



## Seaford Town Council


### Seaford Town Council Full Council Agenda – Thursday, 23<sup>rd</sup> March 2023

#### To the Members of the Full Council

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

A meeting of the **Full Council** will be held at **The View at Seaford Head**

**Southdown Road, Seaford, BN25 4JS** on **Thursday, 23<sup>rd</sup> March 2023** at **7.00pm**, which you are summoned to attend.



Adam Chugg,  
Town Clerk  
18<sup>th</sup> March 2023

#### PLEASE NOTE:

- **The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**
- **Ahead of the meeting, the Mayor has requested that a short reflection be provided before the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm before attending the meeting.**

### AGENDA

#### 1. Apologies for Absence

To consider apologies for absence.

#### 2. Disclosure of Interests

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

### 3. Public Participation

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

### 4. Minutes

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

4.1	Full Council Minutes	23 <sup>rd</sup> February 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
		16 <sup>th</sup> March 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
4.2	Community Services	2 <sup>nd</sup> March 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
4.3	Finance & General Purposes	14 <sup>th</sup> March 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
<i>N.B. There are two recommendations for Full Council within these minutes. These are addressed within agenda items 14 and 15 and therefore are not to be considered when approving the minutes.</i>			
4.3	Golf & The View	28 <sup>th</sup> February 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
4.4	Planning & Highways	16 <sup>th</sup> February 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting
		9 <sup>th</sup> March 2023	Will be uploaded to the <a href="#">Town Council's website</a> before this meeting

### 5. [Civic Update Reports](#)

- a. To consider report 199/22 presenting the Mayor's update and details of engagements attended (pages 7 to 10).
- b. To give an opportunity for an update from the Young Mayor's office.

### 6. Town Council Working Group Reports

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

### 7. Outside Body Representative Reports

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

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

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

## **9. Town Clerk's Update Report – March 2023**

To consider report 200/22 updating Full Council on key Town Council work and work priorities for the Town Council (pages 11 to 18).

## **10. East Blatchington Pond Society - Management Agreement Renewal**

To consider report 193/22 seeking approval for the renewal of the Management Agreement with the East Blatchington Pond Conservation Society (pages 19 to 28).

## **11. Councillor Motion – Conduct at Council Meetings**

To consider report 194/22 presenting a written motion submitted by Councillors Brown and Edson regarding conduct at Council meetings (pages 29 to 30).

## **12. Final Draft 2023 – 2024 Meeting Timetable**

To consider report 195/22 presenting the final draft of the 2023 – 2024 meeting timetable for adoption (pages 31 to 34).

## **13. Review of Financial Regulations**

To consider report 144/22 presenting the review of the Town Council's Financial Regulations (pages 35 to 60).

## **14. Recommendation to Adopt Revised Discretionary Grants Policy**

To consider report 202/22 presenting the Finance & General Purposes Committee recommendation to Full Council to adopt the revised Discretionary Grants Policy (pages 61 to 69).

## **15. Recommendation to Adopt the Annual Investment Strategy 2023 - 2024**

To consider report 203/22 presenting the Finance & General Purposes Committee recommendation to Full Council to adopt the Annual Investment Strategy 2023 - 2024 (pages 70 to 75).

## **16. Annual Review of Corporate Risk Register 2023**

To consider report 197/22 allowing Full Council to review and approve the Town Council's Corporate Risk Register and subsequent action plans (pages 76 to 92).

## **17. Annual Review of Internal Controls**

To consider report 198/22 allowing Full Council to review and approve the Town Council's Internal Controls (pages 93 to 100).

## **18. Review of Seaford Head Nature Reserve Filming Policy**

To consider report 196/22 updating presenting the revised Filming Policy for Seaford Head Nature Reserve for consideration (pages 101 to 121).

## **19. Exclusion of Press & Public**

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

The resolutions of the 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.*

## **20. Business Account Card EXEMPT**

To consider exempt report 204/22 updating Full Council on matters relating to a business account card (exempt pages).

*Reason for exemption: to provide confidential updates relating to the usage of a business account card.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## **21. Office Staffing Resource Levels EXEMPT**

To consider exempt report 205/22 presenting an update on the office staff structure and the staffing resource levels (exempt pages).

*Reason for exemption: to provide confidential updates relating to the staffing structure of the Town Council.*

*Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.*

## AGENDA NOTES

### **For further information about items on this Agenda please contact:**

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

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

[meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

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

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

### **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 relevant to the activities of the Town Council.
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 [meetings@seafordtowncouncil.gov.uk](mailto:meetings@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

<b>Report No:</b>	<b>199/22</b>
<b>Agenda Item No:</b>	<b>5a</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Mayors Update Report – March 2023</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the Mayor's update report and details of engagements attended</b>

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

### 1. Information

1.1 Details of the mayoral engagements since the last Full Council meeting can be found at Appendix A below, along with the Mayor's update.

### 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 Adam Chugg, Town Clerk.

Town Clerk	
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## **Report 199/22 Appendix A**

### **Mayor's Report to 23<sup>rd</sup> March 2023 Full Council**

#### Mayors' Engagements

25<sup>th</sup> February - Seaford Street Market, I was invited to the first market of the year. I chatted to most of the stall holders, it was a great atmosphere.

25<sup>th</sup> February - Brighton Mayor's Three Piano concert - St Mary's Church in aid of the Mayor's charities.

7<sup>th</sup> March - La Maison restaurant opening in Broad Street

11<sup>th</sup> March - International Women's Day event - at Crossways Church, the event was organised to promote the International Women's Day theme of embrace equity and the Mayor's theme of Healthy Living. We had four speakers attend, and 10 local organisations who support healthy living.

18<sup>th</sup> March - Cocktail Mocktail Evening at the Mercread Youth Centre, hosted by the Seaford Youth Forum.

This is my last report as Mayor of Seaford, the year has gone by very quickly. I have attended many events and met lots of people. Many thanks to everyone who has acted as my consort, throughout the year. There are more events to attend before the year is finished.

The events attended in my capacity as Mayor have included the following: the Seahaven Business awards; the opening of the Salts Tennis Courts; attending a Service of Thanksgiving for the Platinum Jubilee of Her Majesty Queen Elizabeth at Chichester Cathedral; the Concentus Summer and Christmas Concerts; Seaford Armed Forces Day; East Sussex County Council's Chairman's summer and Christmas reception; Seaford Bonfire parade, and; a number of art and photographic exhibitions.

I helped to judge the best dressed window competition for Seaford Christmas Magic.



It was my honour to read out the Proclamation for King Charles, following the sad passing of Her Majesty Queen Elizabeth the second.

### The Mayor's Charities for the 2022 - 2023 year

The three chosen charities for the Mayoral year were Waves Seaford, Seahaven Storehouse, and Refuge. The focus throughout the year has been raising money for the charities as well as raising awareness of what the charities do.

Here are a few statements copied from their literature:

**Waves** - A charity that offers support and practical help for families in Seaford.

**Seahaven Storehouse** - An independent Christian foodbank and since 2009 has been providing nutritionally balanced food and support to individuals and families in need within the Seahaven area.

**Refuge** - the country's largest provider of specialist support for women and children who experience domestic abuse and other forms of gender-based violence.

The Mayor's Civic Service, the Mayors Carol Service, the Mayor's Quiz Night held at The View and the recent International Women's Day event, all had collection boxes there for any donations to the three charities. The final sum will be announced at the Town Forum, which is being held in June. The money raised will be divided equally between the three charities.

Many thanks to everyone who helped me organise these events, including:

- the Seaford Quakers - special thanks go to Ali Campbell and Sally Markwell
- Jane Reeves and the Archway Choir
- Tom Baker who organised the Mayor's charity quiz night
- everyone who has helped with the planning and running of the events.

I have a large folder at home with all of the events that I have attended, which will be mementos for my year as Mayor of Seaford.

Thanks to the Seaford Town Council officers and the Town Clerk who have helped guide me through the Mayoral year. There have certainly been lots of challenges to contend and we have worked together to deal with these.

Thanks goes to Cllr Liz Boorman for her support and who has attended many events in her capacity as the Deputy Mayor, when I have not been able to attend due to work commitments. Thanks to all of the Councillors who have supported the events and the mayoral year.



## Seaford Town Council

<b>Report No:</b>	<b>200/22</b>
<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Town Clerk's Update Report – March 2023</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update Full Council on key Town Council work and work priorities for the Town Council.</b>

### Recommendations

#### Full Council is recommended:

1. To note the contents of the report.

## 1. Introduction

**1.1** The report to Full Council below is divided into three sections, as follows:

Section 1 – Report on 'Core Work' undertaken in the year i.e. delivery of plans confirmed to Council

Section 2 – Report on key additional work that arose in the year

Section 3 – A summary of any complaints received by the Town Council in this municipal year.

**1.2** This report:

**(a)** Demonstrates a very busy Town Council and I thank all the officers for their work this year.

**(b)** Provides accountability, transparency, and an appropriate balance of operational and strategic matters.

## SECTION 1 - Core Work Report

AREA OF WORK	PROGRESS REPORT
Martello Toilets	<ul style="list-style-type: none"> <li>• Full Council decided to refurbish instead of a new build in response to significant cost increases caused by the Ukrainian war and other factors.</li> <li>• A design was developed with a Working Group and then agreed by Council, including the provision of a Changing Places toilet next to the toilet block.</li> <li>• A public consultation has been held and the feedback is being reviewed.</li> <li>• Applications to Planning and Building Regulations have been submitted.</li> <li>• An initial Tender was issued but the feedback was that more detail was needed and this new Tender will be issued in a few weeks' time.</li> </ul>
Tennis Courts	<ul style="list-style-type: none"> <li>• These were successfully re-opened in May 2022 and are a real asset to the town and to the Salts.</li> <li>• As a 'new' surface, it cannot be used in hot weather (over 21 degrees) for a period of time while the court 'settles'.</li> <li>• Work continues to develop and implement the best delivery model for the long term.</li> </ul>
Platinum Jubilee / Operation London Bridge	<ul style="list-style-type: none"> <li>• From the lighting of a beacon to the civic service of remembrance, the Town Council led the town in recognition of Her Majesty Queen Elizabeth.</li> </ul>
Ukraine	<ul style="list-style-type: none"> <li>• The Town Council:             <ul style="list-style-type: none"> <li>• Assisted the local support group.</li> <li>• Flew the Ukrainian flag for 100 days after the invasion started.</li> <li>• Offered use of the Old Town Hall as a refugee reception/resettlement Centre.</li> </ul> </li> </ul>

AREA OF WORK	PROGRESS REPORT
Bönningstedt Promenade Wall	<ul style="list-style-type: none"> <li>• The new design for the rebuild has been agreed by Full Council.</li> <li>• Work is to begin in the coming months. Officers are following expert advice on the timings for this.</li> </ul>
Town Council Finances	<ul style="list-style-type: none"> <li>• These have been further strengthened in the year.</li> <li>• Reserves are now greater than the recommended minimum amount.</li> <li>• There will be a Zero precept increase in 2023 - 2024.</li> </ul>
The View Working Group	<ul style="list-style-type: none"> <li>• A lot of important work is being undertaken.</li> <li>• Expect recommendations for Full Council in 2023/ - 2024.</li> </ul>
Green Spaces	<ul style="list-style-type: none"> <li>• There has been slow progress on agreements with local groups, but the Town Council remains committed to this work.</li> <li>• Work continues towards the Town Council being able to determine the adoption of Fields in Trust status for three sites it owns.</li> </ul>
17 <sup>th</sup> Green	<ul style="list-style-type: none"> <li>• More work has taken place on designs and preparations.</li> <li>• In 2023 – 2024, the Town Council will begin to seek the necessary permissions for the work and determine funding.</li> </ul>
S106 Newlands	<ul style="list-style-type: none"> <li>• A Town Council motion was passed to help enable the local spend of the funds.</li> <li>• The Town Council expects to call for proposals in 2023 - 2024.</li> </ul>
2023 Elections	<ul style="list-style-type: none"> <li>• The Town Council continues to undertake work to encourage more people to stand as councillors.</li> <li>• Preparations for the elections in May 2023 are on track and will be coordinated by the Assistant Town</li> </ul>

