						
Movement to/(from) Gen Reserve	(1,218)						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	360	1,500	1,140		1,140	24.0%	
4411 VAT PE Adjustment overclaimed	72	0	(72)		(72)	0.0%	72
4451 Twitten Naming	0	1,000	1,000		1,000	0.0%	
Planning & Highways :- Indirect Expenditure	432	2,500	2,068	0	2,068	17.3%	72
Net Expenditure	(432)	(2,500)	(2,068)				
6000 plus Transfer from EMR	72						
Movement to/(from) Gen Reserve	(360)						

Community Services :- Income	567,856	581,660	13,804			97.6%	
Expenditure	591,081	834,100	243,019	0	243,019	70.9%	
Net Income over Expenditure	(23,225)	(252,440)	(229,215)				
plus Transfer from EMR	103,000						
less Transfer to EMR	138,856						
Movement to/(from) Gen Reserve	(59,080)						

Grand Totals:- Income	567,856	581,660	13,804			97.6%	
Expenditure	591,081	834,100	243,019	0	243,019	70.9%	
Net Income over Expenditure	(23,225)	(252,440)	(229,215)				
plus Transfer from EMR	103,000						
less Transfer to EMR	138,856						
Movement to/(from) Gen Reserve	(59,080)						

Seaford Town Council Community Services Earmarked Reserves 2021-2022

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 31/03/2022	Committed	Available Balance	Notes	Shared with other committees
321	Building Maintenance	13,165	£11,835.00	5,000	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all buildings 2021-2022	yes
323	Crypt	£1,075.00	£4,000.00		£5,075.00	£5,075.00	£0.00	Expenditure to be used for Building Works at the Crypt. 2022-2023 £4,000 grant received for maintenance & decorating £1,075 towards replacement Crypt window	No
326	Grounds Maintenance	£17,240.00	£16,015.00	£13,255.00	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all grounds and open spaces 2021/2022 £11,375 Seafront bumper rails £1,880 fire damage skate park	yes
327	The Salts	£0.00	£1,840.00		£1,840.00		£1,840.00	Grant received for CCTV £1840 to be spent 2022/23	No
329	The Salts Landscaping	£844.55			£844.55		£844.55		No
334	Seaford head/South Hill Barn	£0.00	£31,648.00		£31,648.00		£31,648.00	£26,572 Earmarked from surplus filming income for hope gap stairs £5,076 Earmarked from unspent budgets for SHB as per committee decision	No
336	Swimming Pool	£0.00	£9,101.20		£9,101.20		£9,101.20	Unspent budget earmarked to be used in 2022/23 as per committee decision	No
340	Vehicles & Equipment	£12,622.00	£8,368.41	£990.41	£20,000.00	£8,700.00	£11,300.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements 2021/22 Golf course equipment £16.42 Kettle £179.99 Fridge £794 overspend on digger + delivery 2022/23 £8,700 Equipment The View	Yes
342	Trees for Seaford *	£10,745.37	£6,415.63	£6,376.17	£10,784.83		£10,784.83	Income received from Resident Donations. Restricted to spend only on Trees	No
344	Projects Reserve	£0.00	£16,333.00		£16,333.00		£16,333.00	£6,333 from unspent events budgets £10,000 for electrics at Bönningstedt for ice cream van	No
345	Memorial Bench Maintenance	£2,032.00	£1,649.00		£3,681.00		£3,681.00	Contingency to meet maintenance needs of Memorial Benches	No
353	Professional Fees	£0.00	£20,000.00		£20,000.00		£20,000.00	Contingency to meet unknown Liabilities	Yes
356	Playgrounds	£0.00	£10,000.00		£10,000.00		£10,000.00	To build up sufficient funds over a number of years for replacement equipment	No
357	Seafront Maintenance	£0.00	£5,000.00		£5,000.00		£5,000.00	Shoal maintenance	No
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.	No
361	CIL Receipts *	£13,080.91	£87,429.93	£20,000.00	£80,510.84	£10,000.00	£70,510.84	Income received from CIL monies - Restricted use 2021-2023 up to £10,000 for tennis courts	Yes
362	Seafront Projects	£4,835.00	£4,935.00		£9,770.00		£9,770.00	Sum earmarked from profits made on sale of Memorials @ Martello Entertainment area	No

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 31/03/2022	Committed	Available Balance	Notes	Shared with other committees
363	Capital Receipts *	£161,898.77	£37,000.00	£46,215.54	£152,683.23	£152,683.23	£0.00	Can only be used for Capital Expenditure. <u>2021-2022</u> £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts- £44,936 actual £22,000 for Martello toilets- unspent <u>2022-2023</u> £152,683 Martello Toilets	Yes
366	Seafront Development Plan (SDP)	£58,882.08		£24,071.50	£34,810.58	£34,810.58	£0.00	For expenditure on SDP <u>2021/22</u> £20,071.5 spent on Martello toilets preliminary costs <u>2022-2023</u> £34,810.58 Martello Toilets	No
367	Water Refill Stations	£0.00	£2,010.00		£2,010.00		£2,010.00	Sponsorship income earmarked to use for maintenance	No
368	Tennis Courts	£0.00	£27,508.62		£27,508.62		£27,508.62	£7,010 unspent loan £20,498.62 surplus grant & loan income not spent	No
369	VAT PE Calculation	£0.00	£9,245.83		£9,245.83		£9,245.83	Sum received after partial exemption calculation	Yes
372	Utilities	£0.00	£5,000.00		£5,000.00		£5,000.00	for future liabilities due to uncertain electricity and gas costs	Yes
	TOTAL EMR	£297,890.43	£273,580.17	£115,908.62	£497,316.43	£211,268.81	£286,047.62		

* RESTRICTED USE



Seaford Town Council

Report No:	71/22
Agenda Item No:	7
Committee:	Community Services
Date:	15th September 2022
Title:	Community Services Finance Report up to 31st July 2022
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st July 2022.

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

1. Information

- 1.1 Appendix 1 shows a breakdown of income and expenditure for the Community Services budget up to 31st July 2022.

105 Salts Recreation Ground

4055 Electricity

The tennis courts use electricity so the invoice for The Salts which used to go the café tenants has now been taken back in house. The café's proportion of the usage will be recharged to the (1057/105) offsetting the expenditure, which is already over budget

4261 Grounds Maintenance Non-Contract

This is already over budget. This is mainly due to repairs to the playground fence following vandalism and unexpected repairs needed to lamp posts. The amount over budget has been taken from The Salts Landscaping Earmarked Reserve (EMR) 329. This EMR now has a zero balance.

4283 Playground

This is currently under budget; however officers expect to use up all of these funds on the new path.

106 Crouch Recreation Ground

4283 Playground - this is currently underspent, however there are a lot of upcoming repairs booked.

107 Martello Fields

1050 Income Rent – this is lower than budget as bookings have been less than expected.

108 Other Open Spaces

4275 Building Maintenance - overspent due to repair works to the Rotary Centenary Clock (affixed to the wall outside L.Cameron & Son in Broad Street).

116 Seaford Head Estate

1011 Income Filming - at present this is £10,000 over budget. Filming normally quiet downs over winter, so we don't expect any more significant income this year.

117 Seafrost

4275 Building Maintenance – this is overspent, mainly due to repair works carried out on the Martello Toilets following Storm Eunice earlier this year.

118 Beach Huts

1094 Income Seasonal Beach Huts – this is £1,400 above budget thanks to a healthy level of bookings.

130 Other Recreation

4110 Swimming Pool - this is expected to be used up this year on essential maintenance work.

135 Community Services Other

1070 Armed Forces Day - income has been lower than expected mainly due to the event being smaller and there not being many stalls. Also,

funding to support the event was lower than previous years. However, as the event was smaller there was a significant saving on expenditure.

225 Projects Pool

4457 Seafront Improvement Plan

This has a budget of £20,000 towards the seafront bins. The project should come in significantly under budget (less than £10,000) as officers are looking to refurbish, as opposed to renew, the bins.

4274 Project Expenditure

£5,000 had been allocated for the completion of The Salts CCTV system. £1,840 was given as a grant from Lewes District Council's Joint Action Group toward this in 2021 - 2022, so total cost to the Town Council is £2,503, meaning the project has come in at £2,497 under budget.