AREA OF WORK	PROGRESS REPORT
	Clerk who returned from maternity leave on 20 <sup>th</sup> March.
Assets Working Group	<ul style="list-style-type: none"> <li>The outcomes continued to be implemented in this year, and the group will reconvene in 2023 - 2024.</li> </ul>
Communications 'Protocol'	<ul style="list-style-type: none"> <li>The Town Council has signed up to the NALC 'Civility and Respect' pledge.</li> </ul>
Climate Change Sub-Committee	<ul style="list-style-type: none"> <li>Two successful meetings have been held with encouraging levels of public engagement.</li> <li>A plan of work has been agreed by the Sub-Committee. There will an increase in staff resources for this work in 2023 - 2024.</li> </ul>
Funding And 'Shovel Ready' Projects	<ul style="list-style-type: none"> <li>The Town Council had some small bid successes in 2022 - 2023, with more work to do in 2023 - 2024.</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>There was a great response to the Town Council's community and youth surveys.</li> <li>Stakeholder workshops will follow soon as part of work to inform the new Strategic Plan being worked on by Council in the summer of 2023.</li> <li>Three public consultations have been held.</li> <li>There has been a significant increase in social media and website views.</li> <li>The Town Council achieved national and regional media coverage in this year, with examples including waste discharges in sea on channel 4 and regional coverage of the response to small fires on the golf course.</li> </ul>

## SECTION 2 - Additional Work Report

AREA OF WORK	PROGRESS REPORT
The Crouch	<ul style="list-style-type: none"> <li>• Following on from the volume of communications received on matters relating to The Crouch, a meeting was held with representatives of Crouch Concerns.</li> <li>• This has been followed up with work with Seaford Town Football Club, Lewes District Council and others to make sure key points are addressed. This will take time to complete but the Town Council is committed to this.</li> <li>• Officers also anticipate further liaison with the football club.</li> <li>• Please note that any matters requiring a decision of the Town Council will be brought to Full Council at the appropriate time.</li> </ul>
Memorial For Seaford Environmentalist, Clare Sumners	<ul style="list-style-type: none"> <li>• The Town Council understands that Plastic Free Seaford, the Sumners family and others have been working on plans for a memorial on the seafront.</li> <li>• Originally, it was thought they may have wished to site this on land owned by the Town Council, but it has now been confirmed that the most likely site is going to be near the sailing club and not on Town Council land – and so there is no direct work for the Town Council to undertake at this stage.</li> </ul>
Hurdis House	<ul style="list-style-type: none"> <li>• Given the change of use, the Town Council has been looking to agree a revised lease with the tenant. Matters remain unresolved and so the Town Council is taking further expert advice.</li> </ul>
Talland Parade	<ul style="list-style-type: none"> <li>• The Town Council is very grateful to the Planning Officer for their support to Lewes District Council and East Sussex County Council on the Talland Parade work.</li> </ul>

AREA OF WORK	PROGRESS REPORT
Walk The Chalk Project	<ul style="list-style-type: none"> <li>Following on from the January Full Council, officers are working with the organisers to ensure the conditions set by the Town Council are being met and the event project can proceed successfully in ways appropriate to the location.</li> </ul>
Staffing – Changes And Structures	<ul style="list-style-type: none"> <li>The post of Head of Assets, Projects &amp; Services has been advertised and has been appointed. The post of Assets &amp; Projects Manager will be advertised shortly. In the meantime, arrangements have been made with Lewes District Council to provide project officer support until all the team are in place.</li> <li>The RFO has taken the decision to retire at the end of June. It is great for them to take such an important personal decision, but they will undoubtedly be a great loss to the Town Council. Work is in hand on appropriate recruitment.</li> </ul>
His Majesty The King's Coronation	<ul style="list-style-type: none"> <li>A report was brought to the February Full Council on the work planned to help the town celebrate and mark the occasion.</li> </ul>

### SECTION 3 - Complaints

MONTH	SUMMARY OF COMPLAINT	UPDATE FOR FULL COUNCIL AND PUBLIC
APRIL	Council flying the Ukrainian flag.	Reasons to show support to people of Ukraine explained.
	Condition of Martello toilets	Inspection and feedback to responsible authority.
MAY	Ice cream van - age/diesel?	Confirmation of the situation and steps to minimise diesel use.



<b>MONTH</b>	<b>SUMMARY OF COMPLAINT</b>	<b>UPDATE FOR FULL COUNCIL AND PUBLIC</b>
	'Netflix' filming at Seaford Head	Pro-active approach of Town Council staff to minimise impact. Subsequent revisions to Filming Policy.
	Skatepark lights	Angle of lights adjusted. Lights not used in high summer (i.e. when not dark until after 9pm)
JULY	Personal data – email address passed on without prior permission	Apology. Actions taken to avoid recurrence. ICO informed and confirmed no further action as 'minor' breach.
	Crouch – Community Services report May meeting	Report not lacking in due diligence. Appeal from complainant – not upheld.
AUGUST	Early mowing of golf course near 18th	Response to confirm this was extremely exceptional.
	Crouch – the lease process with the football club	Confirmed actions the Town Council took and advice received. Appeal from complainant – not upheld.
OCTOBER	Martello – memorial plaque and space	Refund to resident.
NOVEMBER	Splash Point street lights	Repairs made. Some replacements may be needed in next year or two.
DECEMBER	Planning and Highways: <ul style="list-style-type: none"> <li>• Matter not on agenda</li> <li>• Public not able to speak on item</li> </ul>	Town Council had to follow law. However, these concerns were discussed in subsequent meeting with Crouch Concerns
	Reports on complaints to Full Council	Regular reporting will take place.

MONTH	SUMMARY OF COMPLAINT	UPDATE FOR FULL COUNCIL AND PUBLIC
JANUARY	Crouch – historic arrangements and actions	Some matters discussed in meeting with Crouch Concerns i.e. Town Council discussed issues the group had raised to date, actions taken and ongoing actions.
	Adverts on Crouch	Explained Town Council has instructed football club to seek planning permission.
FEBRUARY	Condition of bike racks at The View	Area cleared and new signage put in place so everyone can see area is for bikes.
	Lack of vegan options at event at The View	Explained this is determined by organisers but will be mindful of this.

## 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 Adam Chugg, Town Clerk.

Town Clerk	
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## Seaford Town Council

<b>Report No:</b>	<b>193/22</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>East Blatchington Pond Conservation Society – Management Agreement Renewal</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek approval for the renewal of the Management Agreement with the East Blatchington Pond Conservation Society</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1.To approve the revised management agreement with East Blatchington Pond Conservation Society as per report 193/22.

### 1. Information

- 1.1 Since 2003, the [East Blatchington Pond Conservation Society](#) (EBPCS) volunteers have taken on responsibility for the maintenance and improvement work at Blatchington Pond. The result of which is a well-established and cared for green space, enjoyed by residents, visitors and wildlife alike.
- 1.2 The current management agreement with EBPCS is due to expire on 31<sup>st</sup> March 2023. It is proposed that the management agreement be further extended for a period of 10 years – 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2033.
- 1.3 The revised agreement is included at **Appendix A**.

## 2. Management Agreement Specifics

- 2.1 There are a number of changes tracked throughout the document. These include an introduction to the agreement being added and some specifics to ensure clarity about responsibilities under the agreement. In addition to this are the following changes with a commentary alongside:
- 2.2 Volunteer Insurance:
- 2.3 EBPCS members are covered by Seaford Town Council's Public Liability insurance as volunteers whilst working on the pond site under the direction of the Town Council within the terms of the Agreement.
- 2.4 The agreement acknowledges the volunteer work carried out is in conjunction with grounds maintenance works carried out by Town Council contractors.
- 2.5 In order to comply with the Town Council's insurance policy, the revised agreement requires EBPCS to inform the Town Council of volunteer hours worked so the Town Council can make sure adequate Public Liability and Personal Accident Insurance is in place.
- 2.6 Risk Assessments:
- 2.7 As a matter of best practice, the revised agreement confirms the requirement for EBPCS to produce a volunteer risk assessment, to be reviewed by Town Council Officers, of all work activities carried out and ensure volunteers adhere to all measures within.
- 2.8 Agreement Term:
- 2.9 It is proposed to extend the period of the agreement from five to 10 years. The next renewal date would therefore be 31<sup>st</sup> March 2033.
- 2.10 As mentioned above, EBPCS has looked after the site for 20 years and has expressed its desire to continue to do so.

## 3. Financial Appraisal

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

## 4. Contact Officer

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

Town Clerk	
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Dated: ~~The 22<sup>nd</sup> Day of March 2018~~TBC



Seaford Town Council

And

**East Blatchington Pond Conservation Society**

## **Management Agreement for East Blatchington Pond**

### **Introduction**

This agreement is made between Seaford Town Council and the East Blatchington Pond Conversation Society to set out how the two parties will work together to maintain and improve the Blatchington Pond site. Thanks to the Society, the site is a well-established and cared for green space, enjoyed by residents, visitors and wildlife alike. The Town Council is committed to supporting the Society in delivering the best for the upkeep of this unique asset of the town.

**An Agreement** made the first day of April ~~2013~~2023 between Seaford Town Council of 37 Church Street, Seaford, East Sussex, BN25 1HG (hereinafter called "the Council") of the one part and ]CONTACT DETAILS OF SOCIETY REPRESENTATIVES TO BE ADDED] as the representatives for and on behalf of The East Blatchington Pond Conservation Society (hereinafter called "the Society") of the other part.

Whereas it has now been agreed between the parties hereto that the site containing the East Blatchington Pond, Ordnance Survey reference number TV4899NE (hereinafter called "the Pond") owned by the Council and shown on the plan attached, shall be managed by the Society as agent for the Council on the terms and conditions below.

Now it is agreed as follows:-

**1. Term**

1.1 This Agreement shall run for a period of ~~five~~10 years commencing on 1 April Two Thousand and ~~Thirteen~~Twenty Three and expiringing on 31 March Two Thousand and ~~Eighteen~~Thirty Three.

**2. Maintenance**

2.1 The Society acting under the direction of the Council and in conjunction with the Council's Ground Maintenance Contract shall be responsible for the maintenance of the Pond upon the terms set out in this Agreement. Such Pond shall include the grass verges, the paths and grassed areas. Maintenance of any fencing (except as indicated in 3.2 below), adopted highways, footpaths and roadways incorporated into the pond shall not be subject to this Agreement.

2.2 Any officer of the Council shall be entitled at any time to enter and inspect the Pond site.

2.3 The Society shall be responsible for ensuring that the Pond site shall be kept reasonably clean and reasonably free from notifiable weeds as a wildlife haven. The Council shall be responsible for maintaining litter and dog bins and areas not subject to this Agreement as set out in 2.1.

- 2.4 The Society shall be responsible for ensuring that no nuisance or annoyance shall be caused or permitted at the Pond by their representatives and no obstruction or encroachment shall be caused or permitted on any pathway by them on or to the site. Any antisocial behaviour by members of the public should be reported to the Council
- 2.5 The Society will not deposit on the Pond site any refuse or decaying matter except compost in such quantities as may be reasonably required.
- 2.6 No mineral, gravel, sand, earth or clay shall be taken from the site by the Society without the consent of the Council.
- 2.7 No commercial notice or advertisement shall be erected at the Pond and the Pond site shall not be used for the purpose of any trade or business by the Society.
- 2.8 No domestic animals or livestock of any kind shall be kept upon the Pond site by the Society
- 2.9 In consultation with and to the reasonable satisfaction of the Council's officers the Society shall set specifications for structural works (but no buildings shall be allowed) that the Council may agree in writing and the Society shall select and employ suitable contractors to carry out the works required
- 2.10 Where damage is caused to the Pond including any boundary walls or fences the Society shall forthwith report such damage to the Council who shall authorise any repair works.