£10,000 was allocated for Martello Fields Fence Replacement, this was to be completed over a three-year period, but it is pleasing to note that CIL funding of £12,165 has been granted towards this so the project can be completed in 2022 - 2023. Additional fencing to the pump field will be carried out at the same time, which will take the project over the £10,000 budgeted, however the underspend from the CCTV (above) will more than cover this.

£5,000 was budgeted for signage to Cuckmere Haven, however officers have not had the resources to take this forward this year.

2. Earmarked Reserves

- 2.1** Attached as Appendix 2 is a table showing the EMR movements in the year. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this committee's use.
- 2.2** Like the 2020 – 2021 year end, unspent balances on appropriate budgets will be transferred to EMR. It is anticipated that these EMRs will be built up year on year from current year underspends. If contingency sums are available in EMRs to meet potential liabilities, then the Town Council can

reduce budgets accordingly and keep increases in future precepts to a minimum.

- 2.3 327 EMR Salts – this shows an opening balance of £1,840. This is the grant received from the Joint Action Group towards The Salts CCTV.
- 2.4 334 EMR Seaford Head/South Hill Barn - approximately £10,000 of these funds will be used towards the South Hill Barn structural works.
- 2.5 356 EMR Playgrounds - approximately £5,000 will be used towards the path replacement at The Salts playground.

3. Financial Appraisal

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

4. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	1,849	2,160	311			85.6%	
1051 Income Insurance Recharge	1,731	1,600	(131)			108.2%	
1055 Income Memorial Bench	1,323	0	(1,323)			0.0%	
1057 Income Electricity Recharge	352	0	(352)			0.0%	
1058 Income Water Recharge	1,317	4,000	2,683			32.9%	
1066 Income Concession	18,600	18,600	0			100.0%	
1073 Sports Pitch Hire & Green Fees	1,569	3,600	2,031			43.6%	
1095 Income Tennis Courts	2,184	8,465	6,281			25.8%	
	29,155	38,425	9,270			75.9%	230
Salts Recreation Ground :- Income							
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	1,113	7,500	6,387		6,387	14.8%	
4055 Electricity	483	300	(183)		(183)	161.0%	
4095 Tennis Court Expenditure	878	5,000	4,122		4,122	17.6%	
4096 LTA Loan	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	97	260	163		163	37.2%	
4115 Insurance	3,474	3,625	151		151	95.8%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	723	0	(723)		(723)	0.0%	
4251 Dog Bin Emptying	625	1,925	1,300		1,300	32.5%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	24,329	73,930	49,601		49,601	32.9%	
4261 Grounds Maint non contract	3,841	3,000	(841)		(841)	128.0%	845
4275 Building Maintenance	2,743	5,000	2,257		2,257	54.9%	
4276 CCTV	600	800	200		200	75.0%	
4283 Playground	1,871	15,000	13,129		13,129	12.5%	
	40,835	122,090	81,255	0	81,255	33.4%	902
Salts Recreation Ground :- Indirect Expenditure							
Net Income over Expenditure							
	(11,679)	(83,665)	(71,986)				
6000 plus Transfer from EMR	902						
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve							
	(11,007)						
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	1,275	2,550	1,275			50.0%	
1051 Income Insurance Recharge	623	580	(43)			107.4%	
1055 Income Memorial Bench	1,300	0	(1,300)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1058 Income Water Recharge	460	3,200	2,740			14.4%	
1073 Sports Pitch Hire & Green Fees	138	8,500	8,362			1.6%	
Crouch Recreation Ground :- Income	3,796	14,830	11,034			25.6%	0
4052 Water & Sewerage	251	5,500	5,249		5,249	4.6%	
4115 Insurance	868	795	(73)		(73)	109.1%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	551	0	(551)		(551)	0.0%	
4251 Dog Bin Emptying	446	1,375	929		929	32.5%	
4260 Grounds Maintenance Contract	13,957	34,930	20,973		20,973	40.0%	
4261 Grounds Maint non contract	403	3,000	2,597		2,597	13.4%	
4275 Building Maintenance	0	500	500		500	0.0%	
4283 Playground	475	5,000	4,525		4,525	9.5%	
Crouch Recreation Ground :- Indirect Expenditure	16,951	52,100	35,149	0	35,149	32.5%	0
Net Income over Expenditure	(13,155)	(37,270)	(24,115)				
<u>107 Martello Fields</u>							
1050 Income Rent	3,723	7,500	3,777			49.6%	
Martello Fields :- Income	3,723	7,500	3,777			49.6%	0
4115 Insurance	7	10	3		3	68.5%	
4251 Dog Bin Emptying	357	1,100	743		743	32.5%	
4260 Grounds Maintenance Contract	5,490	14,060	8,570		8,570	39.0%	
4261 Grounds Maint non contract	1,527	4,000	2,473		2,473	38.2%	
Martello Fields :- Indirect Expenditure	7,381	19,170	11,789	0	11,789	38.5%	0
Net Income over Expenditure	(3,658)	(11,670)	(8,012)				
<u>108 Other Open Spaces</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1072 Income Trees for Seaford	4,198	0	(4,198)			0.0%	4,198
Other Open Spaces :- Income	4,518	90	(4,428)			5020.0%	4,428
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	(125)	415	540		540	(30.2%)	
4115 Insurance	39	35	(4)		(4)	111.5%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	714	2,200	1,486		1,486	32.5%	
4260 Grounds Maintenance Contract	7,795	19,660	11,865		11,865	39.6%	
4261 Grounds Maint non contract	3,343	9,000	5,657		5,657	37.1%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4262 Trees for Seaford	4,744	0	(4,744)		(4,744)	0.0%	4,744
4275 Building Maintenance	846	500	(346)		(346)	169.2%	
Other Open Spaces :- Indirect Expenditure	17,412	31,870	14,458	0	14,458	54.6%	4,801
Net Income over Expenditure	(12,895)	(31,780)	(18,886)				
6000 plus Transfer from EMR	4,801						
6001 less Transfer to EMR	4,428						
Movement to/(from) Gen Reserve	(12,521)						
113 Crypt							
1051 Income Insurance Recharge	0	390	390			0.0%	
1057 Income Electricity Recharge	156	0	(156)			0.0%	
1063 Income Gas Recharged	30	0	(30)			0.0%	
Crypt :- Income	186	390	204			47.7%	0
4055 Electricity	162	0	(162)		(162)	0.0%	
4056 Gas	117	0	(117)		(117)	0.0%	
4115 Insurance	283	390	107		107	72.6%	
4275 Building Maintenance	2,725	4,200	1,475		1,475	64.9%	1,414
Crypt :- Indirect Expenditure	3,287	4,590	1,303	0	1,303	71.6%	1,414
Net Income over Expenditure	(3,101)	(4,200)	(1,099)				
6000 plus Transfer from EMR	1,414						
Movement to/(from) Gen Reserve	(1,687)						
114 South Street							
4275 Building Maintenance	533	3,000	2,467		2,467	17.8%	
South Street :- Indirect Expenditure	533	3,000	2,467	0	2,467	17.8%	0
Net Expenditure	(533)	(3,000)	(2,467)				
115 Martello Tower							
4115 Insurance	1,853	1,745	(108)		(108)	106.2%	
4275 Building Maintenance	2,225	4,000	1,775		1,775	55.6%	
Martello Tower :- Indirect Expenditure	4,078	5,745	1,667	0	1,667	71.0%	0
Net Expenditure	(4,078)	(5,745)	(1,667)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
116 Seaford Head Estate							
1011 Income Filming	30,550	20,000	(10,550)			152.8%	
1021 Income South Hill Barn	352	1,000	648			35.2%	
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1054 Income Other	312	0	(312)			0.0%	
1055 Income Memorial Bench	1,693	0	(1,693)			0.0%	
1066 Income Concession	963	3,300	2,337			29.2%	
1200 Income Nature Reserve	257	0	(257)			0.0%	
Seaford Head Estate :- Income	39,127	37,550	(1,577)			104.2%	0
4115 Insurance	445	905	460		460	49.2%	
4156 Bank Charges	3	0	(3)		(3)	0.0%	
4199 Other Expenditure	418	0	(418)		(418)	0.0%	
4250 Memorial Bench	190	0	(190)		(190)	0.0%	
4251 Dog Bin Emptying	357	1,100	743		743	32.5%	
4260 Grounds Maintenance Contract	368	1,130	762		762	32.6%	
4261 Grounds Maint non contract	903	3,000	2,097		2,097	30.1%	
4275 Building Maintenance	950	1,000	50		50	95.0%	
4500 Nature Reserve Expenses	5,576	16,900	11,324		11,324	33.0%	
4501 Filming Expenses	0	8,000	8,000		8,000	0.0%	
Seaford Head Estate :- Indirect Expenditure	9,210	32,035	22,825	0	22,825	28.7%	0
Net Income over Expenditure	29,917	5,515	(24,402)				
117 Seaford							
1011 Income Filming	200	1,000	800			20.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	(757)			0.0%	
1057 Income Electricity Recharge	105	3,820	3,715			2.8%	
1058 Income Water Recharge	0	100	100			0.0%	
1066 Income Concession	53,740	43,075	(10,665)			124.8%	
1084 Income Promenade	138	150	12			92.0%	
Seaford :- Income	55,650	48,145	(7,505)			115.6%	710
4018 Water Refill Maint	173	0	(173)		(173)	0.0%	173
4052 Water & Sewerage	92	500	408		408	18.4%	
4055 Electricity	330	3,820	3,490		3,490	8.6%	
4115 Insurance	911	985	74		74	92.5%	
4250 Memorial Bench	4,695	0	(4,695)		(4,695)	0.0%	
4253 Shelters	1,082	2,500	1,418		1,418	43.3%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	2,220	10,000	7,780		7,780	22.2%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	2,198	2,000	(198)		(198)	109.9%	
4301 Public Works Loan Payment	0	11,600	11,600		11,600	0.0%	
4501 Filming Expenses	0	200	200		200	0.0%	
Seafront :- Indirect Expenditure	11,702	32,205	20,503	0	20,503	36.3%	173
Net Income over Expenditure	43,948	15,940	(28,008)				
6000 plus Transfer from EMR	173						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	43,411						
118 Beach Huts							
1057 Income Electricity Recharge	0	300	300			0.0%	
1060 Beach Huts Site Licence	30,690	27,625	(3,065)			111.1%	
1061 Beach Hut Annual Rent	12,100	12,090	(10)			100.1%	
1066 Income Concession	2,800	5,150	2,350			54.4%	
1094 Income Seasonal Beach Huts	14,700	13,300	(1,400)			110.5%	
Beach Huts :- Income	60,290	58,465	(1,825)			103.1%	0
4051 Rates	1,722	5,300	3,579		3,579	32.5%	
4055 Electricity	41	240	199		199	17.1%	
4115 Insurance	646	1,060	414		414	61.0%	
4258 Seasonal Beach Hut Revenue Exp	6,865	14,500	7,635		7,635	47.3%	
4275 Building Maintenance	980	4,000	3,020		3,020	24.5%	
Beach Huts :- Indirect Expenditure	10,254	25,100	14,846	0	14,846	40.9%	0
Net Income over Expenditure	50,036	33,365	(16,671)				
119 Old Town Hall							
1050 Income Rent	638	1,540	903			41.4%	
1051 Income Insurance Recharge	180	205	25			87.8%	
Old Town Hall :- Income	818	1,745	927			46.9%	0
4115 Insurance	180	205	25		25	87.8%	
4275 Building Maintenance	487	2,000	1,513		1,513	24.4%	
Old Town Hall :- Indirect Expenditure	668	2,205	1,537	0	1,537	30.3%	0
Net Income over Expenditure	150	(460)	(610)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,102	535	(567)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
4411 VAT PE Adjustment overclaimed	(1,450)	0	1,450		1,450	0.0%	
Other Recreation :- Indirect Expenditure	(1,450)	10,000	11,450	0	11,450	(14.5%)	0
Net Expenditure	1,450	(10,000)	(11,450)				
<u>134 CCTV</u>							
4055 Electricity	1,522	3,000	1,478		1,478	50.7%	
4115 Insurance	398	350	(48)		(48)	113.6%	
4276 CCTV	0	8,500	8,500		8,500	0.0%	
CCTV :- Indirect Expenditure	1,920	11,850	9,930	0	9,930	16.2%	0
Net Expenditure	(1,920)	(11,850)	(9,930)				
<u>135 Community Service Other</u>							
1070 Armed Forces Day Income	145	1,000	855			14.5%	
1075 Income Christmas Event	0	7,210	7,210			0.0%	
1083 Income Street Market	358	0	(358)			0.0%	
Community Service Other :- Income	503	8,210	7,707			6.1%	0
4115 Insurance	61	65	4		4	94.1%	
4195 Events Expenditure	0	1,500	1,500		1,500	0.0%	
4273 Christmas Lights	0	15,000	15,000		15,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4281 Christmas Event Expenses	0	10,300	10,300		10,300	0.0%	
4282 Armed Forces Day Expenditure	1,281	2,000	719		719	64.1%	
Community Service Other :- Indirect Expenditure	1,343	28,865	27,522	0	27,522	4.7%	0
Net Income over Expenditure	(839)	(20,655)	(19,816)				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	221,881	0	(221,881)			0.0%	221,881
1016 Beach Hut Sales	50,572	42,000	(8,572)			120.4%	50,572
1053 Income Grants	0	222,750	222,750			0.0%	
Projects Pool :- Income	272,452	264,750	(7,702)			102.9%	272,452
4095 Tennis Court Expenditure	2,075	0	(2,075)		(2,075)	0.0%	2,015
4155 Professional Fees	175	15,000	14,825		14,825	1.2%	
4257 Seafront Improvement Plan	0	20,000	20,000		20,000	0.0%	
4274 Projects Expenditure	0	20,000	20,000		20,000	0.0%	
4420 Bonn BH Capital Expenditure	636	0	(636)		(636)	0.0%	636
4421 Martello Toilets Capital Costs	7,459	427,550	420,091		420,091	1.7%	7,459
4424 South Hill Barn Development	370	10,000	9,630		9,630	3.7%	
Projects Pool :- Indirect Expenditure	10,714	492,550	481,836	0	481,836	2.2%	10,109
Net Income over Expenditure	261,738	(227,800)	(489,538)				
6000 plus Transfer from EMR	10,109						
6001 less Transfer to EMR	272,452						
Movement to/(from) Gen Reserve	(605)						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	120	1,500	1,380		1,380	8.0%	
Planning & Highways :- Indirect Expenditure	120	1,500	1,380	0	1,380	8.0%	0
Net Expenditure	(120)	(1,500)	(1,380)				
Community Services :- Income	471,321	481,550	10,229			97.9%	
Expenditure	140,286	880,865	740,579	0	740,579	15.9%	
Net Income over Expenditure	331,035	(399,315)	(730,350)				
plus Transfer from EMR	17,399						
less Transfer to EMR	277,820						
Movement to/(from) Gen Reserve	70,614						