### **3. Buildings**

- 3.1 The Society shall ensure that as from the commencement of the Agreement no Buildings or other erections are to be erected on the Pond site or any part other than with the permission of the Council.
- 3.2. The Society shall ensure that all benches, posts and rails around the silt traps are well maintained and securely installed to ensure that they could not be the cause of damage to persons or property and at the end of the period of this Agreement (howsoever determined) the

Society shall ensure that such items are left upon the Pond in good order and to the reasonable satisfaction of the Council. The Society shall ensure that all planning regulations and Conservation Orders are complied with.

**4. Membership of East Blatchington Pond Conservation Society**

- 4.1 The East Blatchington Pond Conservation Society must accept full responsibility for its members with regard to their safety on the Pond site, their behaviour and any damage they may cause to the site whilst engaged on working parties.

**5. Accounts and Records**

- 5.1 The Council's officers shall have the right at all reasonable times to inspect the accounting records of the Society in respect of the management of the Pond site and the Society shall provide information requested by the Council's officers in relation to these records.
- 5.2 The Society shall allow the Council's officers to inspect all membership records, agendas and meeting minutes both for the Society at all reasonable times upon request.
- 5.3 The Society shall maintain all records up to date and will hand these over to the Council if requested, at the termination of this Agreement.

**6 Society**

- 6.1 The Society shall inform the Council of any change of name or address of any named Society representative
- 6.2 The Society confirms it has authorised its officers to enter into this Agreement

**7 Improvements**

- 7.1 No later than the 1<sup>st</sup> October in each year of the term of this Agreement, the Society may submit to the Council in writing ~~an application for a financial grants~~ a request for additional funds to be budgeted for in the following financial year for capital improvements proposed by the Society, being improvements the Society considers



should be made to the Pond. Such Applications requests may be considered by the Council and its Committees as part of its process for preparing the Council's Expenditure Programmebudget for the following municipal financial year, ~~and t~~ The Council shall act in its own sole discretion and shall not be bound either to consider or to grant or to amend any such application request.

7.2 If at any time during the term of this Agreement the Council shall consider that the Society is in breach of its obligations under the terms of this Agreement with regard to the maintenance and repair of the relevant aspects of the Pond site or otherwise (excluding the pond liner), the Council shall state the nature of the alleged complaint or breach. The Society shall have the right to respond. If the Council is not satisfied then they shall

- (a) state the action required by the Society to rectify the alleged breach and
- (b) state the time in which the Society shall make full rectification

If the Society shall fail to so act then the Council shall have the right to enter upon the Pond site and carry out all necessary rectification / reparatory works at the entire expense and cost to the Society and without prejudice to its rights under Clause 8 of this Agreement, up to the limit of the funds available to the Society.

## **8 Limitation**

8.1 The Society shall ensure that it does not do anything that would result in the Council being in breach of the Acts of Parliament relating to the Environmental Protection Act 1990, Planning or any other Law in connection with the Pond. In the case of extreme weather related event, the Council will practically assist the Society in managing adverse outcomes to wildlife and public areas.

8.2 The Society shall, with guidance from the Council, be responsible for observance of all statutory health and safety regulations and all Planning Regulations relating to working parties

- 8.3 The Council shall direct overall pond policy subject to the agency powers created by this Agreement
- 8.4 The Council as principal retains the right to take action to ensure that the Council's duties under law are complied with
- 8.5 If at any time during the term the Council is ordered by a Court to carry out any action in respect of a Society member then the Society shall without delay carry out such instructions as the Council gives in relation to the matter
- 8.6 The Council shall have the right to require that all legal proceedings or the defending of any claim in connection with the pond and this agreement shall be conducted by the Council's Solicitor for the time being
- 8.7 This Agreement may be determined
- (a) By either the Council or the Society giving to the other twelve months notice in writing expiring on or before 6<sup>th</sup> April or on or after 29<sup>th</sup> September in any year.
  - (b) By re-entry by the Council at any time after giving one month's notice of determination if it appears to the Council that the Society has not duly observed the agreements on their part herein contained
  - (c) Upon determination of this Agreement (howsoever determined) no further liability shall lie with either the Council or with the Society under the terms of this Agreement save in respect of any pre-existing breach.
- 8.8 Any notice required to be given by the Council to the Society may be given by sending by registered post or by the recorded delivery service a written notice by the Town Clerk of the Council or some other authorised officer of the Council to any of the Officers of the Society referred to in the Heading of this Agreement signing for and on behalf of the Society or any Officer replacing the same. Any notice required to be given by the Society to the Council shall be sufficiently given if

signed by any two of the signatories to this Agreement representing the Society and sent by the recorded delivery service to the Town Clerk of the Council at 37 Church Street, Seaford, East Sussex, BN25 1HG.

8.8 The parties agree that there is no intention to enter into a Lease.

## **9 Insurance**

9.1. The Council will include all volunteers working on the Pond site under its direction on its Public Liability and Personal Accident Insurance Policy. The Society will, however, need to insure its volunteers when undertaking activities outside of the control of the Council such as on open days, fetes etc.

9.2 To enable volunteers to be covered by the Councils insurance policies, the society will notify the Council of volunteer hours worked, ideally within one week of work being carried out. This information to be emailed to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

## **10 Health and Safety**

10.1 The Society will carry out a Risk Assessment for all work to be carried out by volunteers.

10.2 All volunteers are to read the Risk Assessment prior to working on the Pond site and follow all measures stated within the document.

10.3 Volunteers are to wear appropriate Personal Protective Equipment (PPE) as detailed in the Risk Assessment when working on the Pond site.

**In Witness** the Council has caused its Common Seal to be affixed to this Deed and the Society have signed this Deed the day and the year first before written

The Common Seal of **Seaford**

**Town Council** was hereunto

fixed to this Deed in the presence of:

**Town Clerk**

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Signed by the said

Chair of the East Blatchington

Pond Conservation Society

-----

in the presence of:

Witness

-----

Address

Signed by the said

Secretary of the East Blatchington

Pond Conservation Society

-----

in the presence of:

Witness

-----

Address



## Seaford Town Council

<b>Report No:</b>	<b>194/22</b>
<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Councillor Motion – Conduct at Council Meetings</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present a written motion submitted by Councillors Brown and Edson regarding conduct at Council meetings</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To consider the written motion submitted by Councillors Brown and Edson in regarding conduct at Council meetings.

### 1. Information

- 1.1 In accordance with Standing Orders, Councillors Brown and Edson have submitted a written motion to the Proper Officer for inclusion on this Full Council meeting agenda.
- 1.2 The motion is included at Appendix A of this covering report.

### 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 Adam Chugg, Town Clerk.

Town Clerk	
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## Report 194/22 Appendix A

### Motion from Councillors for Consideration

Dear Adam,

It would appear that the requirement for councillors to stand, where possible, when addressing the Chair Person at council meetings has been removed from STC standing orders at the last review even though it is included in NALC model Standing Orders.

I find it quite disrespectful that councillors do not show respect and stand when addressing the Chair Person.

There is still a requirement in our standing orders for members of the public to stand when addressing the Chair Person.

This has created an unfair system and goes against NALC model Standing Orders and it creates a negative impact with members of the public who attend our council meetings or view them on the internet.

Cllr John Edson and myself therefore put forward the following motion and request it to be included in the next council meeting agenda as per standing orders;

#### **Motion**

1. A Councillor shall indicate that they wish to speak by raising their hand and Councillors shall be heard in the order in which they indicated. When given permission by the Chair of the meeting to speak Councillors shall stand whilst addressing the Chair (except when a Councillor has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a Councillor to be seated when speaking.
2. A Councillor who speaks at a meeting shall direct their comments to the Chair of that meeting.

This complies with NALC model Standing Orders and will bring order to council meetings whilst showing respect to the person chairing the meeting.

Best regards  
Cllr Mark Brown, Cllr John Edson  
Seaford Town Council



## Seaford Town Council

<b>Report No:</b>	<b>195/22</b>
<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Final Draft 2023 – 2024 Meeting Timetable</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the final draft of the 2023 – 2024 meeting timetable for adoption</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the 2023 – 2024 meeting timetable as presented with report 195/22.

### 1. Information

- 1.1 In February, Full Council deferred consideration of the draft 2023 – 2024 meeting timetable. This was to allow officers time to look at the feasibility of reducing the Planning & Highways Committee meetings to monthly instead of tri weekly.
- 1.2 Investigative works have taken place, the outcome of which is recommending that the Town Council continues with tri weekly meetings.
- 1.3 Please therefore see the final draft timetable at Appendix A, which is recommended for adoption.
- 1.4 As part of this process of reviewing the frequency of planning meetings, officers liaised with the Chair of the Planning & Highways Committee, Lewes District Council's (LDC) Planning Officers and other local town councils that hold monthly planning meetings.
- 1.5 While there would be benefits of reducing the frequency to monthly – less regular demand on committee members and officers to prepare for and attend meetings, and a reduction in overall number of meetings per year in

the Town Council timetable – there were a number of concerns about the logistics of delivering this.

**1.6** The main concerns can be summarised as:

- (a) Deadline for consultation responses – monthly meetings would increase the risk of the deadline for consultations responses passing before the next meeting is held. LDC will try to be as flexible as it can in allowing submissions after the deadline but this cannot be guaranteed. Tree works applications, for instance, are often on a three weekly consultation cycle. The risk therefore is that the Town Council may not respond to some planning and tree works applications. As a statutory function of a town council – and an important way in which a council can represent the needs of its communities and the town’s future design - this is a risk that should be avoided where possible.
- (b) Lack of transparency – an option to address the above is seeking delegated power to officers, in consultation with the Committee Chair, to determine the response to planning applications where the deadline cannot be met. This does however reduce the transparency of the decision-making process around the response and also the level of public influence on this. The alternative is scheduling extraordinary meetings of the Committee, although this raises the question of whether it is worthwhile reducing the frequency in the first instance.
- (c) Unexpected officer time demands – at present, the officer time required to service planning meetings and the Town Council’s role as a consultee is fairly cyclical and able to be scheduled. Monthly meetings would increase the risk of requiring additional officer work – coordinating extension requests, handling applications outside of the meeting process, communicating with interested members of the public etc. As such, the time saved through monthly meetings may not be as rewarding as it could appear.

**1.7** To confirm, officers are therefore recommending remaining with tri weekly Planning & Highways Committee meetings.




- 1.8 There is one change to the draft timetable from the version issued in February. This is a change to the Councillor Strategic Away Day, which will now take place on 8<sup>th</sup> July to coincide with availability of the venue.
- 1.9 If any Councillors have any comments on the proposed timetable, where possible could these please be sent through by email ahead of the meeting so they can be considered and any changes to the timetable made in advance, helping with the flow of the meeting on 23<sup>rd</sup> March.
- 1.10 Where necessary, meeting dates may have to change or additional extraordinary meetings be arranged. In this situation, officers will discuss this with the Chair of the relevant meeting in accordance with Town Council policy.