Finance & General Purposes

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Administration</u>							
1054 Income Other	0	100	100			0.0%	
1062 Income Telephone Recharge	149	525	376			28.3%	
1176 Precept	522,483	1,044,965	522,482			50.0%	
1190 Interest Received	3,059	250	(2,809)			1223.5%	
Administration :- Income	525,690	1,045,840	520,150			50.3%	0
4000 Salaries & Wages	113,859	348,250	234,391		234,391	32.7%	
4001 Employers NI	9,967	31,880	21,913		21,913	31.3%	
4002 Employers Superannuation	19,991	64,155	44,164		44,164	31.2%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	1,086	4,000	2,914		2,914	27.2%	
4012 Staff Expenses	258	500	242		242	51.6%	
4015 Office Refreshments	0	150	150		150	0.0%	
4100 Telecommunications	1,430	4,400	2,970		2,970	32.5%	
4105 Postage	53	400	347		347	13.3%	
4106 Stationery	295	1,000	705		705	29.5%	
4107 Photocopier	450	1,500	1,050		1,050	30.0%	
4108 Recycling & Shredding	0	285	285		285	0.0%	
4110 Advertising & Publicity	0	750	750		750	0.0%	
4112 Subscriptions	4,158	5,900	1,742		1,742	70.5%	
4113 Software Support	10,941	9,000	(1,941)		(1,941)	121.6%	
4114 Licence Fee	0	55	55		55	0.0%	
4115 Insurance	1,753	1,780	27		27	98.5%	
4116 Web Site	180	1,700	1,520		1,520	10.6%	
4118 IT Hardware	1,068	8,000	6,932		6,932	13.3%	
4154 Land Registry Fees	72	100	28		28	72.0%	
4155 Professional Fees	(1,329)	5,000	6,329		6,329	(26.6%)	
4156 Bank Charges	563	1,500	937		937	37.5%	
4157 Audit Fees	(2,483)	3,000	5,483		5,483	(82.8%)	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	0	1,000	1,000		1,000	0.0%	
4272 Furniture & Equipment	323	3,000	2,677		2,677	10.8%	
Administration :- Indirect Expenditure	162,637	497,905	335,268	0	335,268	32.7%	0
Net Income over Expenditure	363,054	547,935	184,881				
<u>205 Premises - Church Street</u>							
1050 Income Rent	4,919	7,800	2,881			63.1%	
Premises - Church Street :- Income	4,919	7,800	2,881			63.1%	0
4050 Rent payable	9,890	20,500	10,610		10,610	48.2%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Rates	3,313	8,956	5,643		5,643	37.0%	
4059 Church Street Service Charges	0	18,000	18,000		18,000	0.0%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	159	400	241		241	39.7%	
4275 Building Maintenance	14	1,000	987		987	1.4%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	13,375	49,656	36,281	0	36,281	26.9%	0
Net Income over Expenditure	(8,456)	(41,856)	(33,400)				
<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	500	0	(500)		(500)	0.0%	
4301 Public Works Loan Payment	0	15,005	15,005		15,005	0.0%	
Premises - Hurdis House :- Indirect Expenditure	1,736	16,405	14,669	0	14,669	10.6%	0
Net Income over Expenditure	(1,315)	7,730	9,045				
<u>210 Civic Expenses</u>							
1080 Income Jubilee Event	90	0	(90)			0.0%	
Civic Expenses :- Income	90	0	(90)				0
4013 Members Expenses	6	100	94		94	6.3%	
4014 Member Training	600	1,500	900		900	40.0%	
4106 Stationery	0	200	200		200	0.0%	
4113 Software Support	1,166	2,500	1,334		1,334	46.6%	
4115 Insurance	58	200	142		142	28.9%	
4118 IT Hardware	239	0	(239)		(239)	0.0%	
4180 Room Hire	120	2,550	2,430		2,430	4.7%	
4181 Civic - Mayors Allowance	231	1,500	1,269		1,269	15.4%	
4182 Catering & Hospitality	0	200	200		200	0.0%	
4183 Civic - Awards	113	200	87		87	56.3%	
4184 Civic - other	1,505	3,000	1,495		1,495	50.2%	
4188 Town Crier Expenses	30	200	170		170	15.0%	
4189 Young Mayor	0	250	250		250	0.0%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	4,068	22,400	18,332	0	18,332	18.2%	0
Net Income over Expenditure	(3,978)	(22,400)	(18,422)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	531,120	1,077,775	546,655			49.3%	
Expenditure	206,816	611,366	404,550	0	404,550	33.8%	
Movement to/(from) Gen Reserve	324,304						
<u>Golf Course and The View</u>							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	181,973	193,000	11,027			94.3%	
1001 Golf Course Green Fees M-F	56,366	113,000	56,634			49.9%	
1002 Golf Course Green Fees w/eb/h	39,142	72,000	32,858			54.4%	
1003 Golf Course Societies	32,067	70,000	37,933			45.8%	
1004 Golf Course Locker	977	2,250	1,273			43.4%	
1007 Golf Course Air Traffic	3,750	7,500	3,750			50.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	646	700	54			92.3%	
1077 Income Sale Equipment	0	4,200	4,200			0.0%	
1311 Buggy Hire	7,746	23,330	15,584			33.2%	
Golf Course :- Income	322,666	486,065	163,399			66.4%	0
4000 Salaries & Wages	33,651	121,600	87,949		87,949	27.7%	
4001 Employers NI	3,239	11,650	8,411		8,411	27.8%	
4002 Employers Superannuation	4,409	17,410	13,001		13,001	25.3%	
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	700	1,500	800		800	46.7%	
4041 Golf Professional Retainer	18,700	65,100	46,400		46,400	28.7%	
4045 Golf Course Player Costs	1,204	1,450	246		246	83.0%	
4046 Golf Club Membership Fees	14,506	14,520	14		14	99.9%	
4051 Rates	4,144	10,680	6,536		6,536	38.8%	
4052 Water & Sewerage	501	1,800	1,299		1,299	27.8%	
4060 Refuse	62	260	198		198	24.0%	
4100 Telecommunications	260	750	490		490	34.7%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	0	350	350		350	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Advertising & Publicity	0	500	500		500	0.0%	
4112 Subscriptions	510	525	15		15	97.1%	
4113 Software Support	1,256	1,900	644		644	66.1%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	9,819	8,890	(929)		(929)	110.5%	
4116 Web Site	90	75	(15)		(15)	120.0%	
4156 Bank Charges	2,014	5,500	3,486		3,486	36.6%	
4201 Cleaning & Hygiene	0	500	500		500	0.0%	
4251 Dog Bin Emptying	357	1,330	973		973	26.9%	
4261 Grounds Maint non contract	20,195	38,000	17,805		17,805	53.1%	
4270 Vehicles & Equipment Maint	10,295	15,700	5,405		5,405	65.6%	
4271 Vehicle & Equipment Lease	74,325	79,800	5,475		5,475	93.1%	
4272 Furniture & Equipment	0	7,855	7,855		7,855	0.0%	
4275 Building Maintenance	506	2,200	1,694		1,694	23.0%	
4276 CCTV	0	500	500		500	0.0%	
4279 Fire & Security	1,099	1,300	201		201	84.6%	
4308 Golf Course Overheads	4,000	12,000	8,000		8,000	33.3%	
4309 Buggy Lease & Maintenance	2,761	7,500	4,739		4,739	36.8%	
Golf Course :- Indirect Expenditure	209,303	434,070	224,767	0	224,767	48.2%	0
Net Income over Expenditure	113,364	51,995	(61,369)				
102 Capital Costs-Golf & The View							
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
Capital Costs-Golf & The View :- Indirect Expenditure	17,103	105,000	87,897	0	87,897	16.3%	0
Net Expenditure	(17,103)	(105,000)	(87,897)				
103 The View							
1050 Income Rent	500	1,000	500			50.0%	
1305 Income Golf Course Overheads	4,000	12,000	8,000			33.3%	
1306 Income Golf Club Room Hires	1,083	500	(583)			216.7%	
1307 Income Bar Sales	69,512	168,300	98,788			41.3%	
1308 Income Food Sales	77,138	227,700	150,562			33.9%	
1310 Income - Society Food	13,800	32,500	18,700			42.5%	
1312 Function Food Sales	23,693	72,000	48,307			32.9%	
1313 Function Bar Sales	0	7,500	7,500			0.0%	
1316 Events Income - The View	144	200	56			72.1%	
The View :- Income	189,871	521,700	331,829			36.4%	0
4000 Salaries & Wages	93,311	267,155	173,844		173,844	34.9%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Employers NI	6,074	20,105	14,031		14,031	30.2%	
4002 Employers Superannuation	5,602	35,000	29,398		29,398	16.0%	
4003 Sub-contracted Staff	2,399	0	(2,399)		(2,399)	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	226	215	(11)		(11)	105.3%	
4051 Rates	1,332	3,435	2,103		2,103	38.8%	
4052 Water & Sewerage	1,416	5,000	3,584		3,584	28.3%	
4055 Electricity	5,994	21,000	15,006		15,006	28.5%	
4056 Gas	917	5,000	4,083		4,083	18.3%	
4060 Refuse	888	3,900	3,012		3,012	22.8%	
4100 Telecommunications	1,178	3,200	2,022		2,022	36.8%	
4105 Postage	0	100	100		100	0.0%	
4106 Stationery	213	1,000	787		787	21.3%	
4110 Advertising & Publicity	1,027	5,000	3,973		3,973	20.5%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	742	1,300	558		558	57.1%	
4114 Licence Fee	1,008	1,000	(8)		(8)	100.8%	
4115 Insurance	3,195	3,200	5		5	99.8%	
4116 Web Site	25	215	190		190	11.7%	
4156 Bank Charges	1,771	5,200	3,429		3,429	34.1%	
4196 Events Expenditure - The View	255	0	(255)		(255)	0.0%	
4201 Cleaning & Hygiene	6,893	17,000	10,107		10,107	40.5%	
4202 Linen Cleaning	959	3,000	2,041		2,041	32.0%	
4270 Vehicles & Equipment Maint	1,164	4,000	2,836		2,836	29.1%	
4271 Vehicle & Equipment Lease	0	930	930		930	0.0%	
4272 Furniture & Equipment	1,091	9,020	7,929		7,929	12.1%	
4275 Building Maintenance	2,768	2,500	(268)		(268)	110.7%	
4276 CCTV	109	500	391		391	21.8%	
4279 Fire & Security	905	1,550	645		645	58.4%	
4303 Food Expenditure	42,089	116,270	74,181		74,181	36.2%	
4304 Bar Expenditure	24,067	58,015	33,948		33,948	41.5%	
4306 Catering Utensils & Equip	1,866	1,000	(866)		(866)	186.6%	
4307 Bar Utensils & Equip	78	250	172		172	31.3%	
4311 Pest Control	951	2,000	1,049		1,049	47.5%	
4313 Stock Take	250	1,050	800		800	23.8%	
4314 Cost of Card Top Up Incentives	2,338	4,000	1,662		1,662	58.4%	
4903 Term Maintenance	120	4,000	3,880		3,880	3.0%	
The View :- Indirect Expenditure	216,077	608,365	392,288	0	392,288	35.5%	0
Net Income over Expenditure	(26,207)	(86,665)	(60,458)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf Course and The View :- Income	512,537	1,007,765	495,228			50.9%	
Expenditure	442,482	1,147,435	704,953	0	704,953	38.6%	
Movement to/(from) Gen Reserve	<u>70,055</u>						
Grand Totals:- Income	1,514,978	2,567,090	1,052,112			59.0%	
Expenditure	789,584	2,639,666	1,850,082	0	1,850,082	29.9%	
Net Income over Expenditure	<u>725,394</u>	<u>(72,576)</u>	<u>(797,970)</u>				
plus Transfer from EMR	17,399						
less Transfer to EMR	277,820						
Movement to/(from) Gen Reserve	<u>464,973</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Elections	16,138.16		16,138.16
321 EMR - Building Maintenance	20,000.00		20,000.00
323 EMR - Crypt	5,075.00	-1,413.96	3,661.04
326 EMR - Grounds Maint/Open space	20,000.00		20,000.00
327 EMR - Salts	1,840.00	-920.00	920.00
329 EMR - The Salts Landscaping	844.55	-844.55	0.00
334 EMR - Seaford Head/ SH Barn	31,648.00		31,648.00
336 EMR - Swimming pool	9,101.20		9,101.20
340 EMR - Vehicles & Equipment	20,000.00		20,000.00
342 EMR - Trees for Seaford	10,784.83	-563.61	10,221.22
344 EMR - Projects Reserve	16,333.00		16,333.00
345 EMR - Memorial Bench Maint	3,681.00		3,681.00
346 EMR - Xmas Lights	0.00		0.00
349 EMR - Golf Course Machinery	0.00		0.00
352 EMR - Martello Toilets-DONT US	0.00		0.00
353 EMR - Professional Fees	20,000.00		20,000.00
355 EMR - Civic Expenses	2,000.00		2,000.00
356 EMR - Playgrounds	10,000.00		10,000.00
357 EMR - Seafront Maintenance	5,000.00		5,000.00
358 EMR - Community Projects	1,469.75		1,469.75
361 EMR - CIL Receipts	80,510.84	221,880.57	302,391.41
362 EMR - Seafront Projects	9,770.00		9,770.00
363 EMR - Capital Receipts	152,683.23	49,935.50	202,618.73
364 EMR - Spike Bar	0.00		0.00
365 EMR - Borehole/Pump House	0.00		0.00
366 EMR - Seafront Development PI	34,810.58	-10,425.90	24,384.68
367 EMR - Water Refill Station	2,010.00	882.00	2,892.00
368 EMR - Tennis Courts	27,508.62	-2,445.35	25,063.27
369 EMR - VAT PE Calculations	9,245.83		9,245.83
370 EMR - Training	1,941.00		1,941.00
371 EMR- Mayors allowance	180.93		180.93
372 EMR- Utilities	5,000.00		5,000.00
	517,576.52	256,084.70	773,661.22



Seaford Town Council

Report No:	79/22
Agenda Item No:	8
Committee:	Community Services
Date:	15th September 2022
Title:	Grounds Maintenance Contract Review Update
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To update the committee on progress with the review of the Grounds Maintenance Contract

Recommendations
Full Council is recommended to:
<ol style="list-style-type: none">1. Note the contents of the report.2. To approve officers to further look into one of, or a combination of, the options presented in this report: Option 1 – Lewes District Council continue to provide a grounds maintenance service to Town Council green spaces. Option 2 – Seaford Town Council manage grounds maintenance itself with work carried out by a third party. Option 3 – Seaford Town Council manage grounds maintenance itself with work carried out by an inhouse team.

1. Information

- 1.1** Seaford Town Council is currently in a contract with Lewes District Council (LDC) to maintain the Town Council's green spaces. Although the contract is managed by LDC, the work is carried out by ID Verde, formally Burleys.
- 1.2** The current annual value of the grounds maintenance contract is approximately £146,000.

1.3 Green spaces maintained include:

- The Salts
- The Crouch
- Martello Fields
- The Covers
- Princess Drive
- Parts of Normansal Park
- Blatchington Pond
- Various small green spaces

1.4 As well as the usual grass cutting, flower beds etc the contract includes fine turf works, marking out of sport pitches, managing sport bookings, cleaning changing rooms, bin emptying, erecting rugby and football posts, litter picking and hedge maintenance.

1.5 Savings have been made over the last couple of years with the introduction of rewilded areas and changing some of the flower beds from bedding plants to wildflowers. The savings this financial year are yet to be confirmed, however in 2021 - 2022 savings of over £10,000 were achieved by having wildflowers instead of bedding plants in The Crouch and Pelham Road flower beds.

1.6 The current contract between LDC and ID Verde comes to an end in March 2024 but has been extended to March 2025.

1.7 This is to coincide with LDC possibly bringing the service in-house, using its own staff to carry out the work as opposed to a sub-contractor.

1.8 LDC expects that with an inhouse model it will be able to make cost savings and have more control of the works carried out.

1.9 Savings made by LDC will be passed onto town and parish councils that use the service.

1.10 The Town Council can come out of the contract at any time should it wish.

2. Grounds Maintenance Contract Review

2.1 Following report 126/21 to the Community Services Committee in November 2021, officers were tasked to look at the different options available to the Town Council going forward. These roughly fall into the

following categories, however more options may come to light as the review is further looked into.

Option 1 - keep as is, with the contract managed by LDC and carried out by ID Verde. This would eventually change to LDC doing both.

The advantage with this is it can be overseen by the current officers in the Town Council. Officers have a good relationship with both LDC and ID Verde, which are quick to act if there are any issues and all in all, provide a good service. However, it is not known whether the contract provides value for money as the Town Council has nothing to benchmark it against.

Option 2 - the Town Council takes on the management of grounds maintenance and subcontracts the work to a third party.

The Town Council would need to employ a consultant to help write up a specification, tender and award the contract, and occasional ongoing support to manage the contractors.

This option may give officers better control of the contract. It is not known at this time whether this option would provide any savings.

Option 3 - the Town Council take on the grounds maintenance using an in-house team.

By bringing the contract in house, the Town Council would need to employ a Parks Manager and grounds staff. It would also need to invest in machinery and storage facilities. A significant piece of work would need to be carried out to see if this is achievable with the current assets and land the Town Council has at its disposal. Again, a consultant would need to be engaged to look into this option.