## 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 Adam Chugg, Town Clerk.

Town Clerk	
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## STC Meeting Timetable 2023-2024: Summary of Public Meetings All at 7.00pm

Committee	Frequency	2023								2024				2024-2025
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
No. of Meetings =		1	5	4	2	5	3	3	4	3	3	5	3	3
Council	Bi-monthly	18 <sup>*</sup> Thurs	27 <sup>****</sup> Tues	20 Thurs		21 Thurs		16 Thurs		25 Thurs		28 Thurs		9 <sup>****</sup> Thurs
Community Services	Quarterly Jun, Sept, Dec, Mar		22 Thurs			14 Thurs			7 Thurs			7 Thurs		
Climate Change Sub-Committee	Quarterly Jul, Oct, Jan, Apr			13 Thurs				26 <sup>h</sup> Thurs		18 Thurs			18 Thurs	
Finance & General Purposes	Quarterly Jun, Sep, Dec, Mar		27 Tues			12 Tues			19 <sup>h</sup> Tues			12 Tues		
Golf & The View	Quarterly May, Aug, Dec, Feb	**				29 <sup>h</sup> Tues			5 Tues		27 Tues			27 <sup>h***</sup> Tues
Planning & Highways	Tri-weekly	**	1 <sup>h</sup> Thurs	6 Thurs		7 Thurs		9 Thurs		11 Thurs	1 Thurs		4 <sup>h</sup> Thurs	
			15 Thurs	27 <sup>h</sup> Thurs		17 <sup>h</sup> Thurs	28 Thurs	19 Thurs	30 Thurs	21 <sup>h</sup> Thurs	22 Thurs	14 Thurs	25 Thurs	16 <sup>***</sup> Tues
Personnel	Twice Yearly + others as required							12 Thurs				21 Thurs		
Others	Ad Hoc	11 Councillor Induction Part 1	6 2022/23 Town Forum	8 Councillor Strategic Away Day				7 Assets Tour		9 Budget Briefing Session			30 2023/24 Town Forum	
		25 Councillor Induction Part 2	13 Grants Working Group											

**Notes**

- \* May annual meetings to be followed immediately by an Ordinary Full Council meeting.
- \*\* May 2023 committee meetings cancelled/postponed to allow for induction/training of new councillors
- \*\*\* Forms part of 2024 - 2025 municipal year
- \*\*\*\* Full Council meeting followed immediately by F&GP meeting
- <sup>h</sup> In school holidays



## Seaford Town Council

<b>Report No:</b>	<b>144/22</b>
<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Financial Regulations Review</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the review of the Town Council's Financial Regulations</b>

### Recommendations

#### Full Council is recommended:

1. To adopt the revised Financial Regulations as presented in report 144/22, with any necessary corrections to page numbers.

## 1. Information

- 1.1** The Financial Regulations were last reviewed in January 2022 and updated in March 2022. The reviewed and updated Financial Regulations are attached as Appendix 1, with tracked changes (see document pages not agenda page numbers).
- 1.2** The RFO has looked carefully at the current Financial Regulations and made a number of recommendations for officers and members to review. The Financial Regulations are based on the National Association of Local Council's (NALC) model Financial Regulations, which have not been updated since 2019.
- 1.3** The review included consideration of practice at Seaford and other similar sized councils and how long it has been since certain values within the document have changed. Officers have reviewed the document and recommend that the following changes are made:

- 11.1 (p14) Some reordering and more explanation about electronic tenders.
- 11.1.n (p15) Due to costs rising the threshold for obtaining three quotes has been increased from £2,000 to £3,000, though quotes over £2,000 still require the approval of the Town Clerk (TC) or RFO.

This threshold has not been increased for many years and officers are finding that quotes that were previously under the £2,000 threshold are now above it and as such, this is creating an excessive administrative burden on the Town Council's limited staffing resources.

- 11.1.n (p15) Scrutiny of contacts over £25,000 by the whole Central Management Team (CMT) was an emergency measure introduced in the period where the Town Council was without a Town Clerk in place. This emergency has passed and as such, the requirements can revert to 'normal' practice of the TC/RFO undertaking this task, with the support of others as deemed required.
- 14.2 (p19) No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of Full Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000 (increased from £1,000) which is thought to be a more appropriate amount for a council the size of Seaford.

Please note, that the authority is given by Full Council by way of the annual budget.

- Other small typographic changes throughout the document.



- 1.4** Full Council is recommended to comment upon the updated Financial regulations, making changes if it thinks appropriate and adopt the document for another year.

## **2. Financial Appraisal**

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

### 3. Contact Officer

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

RFO	
Town Clerk	



## Seaford Town Council

### Financial Regulations

<b>Policy Ref.</b>	F4
<b>Date Last Adopted</b>	<del>30<sup>th</sup> March 2022</del> <u>23<sup>rd</sup> March 2023</u>
<b>Date of Next Review</b>	<del>January 2023</del> <u>March 2024</u>
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Changes to national Model Financial Regulations</li> <li>• Any changes identified that should not wait until the annual review for formalise</li> </ul>
<b>Previous Adoption Dates</b>	30.03.2022 26.01.2022 27.03.2021 03.02.2021 26.02.2019 21.04.2017 18.05.2015
<b>Author</b>	Responsible Financial Officer

## FINANCIAL REGULATIONS

(Based on NALC 2019 model Financial Regulations)

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These Financial Regulations were adopted by Full Council on ~~30<sup>th</sup> March 2022~~ 26<sup>th</sup> January 2023 23rd March -2023.

## 1 GENERAL

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



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

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

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

shall be a matter for the Full Council only.

1.13. In addition, the Town Council must:

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

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

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

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

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

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

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

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

- 2.10. The RFO shall, as soon as practical, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

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

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

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

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

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

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

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

- 5.1. The Town Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO or FM to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.
- 5.3. The FM shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The FM shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.

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

## **6. MAKING OF PAYMENTS**

- 6.1. The Town Council will make safe and efficient arrangements for the making of its payments
- 6.2. Following authentication under Financial Regulation 5.5 above, the RFO, FM or TC shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by electronic payment wherever possible. The Town Council shall where possible reduce the number of cheque payments.
- 6.4. Cheques or orders for payment drawn on the bank account shall be signed/ authorised by two members of Town Council, and countersigned by the TC, RFO or FM. If a member who is also a bank signatory has declared a discloseable pecuniary interest,

or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

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

## 7. PAYMENT OF SALARIES

- 7.1. As an employer, the Town Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts of employment payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Town Council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee or Town Council otherwise than in accordance with the Scheme of Delegation.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. Any termination payments shall be supported by a clear business case and shall only be authorised by Full Council otherwise than in accordance with the Scheme of Delegation.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings and financial arrangements shall be affected in the name of the Town Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for approval and subsequent arrangements shall only be approved by Full Council.
- 8.2. Any financial arrangement, which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets), shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Town Council and shall be for a set period in accordance with Town Council policy.
- 8.4. Full Council shall approve an Annual Investment Strategy, in accordance with relevant regulations, proper practices and guidance.



- 8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.6. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Making of payments).

## **9. INCOME**

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

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

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

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (viii) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Town Council;
    - v. for additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair of the Finance & General Purposes Committee, and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
    - vii. contracts of employment;
    - viii. any contract, for the sale or purchase of any right in or over land or premises;

- b. Where the Town Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Town Council shall comply with the relevant requirements of the Regulations<sup>2</sup>
- c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>
- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to Full Council.
- e. Where three quotes are unobtainable and after assessment by the RFO or Town Clerk it is found to be for legitimate reasons, the decision to accept a quote from those presented, can be approved by the RFO in conjunction with the Town Clerk. The final acceptance will still be as per the table in 11.1 (n)!.
- f. Invitations to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk.
- f.g. Each firm tendering shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Except as in 11.1 (j), see table 11.1 (nk)
- h. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Town Council.
- ~~Electronic tenders can be accepted where specified by the Town Council for all contracts.~~
- i.
- g-j. All electronic tenders shall be submitted to a separate mailbox that can be accessed by the RFO and TC. After the tender period closes the RFO or TC will forward all tenders to the appropriate Manager who will recommend a contractor to Members/ Committee as per table 11.1 (n)

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

<sup>3</sup> Thresholds currently (1<sup>st</sup> January 2022- reviewed every two years) applicable are:  
 a) For public supply and public service contracts £213,477 (inclusive of VAT)  
 b) For public works contracts £5,336,937 (inclusive of VAT)

- ~~h.k.~~ All invitations to tender issued under this regulation shall be subject to the Town Council's Standing Orders.
- ~~h.l.~~ The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- ~~j.a.~~ ~~Electronic tenders can be accepted where specified by the Town Council for all contracts.~~
- ~~k.m.~~ Should it occur that the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken, unless agreed by the Town Council.
- ~~h.n.~~ Where the estimated costs of works, goods, services or materials are as set out below, after the required budget provision has been agreed, the arrangements for the invitation of tenders or quotes as appropriate and the subsequent acceptance thereof shall be as shown in the table below.

Estimated Value of purchase	Method of Procurement	Accepted by
£2,000 and under	Best Practice and value for money in line with FR 10.3 – power to spend.	Budget holder
<u>2,001</u> <u>To</u> <u>2,999</u>	<u>Best Practice and value for money in line with FR 10.3 – power to spend.</u> <u>No quote should be accepted without approval from the Town Clerk or RFO.</u>	<u>Town Clerk / RFO</u>
£ <del>23,000</del> <u>4</u> to £24,999	Minimum 3 quotes - No quote should be accepted without approval from the Town Clerk or RFO. Quotes can be received electronically.	Town Clerk / RFO
£25,000	Minimum 3 quotations from at least three firms. All contracts over £25,000 to be scrutinised by	Town Clerk/ RFO plus 1 Member of

Estimated Value of purchase	Method of Procurement	Accepted by
to £49,999	<p>the <u>Central Management Team TC or RFO</u> prior to advertising of contract.</p> <p>Advertise all contracts over £25,000 on the Town Council's website and the Contracts Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).</p> <p>A contract for over £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015.</p> <p>Quotes can be received electronically.</p>	the Town Council (Chair of relevant Committee if possible)
£50,000 to above	<p>Minimum 3 quotations from at least three firms.</p> <p>All contracts over £25,000 to be scrutinised by the <u>Central Management Team TC or RFO</u> prior to advertising of contract.</p> <p>Tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ul style="list-style-type: none"> <li>• a specification for the goods, materials, services or the execution of works shall be drawn up;</li> <li>• an invitation to tender shall be drawn up to confirm <ul style="list-style-type: none"> <li>(i) the Town Council's specification</li> <li>(ii) the time, date and address for the submission of tenders</li> <li>(iii) the date of the Town Council's written response to the tender and</li> <li>(iv) the prohibition on prospective contractors contacting councillors or staff</li> </ul> </li> </ul>	<p><b>£50,000- £199,000</b></p> <p>Town Clerk/RFO plus 2 Members of the Town Council (Chair plus 1 other member of the relevant committee or the Mayor if possible)</p> <p><b>ALL TENDERS OVER £200,000 TO BE ACCEPTED BY FULL COUNCIL</b></p>

Estimated Value of purchase	Method of Procurement	Accepted by
	<p>to encourage or support their tender outside the prescribed process;</p> <ul style="list-style-type: none"> <li>• All Contracts over £25,000 shall be advertised on the Town Council’s website and the Contract Finder website within 24 hours of advertising elsewhere. Unless the Town Council chooses to use an existing list of approved suppliers (framework agreement).</li> <li>• The invitation to tender shall be advertised via the Town Councils website, social media, and a press release as well as any other manner that is appropriate.</li> <li>• Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.</li> <li>• Quotes can be received electronically.</li> <li>• A minimum of three tenders shall be invited to tender.</li> <li>• Tenders shall be opened by the Town Clerk/Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.</li> <li>• The Town Council is not bound to accept the lowest tender.</li> <li>• The outcome of the tender process will be recorded in the Town Council’s tender file held by the Finance Manager and will be reported to the next appropriate meeting.</li> </ul>	
<p>In excess of £213,477 for services or</p>	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published</p>	<p><b>ALL TENDERS OVER £200,000 TO</b></p>

Estimated Value of purchase	Method of Procurement	Accepted by
£5,336,937 public works contract	<p>in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract. The value of these contracts is calculated over the whole lifetime of the contract inclusive of VAT</p>	<b>BE ACCEPTED BY FULL COUNCIL</b>

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

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

## 13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

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

#### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Town Council. The RFO and FM shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of Full Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £15,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO and FM shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

#### **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 18), the RFO shall affect all insurances and negotiate all claims on the Town Council's insurers.