Peacehaven Town Council (PTC) has a very good in-house grounds maintenance team, consisting of a Parks Manager and four/five grounds staff. PTC doesn't have as many green spaces to maintain as the Town Council, so it is likely more staff than this would be required for Seaford. The in-house model seems to work very well for PTC and it receives excellent feedback from local sports clubs whose pitches it maintains.

3. Next Steps



- 3.1 The committee is asked to consider how it would like this review to be taken forward and approve next steps.
- 3.2 If option 1, no further review works will need to be carried out for now.
- 3.3 If option 2 or 3, or possibly a combination, then a budget will need to set aside next year for consultant fees for feasibility work. Please note there is £5,000 in this year's budget for professional fees, so hopefully these can roll over to next year's budget.
- 3.4 It is not yet known how much professional fees will be, however should the committee choose to go with these options, officers will look to bring fee proposals to a future meeting before engaging with a consultant.

4. Financial Appraisal

- 4.1 Should the committee choose options 2 and/or 3, then a budget of £10,000 (including a £5,000 rollover from this year's budget) should be set aside for the year 2023 - 2024.

5. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	



Seaford Town Council

Report No:	82/22
Agenda Item No:	9
Committee:	Community Services
Date:	15th September 2022
Title:	Seaford Cricket Club Changing Rooms
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To present the Committee with proposals from Seaford Cricket Club to lease the changing rooms within The Salts Recreation Ground.

Recommendations
The Community Services Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To agree in principle to support the proposal from Seaford Cricket Club to lease The Salts Changing Rooms from the Town Council. This is subject to the final draft lease and heads of terms being presented back to Committee for approval and written permission from Lewes District Council for disposal of the land by means of a lease.

1. Information

- 1.1** In November 2021, officers brought a report (124/21) to the Community Services Committee detailing proposals from various clubs that use The Salts. One of these was from Seaford Cricket Club which proposed building new changing rooms for their use only.
- 1.2** The Committee agreed in principle to support this on the understanding it did not predetermine the Town Council's Planning and Highway Committee's response to a subsequent planning application.
- 1.3** The club recently contacted officers to confirm that spiralling construction costs have meant the project is no longer viable.

2. Proposal

- 2.1 The Town Council owns, manages and maintains the changing rooms adjacent to the cricket pavilion.
- 2.2 These are open to all sports clubs but are predominantly used by the cricket club. Premier Soccer also has some storage space but rarely use the actual changing rooms or showers.
- 2.3 The cricket club has asked if the Town Council would consider leasing the changing rooms to the club, as it does with the pavilion.
- 2.4 This would be a full repairing lease, so the club would have all maintenance responsibilities.
- 2.5 Premier Soccer has been contacted about the proposal and are happy with it to go ahead, as long they still have an area for storage and occasion use of the facilities – the lease would ensure that allowance is made for this.

3. Next Steps

- 3.1 Should the Committee agree in principle to the proposal, a report will be brought back to the Committee at a later date containing the final draft lease and heads of terms for approval, including any financial considerations to be taken in to account.
- 3.2 There is a restriction on the land dating back to when it was transferred to the Town Council from Lewes District Council in 2005, requiring written permission from the District Council before disposing of the land – this includes entering into a lease for any part of the land.
- 3.3 Before the final draft lease is presented back to Committee, officers will write to the District Council seeking permission for the lease to be granted.

4. Financial Appraisal

- 4.1 There will be a legal cost to draw up and finalise the lease, anticipated to be around £500. This will come from the professional fees budget, 4155-201.
- 4.2 The Town Council will make a revenue saving of around £2,500 per annum on cleaning and maintenance costs.
- 4.3 Officer time would also be saved as routine inspections will be greatly reduced.
- 4.4 Other financial considerations will be covered when the final draft lease is brought back to Committee for approval.

5. Contact Officer

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

Project & Facilities Manager	
Town Clerk	

Meeting Postponed



Seaford Town Council

Report No:	80/22
Agenda Item No:	10
Committee:	Community Services
Date:	15th September 2022
Title:	The Salts Tennis Courts Update
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To provide the Community Services Committee with an update on The Salts Tennis Courts

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

1. Launch of the Courts

- 1.1 The courts were soft launched on Tuesday 26th April 2022.
- 1.2 Court fees were based upon the Lawn Tennis Association's (LTA) guidelines figures of:
 - a) Annual household pass (up to 5 people), £55 per year, and £3 per guest
 - b) 'Pay and play' £8 per hour per court
 - c) Floodlights an additional £2 per hour per court
- 1.3 To help promote the courts and as an incentive for people to try them out, free and reduced rate slots at £5 per hour per court, were scattered amongst normal £8 slots during the soft launch.
- 1.4 The courts were closed for two weeks for washing and court painting. This took place from 9th to 20th May inclusive.
- 1.5 The official opening ceremony by the Mayor and Young Mayor was held on Saturday 21st May.

- 1.6 In April 2022, Town Council officers were informed for the first time by the externally contracted project manager that in the first year of the courts opening, they will need to be closed when temperatures exceed 21°C.
- 1.7 Due to this temperature ruling, the courts have been closed for approximately 35 days (for at least one hour, usually much more, per day) since the official opening ceremony on Saturday 21st May to the end of August 2022.
- 1.8 To compensate for lost play during the summer months it has been agreed with the RFO that all holders of the annual household pass who signed up before end of August 2022 will have their passes extended by three months.
- 1.9 Before the courts opened, it was anticipated that the Town Council would contract out management of the courts. However, this has, so far, not proved possible. While the courts are operated by the Town Council, a significant amount of officer hours (300 per annum/25 per month) are taken up to manage, operate and publicise the courts as well as managing finances (please see Appendix 1 for a breakdown of this). It is expected that as the courts become more established, officer time will decrease to some extent.

2. Local Tennis League

- 2.1 To help promote the courts, officers have arranged for the courts to be part of the LTA Local Tennis League.
- 2.2 The league is an excellent opportunity to enable people to meet new players and play competitive tennis in a safe friendly environment.
- 2.3 The leagues run five times a year - people pay to enter, LTA organise them into a suitable box league and they play their matches at their local venue. At the end of the league rounds, someone is promoted, someone is relegated etc.
- 2.4 On 31st August 2022, the courts were added to the Eastbourne League <https://localtennisleagues.com/eastbourne>, and will start at Round 5 (on 27th October).
- 2.5 The LTA will manage the administration of the league, leaving the Town Council's role to help to promote it.

3. Coaching and Court Operating Tenders

- 3.1** One application was received earlier this year for the operating and management of the courts. This also included running coaching and social sessions.
- 3.2** This application was withdrawn by the applicant on 7th July 2022 due to the following concerns:
- a)** A profit share arrangement proposed by the Town Council where profits would be shared between the operators and the Town Council once an agreed profit threshold had been achieved.
 - b)** The current uptake on court bookings.
 - c)** The current cost of the annual household pass being too low.
 - d)** Loss of earnings if not starting the operation, management and coaching in summer 2022.
 - e)** The 21°C high temperature ruling, that courts could not be used above this temperature during the first year i.e. until April 2023
- 3.3** The two operating models (coaching only or coaching, operation and management of the courts) will be retendered later in the year with the aim of the successful applicant starting at the beginning of the new 2023 – 2024 financial year.
- 3.4** There is currently no coaching in place at the courts.

4. Finances

- 4.1** At the Full Council meeting on 13th October 2021, officers produced a report (90/21) including a forecasted cashflow (see Appendix 2).
- 4.2** The forecasted cashflow was based on the insight provided by the LTA, such as the number of people who were looking to play tennis in parks who were not already playing/active and case studies of similar demographical areas.
- 4.3** As can be seen at Appendix 2, Year 2022 was expected to show a projected income of £8,465 against outgoings of £5,922, which included a £3,750 loan repayment. The forecast also shows a project underspend of £2,976. Actuals and revisions are shown in Appendix 4.
- 4.4** Appendix 3 shows the project income and expenditure to date, where officers are forecasting a £10,746.69 underspend. However, there may be additional costs, for items such as spikes on the floodlights, an internal

noticeboard, a storage container. Any underspends at year end will go into an Earmarked Reserve.