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

## 16. INTERNAL CONTROL

- 16.1 The Town Clerk and RFO, under the direction of the Finance & General Purposes Committee shall be responsible for all internal control matters.
- 16.2 The Town Council's system of internal control shall cover:
  - a. Appointment of Proper Officers and the RFO;
  - b. Proper book-keeping and financial reporting arrangements;
  - c. Financial Regulations including Standing Orders and payment controls;
  - d. Risk management arrangements;
  - e. Budgetary controls;
  - f. Income controls;
  - g. Petty cash controls;
  - h. Payroll controls;
  - i. Capital controls covering asset management, investments and borrowing;
  - j. Bank reconciliation;
  - k. Other areas identified from time to time in risk assessments.
- 16.3 All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Town Council's Financial Regulations.
- 16.4 The RFO or FM shall supply to each Councillor at each scheduled Finance & General Purposes Committee meeting, or on request, a statement to summarise:
  - a. the Town Council's aggregate income and expenditure for the year to date;
  - b. the monthly balances held at the end of the period being reported
 and a report which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- 16.5 As soon as possible after the financial year end at 31 March, the RFO shall provide:
- a. each ~~Councillor Committee~~ with a statement summarising the Town Council's income and expenditure for the ~~last quarter and the~~ year to date for information; and
  - b. to Full Council, the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

16.6 The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Town Council (receipts and payments, or income and expenditure) for a year to 31 March. The Annual Governance & Accountability Return of the Town Council, which is subject to external audit, including the annual governance statement, shall be presented to Full Council for consideration and formal approval before 30 June each year.

## 17. EARMARKED RESERVES (EMR)

17.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure. All capital receipts will go into a Capital Receipts EMR, which can only be used for capital expenditure.

17.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:

- (i) events which have allowed monies to be set aside,
- (ii) surpluses,
- (iii) decisions causing anticipated expenditure to have been postponed or cancelled,
- (iv) monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.

17.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.

17.4 For each reserve established the following will be clearly documented:

- a. The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
- b. The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
- c. Any circumstances for which the reserves cannot be used.

17.5 Reserves will be managed, controlled and reviewed by the RFO;

- a. On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.
- b. Twice per year, once during the budget review procedure and once at the year-end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time, any reserves considered no longer appropriate will be transferred back to the General Reserve.
- c. During the year end closedown procedures, when all income and expenditure is known, and having consulted with the Chair of the Finance & General Purposes Committee, the RFO will earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Town Council budget. Any such decisions will be communicated promptly to the Finance & General Purposes Committee. Expenditure from these reserves must be approved by the RFO, in consultation with the Town Clerk. Any use of these Reserves will be reported to the next Finance & General Purposes Committee.

## **18. RISK MANAGEMENT**

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

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

- 19.1. It shall be the duty of the Town Council to review the Financial Regulations of the Town Council annually, where possible. The RFO and Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise Full Council of any requirement for a consequential amendment to these Financial Regulations.

- 19.2. Town Council may, by resolution of Full Council duly notified prior to the relevant meeting of the Town Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Town Council.

\* \* \*

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## Seaford Town Council

<b>Report No:</b>	<b>202/22</b>
<b>Agenda Item No:</b>	<b>14</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Recommendation to Adopt the Revised Discretionary Grants Policy</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Finance &amp; General Purposes Committee recommendation to Full Council to adopt the revised Discretionary Grants Policy</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the Discretionary Grants Policy as per the Finance & General Purposes Committee recommendation presented with report 202/22.

### 1. Information



- 1.1 At its meeting on 14<sup>th</sup> March 2023, the Town Council's Finance & General Purposes Committee reviewed the Discretionary Grants Policy and minor amendments that were being recommended by officers to ensure a policy that is; more fit for purpose, better aligned with current practice, and transparent. The full report can be found on the [Town Council's website](#).
- 1.2 The Committee resolved to recommend that Full Council adopts the revised Discretionary Grants Policy, as presented with report 188/22, noting the intention to review this again ahead of the 2024 – 2025 scheme.
- 1.3 The revised policy is therefore included at Appendix A and is recommended for adoption as presented, with a review date ahead of the 2024 – 2025 scheme.

## 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 Karen Singleton, Responsible Financial Officer (RFO).

RFO	
Town Clerk	



Seaford Town Council

**Discretionary Grants Policy**

<b>Policy Ref.</b>	F7
<b>Date Last Adopted</b>	March 2023
<b>Date of Next Review</b>	Before 2024 – 2025 grants scheme
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Change in internal processes or recommended best practice / legislation</li> </ul>
<b>Previous Adoption Dates</b>	May 2015 August 2017 May 2021
<b>Author</b>	Responsible Financial Officer

## Discretionary Grants Policy

### 1. INTRODUCTION:

#### DEFINITION:

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

#### OBJECTIVES:

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

#### RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (£501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.



- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.
- 1.12 The following **are not** eligible to apply for grants;
  - a. Individuals, businesses, commercial organisations, religious groups or political parties;
  - b. Projects that are the statutory responsibility of other authorities;
  - c. Applicants who have an outstanding loan with or are financially indebted to the Council.
- 1.13 Grants will not usually be awarded for projects or activities already delivered.

## **2. LARGE GRANTS**

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

**2.3 Documentation Requirements – applicants are required to submit;**

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

**3. SMALL GRANTS**

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

3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;

- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

**3.3 Documentation Requirements – applicants are required to submit;**

- a. A written statement of how the grant is to be used (included on the application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. The latest bank statement showing details of a bank account held in the name of the applicant organisation;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities
- e. A funding obtained from other partner bodies if appropriate (section included on the application form);
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.
- g. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts;
- h. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- i. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- j. An Equality and/or Equal Opportunities policy, if available (this policy may be contained within their constitution or other governing document);

**4. AWARDING CRITERIA**

**4.1 Applications will be considered using the following criteria;**

- a. Has the applicant met the documentation requirements?
- b. Has the applicant specified how the grant will be used?
- c. Has the applicant specified who will benefit from the grant within the community?
- d. Is the applicant a voluntary or community group?
- e. Does the funding fit in with existing Town Council priorities?

*F7 Discretionary Grants Policy – Adopted March 2023, Review before 2024 – 2025 grants scheme*

- f. Does the grant promote Seaford town?
- g. Is the grant contributing to something that has not already been funded in the past by Seaford Town Council?

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

## **5. PROCESS FLOW CHART**

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website ([www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)).
- 5.3 Forms should ideally be submitted electronically by email to [finance@seafordtowncouncil.gov.uk](mailto:finance@seafordtowncouncil.gov.uk) but may also be submitted by post or handed in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will attempt to contact the named contact on the application to inform them of this, but it is ultimately the applicant's responsibility to return a completed form along with all necessary supporting documentation before the closing date.
- 5.5 Applications will be reviewed by the F&GP working party, in accordance with this policy.
- 5.6 The full F&GP Committee will consider the recommendations made by the working party at the next scheduled meeting.
- 5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

## **6. AWARDING GRANTS**

- 6.1 Grants will be paid by BACs, to the organisation named on the application form.

## **7. MONITORING AND EVALUATION**

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants may not be awarded until this is returned.
- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.

## **8. TRANSPARENCY AND PUBLICITY**

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving a Town Council grant must acknowledge the Council in any relevant publicity or publications by using any promotional material provided by the Council.
- 8.5 For large grants recipients, representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.



## Seaford Town Council

<b>Report No:</b>	<b>203/22</b>
<b>Agenda Item No:</b>	<b>15</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Recommendation to Adopt the Annual Investment Strategy 2023 - 2024</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Finance &amp; General Purposes Committee recommendation to Full Council to adopt the Annual Investment Strategy 2023 - 2024</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the Annual Investment Strategy 2023 - 2024 as per the Finance & General Purposes Committee recommendation presented with report 203/22.

### 1. Information



- 1.1 At its meeting on 14<sup>th</sup> March 2023, the Town Council's Finance & General Purposes Committee reviewed the proposed Annual Investment Strategy for the 2023 – 2024 Financial Year. The full report can be found on the [Town Council's website](#).
- 1.2 The Committee resolved to recommend that Full Council adopts the Annual Investment Strategy 2023 – 2024 as set out in report 189/22.
- 1.3 The proposed statement is therefore included at Appendix A and is recommended for adoption as presented.

### 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 Karen Singleton, Responsible Financial Officer (RFO).

RFO	
Town Clerk	



Seaford Town Council

**Annual Investment Strategy 2023 - 2024**

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



## Annual Investment Strategy 2023 - 2024

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

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

**5. Investments Defined as Capital Expenditure**

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

**6. Provisions for Credit Related Losses**

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

**7. Investment Strategy to be Followed In House**

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

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

**8. End of Year Investment Report**

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

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

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## Seaford Town Council

<b>Report No:</b>	<b>197/22</b>
<b>Agenda Item No:</b>	<b>16</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Annual Review of Corporate Risk Register 2023</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To allow Full Council to review and approve the Town Council's Corporate Risk Register and subsequent action plans</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To acknowledge the review of the Town Council's Corporate Risk Register.</li><li>2. To review, comment upon and approve the Town Council's Corporate Risk Register Action Plans as set out in Appendix A.</li><li>3. To adopt the revised General &amp; Financial Risk Assessment as presented in Appendix B.</li></ol>

### 1. Corporate Risk Register

- 1.1** Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Corporate Risk Register including General and Financial Risk.
- 1.2** Risk Management is the process whereby councils methodically address the risks associated with what they do and the services that they provide. Identifying things that could go wrong and taking the appropriate steps to avoid this or manage the consequences where the risk cannot be avoided.

**1.3** Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. The Governance and Accountability in Local Councils Guide therefore recommends that once per year Full Council should:

- Take steps to identify and update its record of key risks facing the Town Council
- Evaluate the potential consequences for the Town Council if an event that is identified as a risk, takes place
- Decide upon measures to avoid, reduce or control the risk or its consequences, and
- Record any conclusion or decision reached.

## **2. Risk Scoring**

**2.1** This risk score (1- 3, 3 being the highest) is calculated as:

*the likelihood of the risk happening (1-3) × the impact of risk (1-3)*

E.g. the risk associated with *the failure to comply with legal requirements*:

Likelihood = Low 1

Impact = Medium 2

Risk score is  $1 \times 2 = 2$ , therefore no action is required.

The likelihood of this happening is low because there are controls in place to make sure it doesn't.

**2.2** The current risks have been reviewed and updated by the Town Council's senior officers and approved by the Town Clerk and the RFO. The controls in place have mitigated the level of the risk.

**2.3** If a risk has a score of more than 4 then an action plan is created. The Town Council's Risk Register Action Plan is attached as **Appendix A**.

**2.4** The risk on the Action Plan is:

- Historic failure to adhere to covenants/permissions with disposal of land

**2.5** The commentary alongside this risk is as follows:

- (a)** As Councillors are aware, there are covenants on certain plots of land that were transferred to the Town Council from the District Council in 2005. The covenant relates to the disposal of these

sites, which includes any leases that are agreed, and needing to obtain written permission from the District Council before disposal.

- (b) Permissions under this covenant have not been sought to date. Working with the District Council, steps are now underway to address this. As specified on the action plan, this includes ensuring a clear procedure is in place and responsibilities assigned to relevant staff accordingly.
- (c) With the above in mind, this risk has been assessed a medium likelihood (reflecting the retrospective nature of the steps to be taken but also the controls in place to ensure permission is sought going forwards) and a medium impact (due to the uncertainty of the impact this could have but the possible impacts not being considered as 'high impact').

**2.6** The full Risk Register (63 pages) will be circulated to all members electronically, should they wish to read the entire document.

### **3. Environmental Risk**

- 3.1** The intention is that the Town Council's Climate Change Sub-Committee will be able to create a recommended entry in the risk register specifically covering environmental risk.
- 3.2** The Sub-Committee will be looking at Town Council policies, the reporting of environmental implications and other key strategic or operational practices, which will help inform the identification of environmental risks and steps in place to control or mitigate these risks.

### **4. General & Financial Risk Assessment**

- 4.1** The Town Council originally adopted its General & Financial Risk Assessment in March 2017, as a document that should be reviewed annually.
- 4.2** This is a working document and has been changed as the need arises throughout the year. Officers have reviewed the document and made the recommended changes/updates as included at **Appendix B**, with tracked changes.
- 4.3** Please note that this will continue to be a working document that will continue to be updated in the future, also as the need arises.

## 5. Annual Governance Statement

**5.1** Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the council. The following Statements appertain to this report. This review of the Corporate Risk Register gives the assurance required for Full Council to approve the Annual Governance Statement, in June.

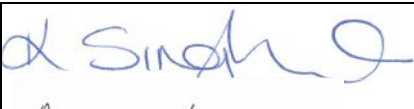

Statement	Explanatory note
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including Internal Audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• The documentation and application of control procedures</li> </ul>

## 6. Financial Appraisal

**6.1** This report has no direct financial implications.

## 7. Contact Officer

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

RFO	
Town Clerk	







Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<b>Land</b>									
0	<b>Administration/ Legal</b>	Failure to adhere to covenants/permissions with land disposal	-Ensure a property register is maintained, with prompts where covenants/restrictions are in place around disposal of land -Ensure relevant staff are trained in the process for obtaining permissions -Ensure staff responsibilities during disposal of land are clearly assigned within job descriptions	<b>Medium</b> <b>Medium</b>	4	-Seeking retrospective permissions for disposals on certain plots of land -Adopting a new process for seeking permissions for disposals going forwards and assigning duties to relevant staff	Town Clerk	01/10/2023	<input type="checkbox"/>

No of issues listed: 1

Submitted to council: \_\_\_\_\_

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Cllr Olivia Honeyman \_\_\_\_\_

Signed by responsible Finance officer - Karen Singleton \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .



## Seaford Town Council

### General & Financial Risk Assessment

<b>Policy Ref.</b>	F5
<b>Date Last Adopted</b>	March 2022
<b>Date of Next Review</b>	March 2023
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Due to its nature, amendments to this policy document are tracked throughout the year by officers, to be presented as one review each March.</li> </ul>
<b>Previous Adoption Dates</b>	27.03.2021 03.07.2020 04.07.2019 28.03.2017 19.02.2014
<b>Author</b>	Responsible Financial Officer



Seaford Town Council

### General and Financial Risk Assessment

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Protection of physical assets detailed in the Council's Asset Register.	H	<p>All assets over a value of £1,000 are insured through Zurich Municipal, <u>unless previously agreed by Full Council not to insurance (e.g Skate Park)</u>–</p> <p><u>As new assets are purchased over £1,000 in value, they are added to the policy.</u></p> <p><u>The Head of Assets &amp; Projects (HAPS) to advise Finance team as soon as a project is completed to enable project to be insured if necessary. As new assets are purchased over £1,000 in value, they are added to the policy.</u></p>	As and when
		M	<p>All leases and land registration details that are in the Council possession and are kept by <b>Projects &amp; Facilities Manager</b> the HAPS. Some original documentation is held by the Council's Solicitors.</p> <p>There are however several historical issues outstanding with regards to land ownership.</p> <p>1 Some documentation is missing.            2 Some parcels of land in the Council's ownership have not been registered with Land Registry.            3 Secure details of all land documents held by Solicitors.            Target to resolve all outstanding land issues by December 202<u>23</u>.</p>	12

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and CCTV installed. All offices routinely locked overnight. All assets at The View and Seaford Head Golf Course are securely stored. Planned programme of testing electrical and safety equipment in place.	Daily
Assets	Maintenance of buildings etc.	M	Planned ongoing maintenance schedule is worked to. Planned programme of testing electrical and safety equipment in place.	1
		M	Reactive repair allocations included in revenue budget, pool of suitable contractors to carry out works in place.	1
Finance	Banking.	M	All Council bank accounts are in place with the Cooperative Bank and CCLA's Public Sector Deposit Fund. These are reconciled every month in accordance with the Financial Regulations.	1
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	12
		H	Uninsured risks (e.g. pandemic) – expenditure reduced, grants applied for and robust reserves.	1
		H	General Reserves to be <del>increased to at least £500,000 or</del> 50% of the precept, <del>whichever is the greater.</del>	Annually
		H	Earmarked Reserves increased for contingent liabilities (e.g. Building maintenance).	1

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		H	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed.	1
		M	Committees consider in detail draft budgets. Councillor briefing reviews all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	1
		M	Precept paid 6 monthly.	6
		L	FM checks bank statements to ensure all payments are received.	1
Finance	Loss of cash through theft or dishonesty.	M	Petty cash at Council Offices and The View is managed in accordance with adopted procedures, which requires receipts for all purchases. Reconciled every month.	1
		H	All cash from tills at The View is reconciled with till reading every evening and banked promptly following all internal control procedures.	Daily
		L	Mayor's Charity pots- procedures in place for secure collection and banking, in accordance with National guidelines.	As req'd
		L	Cash only used where absolutely necessary- payment by BACs or Debit card the norm.	1
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions relating to all form of payment transactions including electronic, debit cards and cheques. Two Councillors required to sign as well as at least two separate officers.	Daily
		L	Internal Audit 2-3 times per annum, External Audit annually.	4/6/12

F5 General & Financial Risk Assessment – Adopted March 2022, Review March 2023

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		L	Audit Reports to be presented to the next available Finance & General Purposes (F&GP) Committee meeting, all recommendations acted upon as soon as practical and reported back to F&GP Committee.	4
		L	All electronic financial records are backed up to the server weekly.	Weekly
		L	Tenders secured for contracts when required in accordance with Financial Regulations.	As req'd
		M	All financial records stored and saved in accordance with Council's document retention policy.	12
		L	Internal Controls are reviewed annually	12
Finance	Comply with HMRC VAT Regulations.	L	VAT payments and reclaims to be calculated by the FM, quarterly.	3
		L	VAT reconciled monthly and claimed quarterly.	12
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	12
		L	Internal auditor reviews VAT on a regular basis.	12
		M	Carry out annual Partial Exemption Calculations.	12

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Finance	Sound budgeting to underlie annual precept.	M	The <u>Responsible Financial Officer (RFO)</u> -in consultation with the <u>Finance Manager (FM)</u> , budget managers and Committee Chairs develop committee budgets based on previous performance and plans for the future. These are presented to the relevant committee for consideration and recommendation to F&GP who recommend the whole budget to Full Council. A briefing meeting is held with all Councillors to assess the Committee proposals and ensure that all potential contingencies are addressed in the final report. Draft figures go to the Full Council meeting in January to set the precept, avoiding any potential last-minute proposals that cannot be financially assessed ensuring financial diligence is retained.	12
		L	Expenditure against budget reported to relevant committee at least every quarter.	3
		M	Budget managers to ensure that spend does not go over budget	1
Finance	Complying with borrowing restrictions.	L	All current loans are paid automatically via Direct Debit every six months.	6
		L	Any new loans require Full Council approval after presenting a full business case.	As req'd
Liability	Risk to third party, property or individuals.	M	Insurance in place with Zurich Municipal & Golfguard.	12

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	A qualified officer routinely undertakes risk assessments of all individual events such as Seaford Christmas Magic, Armed Forces Day.	As req'd
Liability	Safeguarding risks with relevant Council activities, where vulnerable adults or children are concerned.	M	An appointed Welfare Officer to ensure safeguarding requirements and processes are in place for Salts Tennis Courts activities. Refresher training to be undertaken every 3 years. Another officer trained to deputise in Welfare Officer's absence. A Town Council Safeguarding Tennis Policy adopted in line with LTA guidelines.	36 / As req'd
		M	Permissions sought from the Young Mayor and Deputy Young Mayor's parents/guardians upon taking office, relating to a number of different duties and activities. Regular communication maintained with parents/guardians by relevant officers within the Civic Office.	Annually
		M	A Golf Professional with relevant safeguarding training for the activities involving junior members / visitors at Seaford Head Golf Course.	36 / As Req'd
		M	<b>An overarching Safeguarding Policy to be devised in <u>2022-2023-2024</u></b> and adopted, addressing safeguarding arrangements across all of the Town Council's activities	Tbc
Liability	Legal liability as consequence of asset ownership.	H	Insurance in place with Zurich Municipal & Golfguard	12



Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	Full health and safety programme of inspections of all property and land is in place and carried out by a qualified Health and Safety Officer.	Weekly
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on.	12
		M	Play areas also inspected weekly by LDC & STC H&S Inspector.	Weekly
Liability	Legal liability as consequence of personal data controlled / processed.	L	An appointed internal Data Protection Officer, with access to relevant training and resources.	As req'd
		H	Initial training for all councillors and staff on data protection legislation and requirements and understanding of roles where personal data is concerned. Annual refreshers of responsibilities to be arranged.	12
		H	Adequate processes in place to ensure security of personal data being processed by both councillors and staff.	12
		L	Adequate process in place for handling Subject Access Requests (currently part of the Data Protection Policy, due for review in 2022).	36
		M	Privacy notices displayed explaining why personal data is collected, how it is used and stored.	As req'd
Employer Liability	Comply with Employment Law.	H	Membership of various national and regional bodies including NALC, SLCC, BIGGA, CIPD to ensure Managers are kept up to date with all relevant employment requirements and legislation as well as best practice.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		L	Subscribing to HMRC information emails and bulletins.	Weekly
		M	Ensure employee's terms & conditions comply with employment law.	As req'd
		M	Annual Appraisals take place with all employees. <del>This has not happened recently due to the Pandemic but will be reinstated from 2022.</del>	12
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are currently stored in a locked filing cabinet, although the aim is to go 'paperless' with personnel records. <del>in 2022.</del>	As req'd
		M	All digital records can only be accessed by <b>necessary managers</b> to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of employment terms and conditions acted on or where necessary reported to the Personnel Committee for action	
		M	Ensure all staff and councillors* involved with employment relations or processes have access to relevant training and resources. * Could change after each annual meeting and the appointment of committees. Relevant training will form part of the standard training list for relevant councillors.	12
Employer Liability	Comply with Inland Revenue requirements.	M	Regular review of current legislative requirements undertaken by managers. Internal auditor undertakes regular review.	As req'd
Employer Liability	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees.	As req'd

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
		M	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
Legal Liability	Ensuring activities are within legal powers.	M	Proper Officer to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
		L	Council to maintain General Power of Competence eligibility, which collectively gives the Council the power to do anything that and individual may do, as long as it does not break any laws.	As req'd
Legal Liability	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972 and/or other relevant legislation.	As req'd
		L	Council meets regularly and always receives and approves minutes of meetings held since the last meeting including all committee minutes.	2
		L	Minutes made available to press and public via the Town Council website, email distribution and social media, and (where achievable) the library, notice boards and in the Tourist Information Centre.	As req'd
Legal Liability	Proper document control.	M	Original Deeds and leases stored with Barwells Solicitors.	As req'd
		M	Copies Retained within the Council Offices and stored within a fireproof safe. Document Retention policy was adopted in 2021.	36

Area	Risk	Level	Controls (bold indicates where work is needed)	Frequency months
Councillors	Registers of Interests, gifts and hospitality not in place.	M	Register of Disclosable Pecuniary Interest is retained in the Council Offices by the Town Clerk and sent to the Monitoring Officer at LDC who is responsible for the management.	12
		M	Declaration of interest is on the agenda at every meeting.	1
		M	If circumstances change, updating declarations of interest is the responsibility of the individual councillor.	1
		M	Emailed out annually to all councillors to ensure up to date.	12
		H	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by councillors and Council employees. Published annually on website. Gifts & Hospitality Policy adopted by Council in 2018.	12



## Seaford Town Council

<b>Report No:</b>	<b>198-22</b>
<b>Agenda Item No:</b>	<b>17</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Annual Review of Internal Controls</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To allow Full Council to review and approve the Town Council's Internal Controls</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To review, comment upon and approve the Town Council's Internal Controls as set out in Appendix A.</li><li>2. To note that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B.</li></ol>

### 1. Information

- 1.1** Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Internal Controls, including measures designed to prevent and detect fraud and corruption.
- 1.2** Part of this process is performed by the Internal Auditor who performs tests to check the effectiveness of the Internal Controls.
- 1.3** The Town Council's Internal Controls have been reviewed by officers and are attached as **Appendix A** for Full Council to review, comment upon and approve.