- 4.5** At the end of year 7, the original forecast [Appendix 2] showed the Town Council would have £32,400 in the sinking fund (£5,400 set aside each year from income) and a cash balance of £43,617. Please note in the original report this figure was quoted as £42,667 which must have been an error.
- 4.6** Appendix 4 shows the updated cashflow with the current income (from since the courts have opened up to 29th August 2022) for Year 2022. This stands at a total of £2,848.35 (including ClubSpark fees and Stripe fees – being the online courts booking system and online payment system respectively). This is broken down as follows:-
- a)** £1,968.77 (37 main contacts with an annual household pass)
 - b)** £1,020 (136 bookings for Pay & Play).
- 4.7** The current income includes ClubSpark’s transaction fee, however the forecasted cashflow shows the fees as a separate item.
- 4.8** The projected income and current income are outlined in the table below, and also show the difference between the two. As you can see, this shows a variance of £5,616.65 in operations from what was forecast. However there are still seven months left before year end, so the actual income will continue to rise.

	Projected income for year 2022/23 (not including ClubSpark’s transaction fees)	Current net income up to 29th August 2022 (including ClubSpark’s transaction fees)	Difference Current vs Projected
Annual Household Pass	£4,235	£1,968.77	-£2,266.23
Pay & Play	£3,240	£ 879.58	-£2,360.42
Coaching Fee	£990	-	- £990
Total	£8,465	£2,848.35	-£5,616.65

4.9 Please note:



- a) The current income is for approximately four months' court usage, although through much of this time the courts had to be closed.
- b) There is currently no coaching programme in place at the courts to help drive usage of pay and play and memberships.
- c) The first LTA loan repayment of £3,750 will be due in October 2022.
- d) Due to the high temperature court closures, the marketing budget for 2022 has been reduced by £200, to £300 (as per Appendix 2).
- e) Floodlights are currently charged at £2 per hour per court. With the increase in energy prices this is likely to increase. Officers will monitor this.
- f) Appendix 4 shows the changes from forecast for 2022. However, please note no other changes have been made to the forecast 2023 - 2028.

5. Going Forwards

- 5.1 With the courts now added to the Eastbourne League <https://localtennisleagues.com/eastbourne>, and the imminent start of Round 5 (27th October), officers are working on promoting The Salts as a participating location.
- 5.2 With the cooler weather now here, officers are upping the marketing and are also currently working on the promotion of:
 - a) The courts themselves, household passes and pay & play
 - b) The courts' floodlights
- 5.3 As it heads into autumn and winter, officers will keep an eye on sunset times to accommodate for the darker evenings and the need for earlier floodlighting.
- 5.4 Officers will continue to publicise the courts via the following channels:
 - a) Seahaven FM
 - b) Seaford Town Council Facebook
 - c) Seaford Scene magazine
- 5.5 The two tenders ('Coaching-only' and 'Operation Management, and Coaching') are being revised and will be retendered.
- 5.6 Officers will continue to monitor against forecast and report to the Committee.

6. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Meeting Postponed

Appendix 1

Breakdown of estimated officer hours currently spent on the tennis courts.

Project and Facilities Team

Item	Details	Hours per year
Admin	Email responses to the public, temperature checking, issues, filing risk assessments, liaising with other officers, writing report	156
Welfare Officer	Duties as arise	10
Managing Court Treatments	I.E. Regular surface sweeping, periodic surface power washing, moss and weed killer application when needed, repainting around every five years, resurfacing around every 8-10 years	26
Electricity	Monthly meter readings	6
Inspections	Inspecting and recording	12
Total		210

Corporate Management Team

Item	Details	Hours per year
Marketing	Print and Digital	24
Total		24

Finance Team

Item	Details	Hours per year
Payments through Stripe	Keeping a check on all incoming payments and adding to a spreadsheet. The spreadsheet shows all the Annual House Passes and the dates they run from, along with the costs of each payment. This also helps to tie up the income into the Town Council's bank from Stripe, along with separating out the bank costs.	42
Electric for Floodlights	Checking the invoices and working out the recharges for The Salts Café.	12
Total		66

Note: Time for managing any court vandalism or damage is not included

Appendix 2 - Final Cashflow that went to FC 13/10/2021

Venue Name								
5. Cashflow Forecast								
Months that accounts run from/to:								
	2021	2022	2023	2024	2025	2026	2027	2028
	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£	£	£	£	£	£	£	£
5.1 INCOME								
Tennis Membership	-	4,235	7,370	9,625	9,625	9,625	9,625	9,625
Other Memberships	-	-	-	-	-	-	-	-
Pay and Play & Floodlights	-	3,240	10,940	13,140	13,140	14,100	15,050	16,050
Season Ticket Income								
Pay and Play Income - Member Lights								
Pay and Play Income - Non Member Lights								
Pay and Play Income - No Lights.								
Rental Income								
Coaching Fee	-	990	2,000	2,000	2,000	2,000	2,000	2,000
Bank Interest Received								
Sundry Income								
Total income	A	-	8,465	20,310	24,765	24,765	25,725	26,675
5.2 EXPENDITURE								
Venue Registration	-	180	180	180	180	180	180	180
CIA Contract Fee	-	602	602	602	602	602	602	602
Power For Floodlight Bookings	-	500	525	550	575	600	625	650
Marketing activity	-	500	500	500	250	250	250	250
Clubspark Transaction Fees.	-	390	600	900	1,200	1,500	1,750	2,000
Depreciation - DO NOT DELETE								
Total costs	B	-	2,172	2,407	2,732	2,807	3,132	3,407
Operating profit/(loss) before tax & dividends	A-B=C	-	6,293	17,903	22,033	21,958	22,593	23,268
Cashflow adjustments								
5.3 Working capital movements and non-cash items								
(Increase)/decrease in debtors & prepayments								
(Increase)/decrease in stock								
Increase/(decrease) in creditors & accruals (excl loans)								
Depreciation (will be entered automatically)	-	-	-	-	-	-	-	-
Other non-cash items								
D	-	-	-	-	-	-	-	-
Net cashflow from operations	C+D = E	-	6,293	17,903	22,033	21,958	22,593	23,268
5.4 Project and club/facility financing								
Receipt of LTA Loan	65,000							
(LTA loan repayments)	-	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)	(12,750)
Sport England	40,000							
Lewes District Council	60,000							
Seaford Town Council	20,000							
LTA Gate Access Grant	6,050							
Total project and club financing	F	191,050	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)
5.5 Capital expenditure and projects								
Application project cost	(188,074)							
Other asset purchases								
Total capital expenditure	G	(188,074)	-	-	-	-	-	-
5.6 Tax								
Tax received								
(Tax paid)								
Total tax cash movement	H	-	-	-	-	-	-	-
5.7 Cash								
Net Cash Movement	Sum E:I	2,976	2,543	14,153	15,533	9,208	9,843	10,518
Cash balance brought forward (ensure agrees to accounts)		2,976	5,519	19,672	35,205	44,413	54,256	64,774
Cash balance carried forward (CF)		2,976	5,519	19,672	35,205	44,413	54,256	64,774
non S/F cash (C/F should always be more than the S/F)		2,976	5,519	14,272	24,405	28,213	32,656	37,774
5.8 Sinking Fund (S/F)								
Balance B/F				5,400	10,800	16,200	21,600	27,000
(Movement Out)								
Movement In (Tennis)			5,400	5,400	5,400	5,400	5,400	5,400
Movement In (Other Facilities)								
Balance C/F		-	-	5,400	10,800	16,200	21,600	27,000

Appendix 3 - Project Income and Expenditure to Date

2022/2023		£ Received	Notes
Items			
INCOME 1095/225			
LTA Loan		£65,000.00	
CIL Payment		£60,000.00	
LTA/CIA Gate		£6,050.00	
Sport England		£40,000.00	£2,000 of this to be paid on presentation of Practical Completion Certificate
STC		£30,000.00	
A Total Income		201,050	
EXPENDITURE 4095/225			
CIA GATE		£6,050.00	
SURFACELUX COLUMNS		£33,925.00	£1,000 outstanding for defects
CHILTERN		£141,103.00	£3,528 remaining as of 01.09.22
PM Lee West		£3,810.00	Invoice pending
SurfaceLux - The cost to fit the meter in the service pillar		£447.00	
service records		£250.00	
Opening Soon Sign		£75.00	
prepare and lay a 40mm compacted depth of asphalt to the area at the side of the courts		£2,104.00	
NoticeBoard		£1,053.14	
DBS Tony and Zoe		£35.64	
Safeguarding Course		£60.00	
x4 locks		£76.64	
Temporary NoticeBoard installation		£40.00	
A5 leaflet dispenser - Amazon		£36.64	
Court washing to remove seafull droppings, spilt drink and dirt		£500.00	
How to Book Sign		£48.00	
How to Book Flyers		£68.00	
Lease Agreement Fee		£350.00	
Court themometer (wall)		£3.29	
Infrared Court Surface themometer		£17.49	
Install Broom Holders		£60.00	
Broom heads and handles x 3		£32.47	
Mesh Banners x 3		£158.00	
3 Pack of Tennis Balls		£3.32	
Install Signs		£75.00	
Fill Gap (Gate)		£40.00	
B Total expenditure		£190,303.31	
Remaining			
Remaining (A-B)		£10,746.69	

To be noted: There may be additional costs, such as spikes on the floodlight, internal noticeboard, storage container

Appendix 4 - Revised Cashflow

Venue Name

5. Cashflow Forecast

Months that accounts run from/to:

	2021 Actuals £	2022 Forecast £	2023 Forecast £	2024 Forecast £	2025 Forecast £	2026 Forecast £	2027 Forecast £	2028 Forecast £
5.1 INCOME								
Tennis Membership (For 2022 the figures are 'Actuals up to 29th Aug')	-	1,969	7,370	9,625	9,625	9,625	9,625	9,625
Other Memberships	-	-	-	-	-	-	-	-
Pay and Play & Floodlights (For 2022 the figures are 'Actuals up to 29th Aug')	-	880	10,940	13,140	13,140	14,100	15,050	16,050
Season Ticket Income								
Pay and Play Income - Member Lights								
Pay and Play Income - Non Member Lights								
Pay and Play Income - No Lights								
Rental Income								
Coaching Fee	-	-	2,000	2,000	2,000	2,000	2,000	2,000
Bank Interest Received								
Sundry Income								
Total income	A	-	2,848	20,310	24,765	24,765	25,725	26,675
5.2 EXPENDITURE								
Venue Registration	-	180	180	180	180	180	180	180
CIA Contract Fee	-	602	602	602	602	602	602	602
Power For Floodlight Bookings	-	500	525	550	575	600	625	650
Marketing activity	-	300	500	500	250	250	250	250
Clubspark Transaction Fees (fees included in actual income)	-	-	600	900	1,200	1,500	1,750	2,000
Depreciation - DO NOT DELETE								
Total costs	B	-	1,582	2,407	2,732	2,807	3,132	3,407
Operating profit/(loss) before tax & dividends	A-B=C	-	1,266	17,903	22,033	21,958	22,593	23,993
Cashflow adjustments								
5.3 Working capital movements and non-cash items								
(Increase)/decrease in debtors & prepayments								
(Increase)/decrease in stock								
Increase/(decrease) in creditors & accruals (excl loans)								
Depreciation (will be entered automatically)	-	-	-	-	-	-	-	-
Other non-cash items								
D	-	-	-	-	-	-	-	-
Net cashflow from operations	C+D = E	-	1,266	17,903	22,033	21,958	22,593	23,993
5.4 Project and club/facility financing								
Receipt of LTA Loan	65,000							
(LTA loan repayments)	-	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)	(12,750)
Sport England	40,000							
Lewes District Council	60,000							
Seaford Town Council	20,000							
LTA Gate Access Grant	6,050							
Total project and club financing	F	191,050	(3,750)	(3,750)	(6,500)	(12,750)	(12,750)	(12,750)
5.5 Capital expenditure and projects								
Application project cost	(188,074)							
Other asset purchases								
Total capital expenditure	G	(188,074)	-	-	-	-	-	-
5.6 Tax								
Tax received								
(Tax paid)								
Total tax cash movement	H	-	-	-	-	-	-	-
5.7 Cash								
Net Cash Movement	Sum E:I	2,976	(2,484)	14,153	15,533	9,208	9,843	10,518
Cash balance brought forward (ensure agrees to accounts)		2,976	492	14,645	30,178	39,386	49,229	59,747
Cash balance carried forward (CF)		2,976	492	14,645	30,178	39,386	49,229	59,747
non S/F cash (C/F should always be more than the S/F)		2,976	492	9,245	19,378	23,186	27,629	38,590
5.8 Sinking Fund (S/F)								
Balance B/F				5,400	10,800	16,200	21,600	27,000
(Movement Out)								
Movement In (Tennis)			5,400	5,400	5,400	5,400	5,400	5,400
Movement In (Other Facilities)								
Balance C/F		-	-	5,400	10,800	16,200	21,600	27,000



Seaford Town Council

Report No:	81/22
Agenda Item No:	11
Committee:	Community Services
Date:	15th September 2022
Title:	Bonfire Ban at Seaford Allotments
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the committee of a request from the Seaford Allotment Committee for the Town Council to approve a ban on bonfires at Seaford Allotments, Sutton Drove.

Recommendations
The Community Services Committee is recommended:
<ol style="list-style-type: none">1. To note the content of the report.2. To approve implementing a ban on bonfires at Seaford Allotments.

1. Information

- 1.1 The Town Council is the landowner of Seaford Allotments, main entrance on Sutton Drove.
- 1.2 Since 2020, the Seaford Allotment Society (SAS) has asked allotments holders not to have bonfires on their pitches. They would now like to make the ban permanent.
- 1.3 SAS wrote to the Town Council, through its outside body representative (see appendix 1), to ask whether the Town Council, as landowners, would support the ban.
- 1.4 The reasons given for the request are as follows
 1. Bonfires are bad for the environment as they produce greenhouse gases, such as carbon dioxide.
 2. Many of the allotment pitches are close to houses, so can be unpleasant for nearby residents.

3. The ban would be in keeping with the Town Council's climate emergency declaration.



1.5 Should members agree to approve the ban, officers will update the management agreement between the Town Council and SAS to reflect this.

2. Financial Appraisal

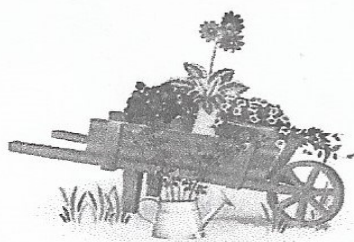
2.1 There are no direct financial implications as a result of this report.

3. Contact Officer

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

Projects & Facilities Manager	
Town Clerk	

Seaford



Allotments

Councillor Jim Lord
Seaford Town Council

13 June 2022

Dear Cllr Lord

The Seaford Allotment Committee met on Tuesday 7th June and wish to bring the following item to your attention.

As you will be aware from our AGM, Seaford Allotments has not allowed bonfires to take place on the site since the beginning of the pandemic in 2020. The Committee would like this 'ban' to become permanent. However, we have a vocal minority who would like to burn waste rather than re-cycle at the local Waste Recycling Centre.

Since the AGM we have become aware that Eastbourne Borough Council has asked Eastbourne Allotments to cease bonfires on all sites this year due to their environmental impact. As both Eastbourne and Seaford come under the umbrella of Eastbourne and Lewes District Council Authority, would it be possible for you to take a request to Seaford Town Council, as our landlords, to support Seaford Allotments in following the same initiative as Eastbourne?

Also, Seaford Town Council has declared a climate emergency on behalf of the Town. Declaring a Climate Emergency is the first step towards supporting Seaford in raising environmental awareness and making necessary changes for a greener Seaford. This includes minimising carbon emissions. This article from *The Guardian* shows the effects of bonfires: <https://www.theguardian.com/environment/2021/sep/10/pollutionwatch-bonfires-environment>

Furthermore, Seaford Allotments are completely surrounded by housing and bonfire smoke is the main source of contention with our neighbours. It has been a relief not to receive any complaints regarding bonfires in the last 2 years.

We would be grateful if Seaford Town Council and yourself could support our proposal, which will assist in reducing our carbon footprint.

Best wishes,

Dee Kellaway
Committee secretary