**1.4** Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Town Council. The statements in the table attached in **Appendix B** appertain to this report. The review of Internal Controls gives the Town Council the assurance required to approve the Annual Governance Statement at its meeting in June.

## **2. Financial Appraisal**

**2.1** This report has no direct financial implications.

## **3. Contact Officer**

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

RFO	
Town Clerk	

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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**Minutes**

CHECK QUORUM PRESENT FOR EACH FULL COUNCIL MEETING	CLERK TO MEETING
CHECK MINUTES PROPERLY SIGNED	CLERK TO MEETING
PAGES IN MINUTE BOOKS SEQUENTIALLY NUMBERED	CLERK TO MEETING
MINUTES REVIEWED BY TC AND CHAIR	CLERK /TC/CHAIR

**Assets & Investments**

<b><u>1. Assets</u></b>	
REGISTER OF ALL COUNCIL ASSETS KEPT AND UPDATED AT LEAST ANNUALLY	RFO/FM
ASSET REGISTER AS PER FINAL ACCOUNTS & ANNUAL RETURN	RFO/FM
<b><u>2. Investments</u></b>	
CHAIR OF F&GP TO CHECK MONTHLY WITH BANK RECONCILIATION	CHAIR OF F&GP

**Income**

<b><u>1. Cash</u></b>	
CASH BANKED FREQUENTLY AT LEAST ONCE PER WEEK	FM/FA
<b><u>2. Credit Income</u></b>	
CHECK BOOKINGS MATCH INVOICING	FM/FA
<b><u>3. Credit Control</u></b>	
CHECK DEBTOR BALANCES MONTHLY	FM/FA
<b><u>4. Bad Debts</u></b>	
REVIEW REASONS FOR NON PAYMENTS	RFO/FM
CHECK ALL REASONABLE STEPS TAKEN TO COLLECT DEBTS	RFO/FM
F&GP AUTHORITY OBTAINED FOR BAD DEBTS WRITTEN OFF	TC/RFO/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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Cash & Bank

<b><u>1. Receipt of Money- Admin Office</u></b>	
BANKED PROMPTLY - KEPT IN LOCKED TIN UP TO £250	FM/FA
MOST INCOME IS RECEIVED BY BANK TRANSFER	FM/FA
<b><u>2. Receipt of Money- The Golf Club</u></b>	
LOCKED TILL	All Pro Shop Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	All Pro Shop Staff
FIRE PROOF SAFE	GP
ALL CASH KEPT IN LOCKED SAFE OR TILL	GP
ALL CASH RECONCILED TO ACCOUNTS	GP
COLLECTION OF CASH AND BANK WEEKLY	FA
<b><u>3. Receipt of Money- The View</u></b>	
LOCKED TILL	All View Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	Staff on Duty
SAFE	B&GM
ALL CASH KEPT IN LOCKED SAFE OR TILL	B&GM
ALL CASH RECONCILED TO ACCOUNTS	B&GM
CASH BANKED WEEKLY	B&GM
<b><u>4. Bank Reconciliation</u></b>	
PERFORMED AT LEAST ON A MONTHLY BASIS AND ALL BANK ACCOUNTS AGREED	FM/FA
CHECK & ENSURE NO PAYMENTS OR RECEIPTS ARE BEING C/F FOR A NO. OF MONTHS	FM/RFO
CHAIR OF F&GP TO CHECK & SIGN MONTHLY WITH CORRESPONDING BANK STATEMENTS-REPORTED TO COMMITTEE	FM/ CHAIR F&GP
REVIEW CHEQUES OUTSTANDING FOR OVER 6 MONTHS AND ENSURE WRITTEN OFF	RFO/FM



## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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Payments

<b><u>1. Payments</u></b>	
PURCHASE ORDERS RAISED FOR MOST PURCHASES	STAFF/ RFO/FM
PURCHASE ORDER BOOKS KEPT SECURELY AND ALLOCATED TO SPECIFIC STAFF MEMBERS	RFO/FM/STAFF
PURCHASE ORDERS AUTHORISED BY APPROVED BUDGET HOLDER	COUNCIL / INTERNAL AUDITOR/ STANDING ORDERS
INVOICE APPROVED BY BUDGET HOLDER BEFORE PAYMENT	STAFF
RFO & OR FM TO AUTHORISES ALL INVOICE PAYMENTS	RFO/FM
ORDER & AUTHORISE FOR PAYMENT SLIP ON INVOICE AND SIGNED BY SEPARATE OFFICERS	BUDGET HOLDER/FM/RFO
ORDERS & DELIVERY NOTES CHECKED AGAINST INVOICE BEFORE PAYMENT	FM/FA
CONTROL COPY OF ORDER KEPT IN SEPARATE FILE	FA
TWO COUNCILLOR SIGNATORIES REQUIRED FOR EACH PAYMENT APPROVAL	STANDING ORDERS/ FM/FA
PAYMENT SCHEDULE PRESENTED OR EMAILED (WITH CHEQUES IF ANY) TO RFO/FM & AUTHORISED COUNCILLOR SIGNATORIES	FM/FA
PAYMENT SCHEDULE SIGNED/AUTHORISED BY EMAIL BY RFO/FM & 2 AUTHORISED SIGNATORIES	RFO/FM/FA
SECURITY OF CHEQUES & PETTY CASH - STORED IN LOCKED ROOM WHEN KEY STAFF ARE OUT OF OFFICE	FM
MAJORITY OF PAYMENTS BY BACS. 1 PERSON INPUTS & ANOTHER AUTHORISES. NO ONE PERSON CAN MAKE A PAYMENT - NEED TWO PEOPLE USING THEIR OWN PERSONAL FOB	FM/FA/RFO
<b><u>2. Petty Cash</u></b>	
EXAMINE PETTY CASH EXPENSES AND CHECK BALANCES	FM/B&GM
CHECK VAT IS APPROPRIATELY CLAIMED ON PETTY CASH RECEIPTS	FM
REGULAR FREQUENCY OF RECONCILIATION	FM
CHECK APPROVAL OF RECEIPTS & REIMBURSEMENTS	FM
<b><u>3. Debit Card payments</u></b>	
DEBIT CARDS ISSUED TO MANAGERS (HRGM, APM,B&GM & FM)	STAFF WHO HAVE CARD
STAFF MEMBER RESPONSIBLE FOR OWN CARD	STAFF
CARD HOLDER UPDATES SPREADSHEET & CODES, COUNCILLORS GIVEN SHEET & RECEIPTS EACH MONTH TO SIGN	STAFF/FM

**SEAFORD TOWN COUNCIL****INTERNAL CONTROLS**

<b>INTERNAL CONTROL</b>	<b>RESPONSIBILITY</b>
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**Payroll**

PREPARE CONTRACTS OF EMPLOYMENT FOR ALL STAFF	TC/HRGM
CHECK GROSS PAY FOR EACH EMPLOYEE IS AT CORRECT RATE	FM/HRGM
CHECK SICK LEAVE/PAY AGAINST REPORTING MECHANISM & TIMESHEETS	HRGM/HRGA
CHECK ANNUAL LEAVE/PAY AGAINST REPORTING LEAVE CARDS & TIMESHEETS	HRGM/HRGA
CHECK ANY STATUTORY SICK PAY OR MATERNITY PAY DEDUCTIONS	FM/HRGM
TC APPROVAL FOR NEW STARTERS / B&GM APPROVAL FOR NEW CASUAL WORKERS	TC / B&GM / HRGM
PROMPT REMOVAL OF LEAVERS FROM PAYROLL SYSTEM	FM/HRGM
RFO TO COUNTERSIGN PAYROLL AND LIST OF PAYMENT MADE	RFO
COUNCILLORS TO APPROVE BACS	COUNCILLORS/FM
INTERNAL AUDIT TO AUDIT ANNUALLY	RFO/FM
LINE MANAGER AUTHORISES ALL OVERTIME & MILEAGE COUNTERSIGNED BY TC	TC/RFO/LINE MANAGERS
STAFF GRADING REVIEWED ANNUALLY BY COUNCIL	HRGM/TC/RFO/CLLRS

**Supplier Invoices**

CHECK PURCHASE ORDERS & DELIVERY NOTES MATCH INVOICES	FA
CHECK PURCHASE ORDERS AUTHORISATION	FA
CHECK UNMATCHED PURCHASE ORDERS	FA
CHECK EXPENDITURE CODING - CORRECT BUDGET HEAD & COST CENTRE	FA/FM/RFO/STAFF
CHECK AUTHORISATION FOR PAYMENT OF INVOICE	FA/FM/RFO
ENSURE SUPPLIER STATEMENTS CHECKED AGAINST PURCHASE INVOICE RECORDS	FA
CHECK ANY OLD CREDITORS & ASCERTAIN WHY STILL UNPAID	FM/RFO

**Insurance**

REVIEWED ANNUALLY FOR ACCURACY	FM/RFO
INDEX LINKED	FM/RFO
PROVIDER REVIEWED EVERY 3-5 YEARS	FM/RFO
RELEVANT ASSETS ADDED TO INSURANCE AT TIME OF ACQUIREMENT	FM/RFO

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
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General

CHECK TRIAL BALANCE MONTHLY	FM
PERFORM A DATA CHECK IN OMEGA MONTHLY	FM
CHECK VAT RETURN & VAT CONTROL ACCOUNT MATCH MONTHLY	FM
AT LEAST TWICE EACH FINANCIAL YEAR - CHECK ACTUAL EXPENDITURE AGAINST ESTIMATES & INVESTIGATE ANY OVERSPENDS	RFO/FM
CHECK REGULAR REPORTING OF EXPENDITURE AND VARIANCES FROM BUDGET	FM/RFO
MONTHLY CHECKING OF ALL TRANSACTIONS FOR CORRECT CODING	FM
FINANCIAL REGULATIONS ARE PREPARED IN LINE WITH BEST PRACTICE & REVIEWED ANNUALLY	RFO/FM
STANDING ORDERS PREPARED IN LINE WITH BEST PRACTICE & REVIEWED REGULARLY	TC/HRGM
REGULAR CONTRACTS REVIEWED ANNUALLY	RFO/FM
CODE OF CONDUCT ADOPTED FOR MEMBERS	TC

TC=Town Clerk; RFO= Responsible Financial Officer; FM= Finance Manager; FA=Finance Assistant

HAPS=Head of Assets, Projects & Services; APM= Assets & Project Manager; CLLRS= Councillors

HRGM=HR Manager; HRGA=HR & Governance Assistant; B&GM=Business & General Manager; GP= Golf Pro

<b>Statement</b>	<b>Explanatory note</b>
<p>2. 'We maintained an adequate system of Internal Control, including measures designed to prevent and detect fraud and corruption and review its effectiveness'</p>	<p>This statement covers the Council's responsibility to ensure its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure that they are working in an adequate and effective way</p>
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p> <p>7. 'We have taken appropriate action on all matters raised in reports from Internal and External audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including Internal Audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• The documentation and application of control procedures</li> </ul>



## Seaford Town Council

<b>Report No:</b>	<b>196/22</b>
<b>Agenda Item No:</b>	<b>18</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2023</b>
<b>Title:</b>	<b>Review of Seaford Head Nature Reserve Filming Policy</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the revised Filming Policy for Seaford Head Nature Reserve for consideration</b>

### Recommendations

#### Full Council is recommended:

1. To agree the revised Seaford Head Nature Reserve Filming Policy as presented with report 196/22, noting that this is subject to final approval by Natural England.

### 1. Information

- 1.1** Seaford Head Local Nature Reserve is a popular site for filming and (commercial) photography activities.
- 1.2** Its popularity has grown significantly in the last decade and as such, in 2019 a Filming Policy was introduced. This policy ensured that there were clear expectations for all parties as to what is appropriate on site when undertaking this sort of activity and also, importantly, that these activities could be managed.
- 1.3** As is best practice with documents of this nature, the policy has been reviewed and has a number of amendments and additions recommended. Please see the revised version at **Appendix A**.
- 1.4** The review has been undertaken by the Town Council's Film and Liaison Officer (referred to as Film and Liaison Management Service within the

policy) and Sussex Wildlife Trust's dedicated Ranger for the site. They have applied their professional knowledge and understanding of the workings of and requirements of the site, to ensure a policy that is fit for purpose and achieves the desired outcomes.


- 1.5** The changes can be summarised as updates to better clarify:
- (a)** the requirements (ecological, health and safety, legal, best practice etc) on site
  - (b)** the access and parking arrangements on site
  - (c)** the process to be undertaken to comply with the various aspects of the policy, and
  - (d)** the implications of non-adherence to the policy.
- 1.6** The policy is now presented to Full Council for consideration and agreement.
- 1.7** Further to being agreed by Full Council, the policy would then be presented to Natural England, the Government's adviser for the natural environment in England, for final approval.

## **2. Financial Appraisal**

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

## **3. Contact Officer**

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

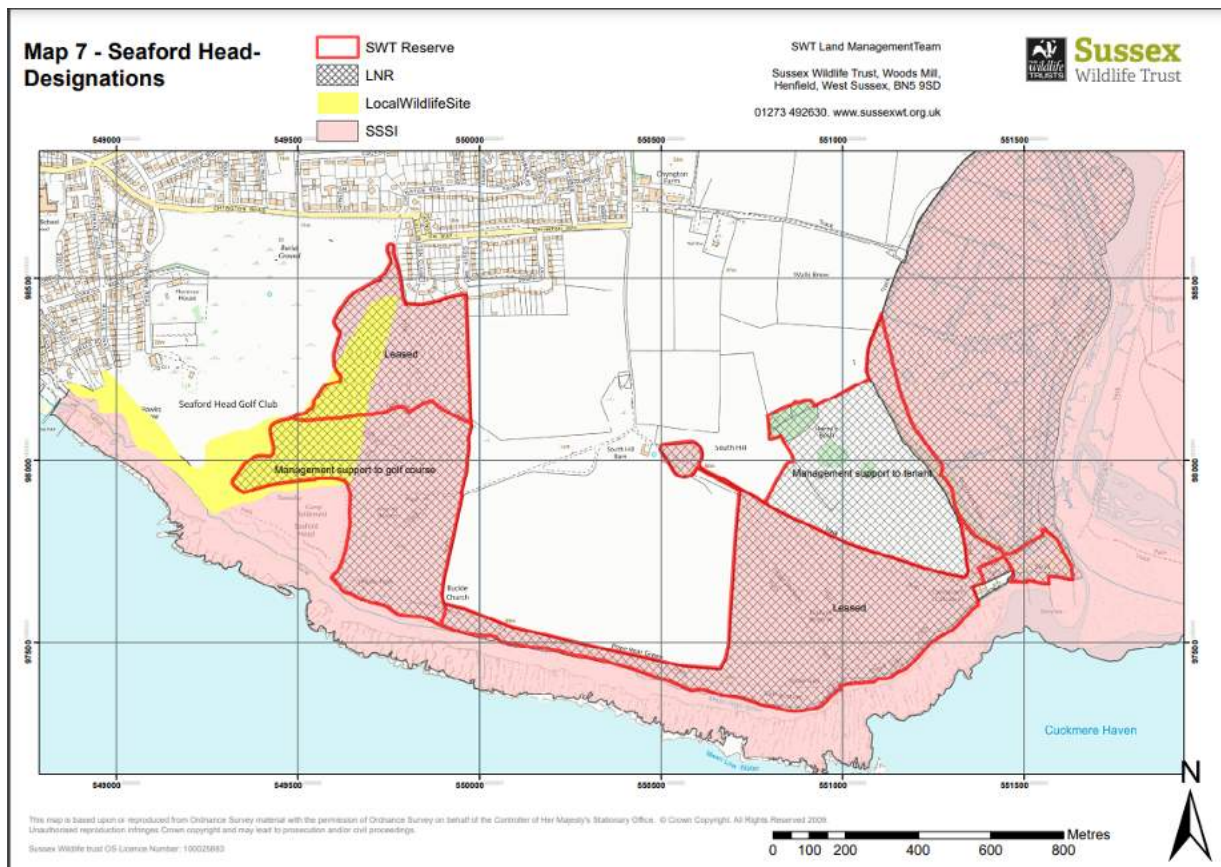
Town Clerk	
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## **SEAFORD HEAD NATURE RESERVE** **SITE OF SPECIAL SCIENTIFIC INTEREST**



Seaford Head Nature Reserve is part of the Sussex Downs Area of Outstanding Natural Beauty, owned by Seaford Town Council it is managed by Sussex Wildlife Trust. Importantly it is part of the Seaford to Beachy Head **Site of Special Scientific Interest (SSSI)** and as such is protected by law against damage to the flora or fauna of the site. **The land, rock and soil are protected.** It is an offence to intentionally or recklessly damage, disturb or destroy land known to be an **SSSI** or intentionally or recklessly disturb the wildlife in an **SSSI**.

When filming on site, it is your responsibility to respect and protect the unique flora, fauna, wildlife and outstanding landscape features. Failure to do so may result in legal action **and possible fine** from Natural England if damage occurs to the site. Your visit to the site will be supervised and coordinated by Seaford's Head **Film and Liaison Management Service (FLMS)** to ensure you are following this policy. **Breach of the policy may result in a cease of filming.**



## Access

Seaford Head Nature Reserve can be found to the east of Seaford, East Sussex. **BN25 4JB**

When you are driving to the site, please be aware of the residential areas and of all speed restrictions. Suggested route from A259 along Southdown Road to Chyngton Road. No movements between 9pm and 7am unless prior agreement.

South Hill Barn Car Park is the access point. Drive to the end of Chyngton Way and take a right at the end of the road up the hill.

What 3 Words reference = waking.pythons.insiders.

If you have a pedestrian permit you will be based in South Hill Barn Car Park. If you have a full access permit you will gain access to the site through a locked gate.

- All vehicles must keep to agreed access routes - maps will be supplied.
- Do not drive on the grass.
- The number of vehicles on the reserve is limited and must be agreed prior to shooting.
- When vehicles are moving onsite marshals must be in place
- **Sussex Wildlife Trust (SWT), Seaford Town Council (STC)**, farm vehicles, residents of the Coastguard Cottages must have access at all times.
- The main access track through the centre of the concrete ring down to the beach must always be clear.
- Gates and public rights of way must be kept clear, see map.
- All vehicles must not exceed the speed limit of 5 miles per hour and hazard lights must be on when driving on the site.
- The public has priority, vehicles must stop to allow the public to pass.
- The gate must never be left open or unlocked.

## Parking unit base

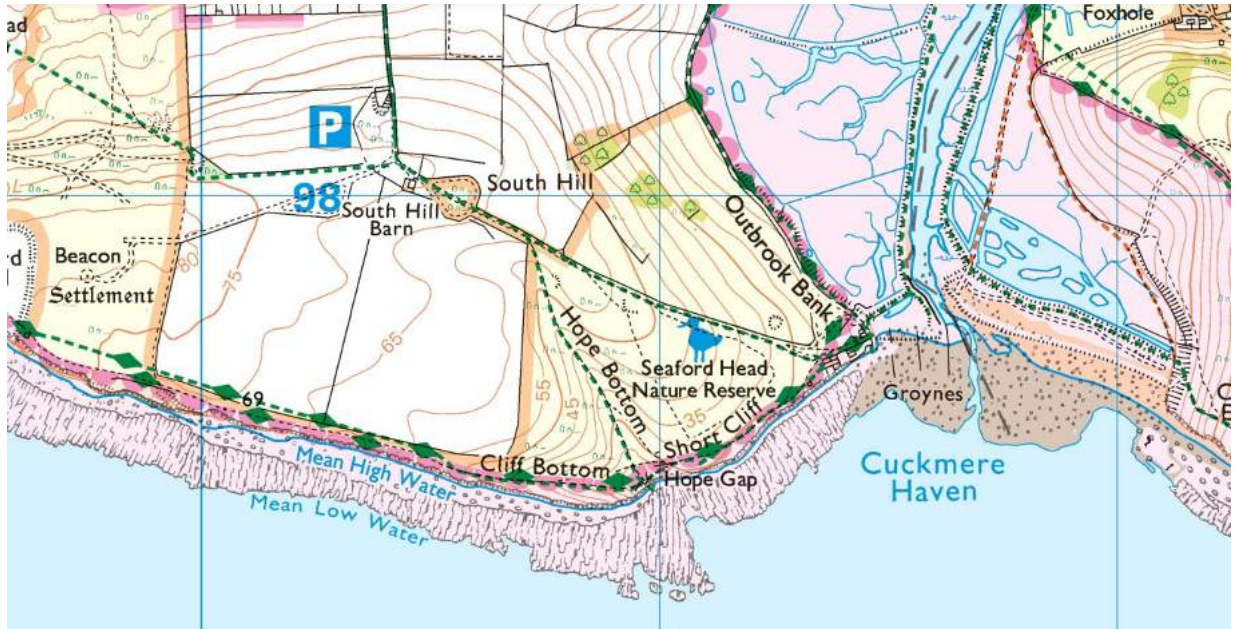
- Parking is available in allocated areas
- There is a concrete ring near South Hill Barn and a small amount of parking available on the reserve.
- This will be agreed with the FLMS
- You will need to create a parking plan in the agreed areas which must be approved by the FLMS
- You cannot block Public Rights of Way (see OS map below)

## Safety & Public

- Everyone must stay at least 15 metres away from the cliff edge.
- Productions must have public liability insurance (£10,000,000).
- Productions must have signage stating that filming is underway.



- You must provide a risk assessment outlining all activities. Approved by the FLMS
- Public use of the site is very important. All interaction with the public must be pleasant and polite.
- You are not allowed to block public rights of way. OS map below, public rights of way in green
- Locking off areas is allowed by prior agreement.
- You must allow the public to pass at regular intervals. Approved by FLMS



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### Waste and Recycling

- All waste must be taken off the site, there are no bins onsite.
- Any rubbish should be kept in your own secure bins.
- Recycling is compulsory to comply with **Seaford Town Council** regulations.
- All wastewater (sway) must be taken off the site.
- No non-organic compounds can be used on the site.
- No **fluids** can be poured onto verges or grass as this kills or damages the vegetation.
- No cigarettes, roll ups or other rubbish to be dropped on the reserve, or poked into bushes or ground.
- There must always be metal sand buckets provided for smokers.
- Any spills must be reported to the FLMS immediately and dealt with quickly and responsibly. **Risk and Method Statements must be in place regarding spills.**
- If using any harmful substances there must be a spillage risk assessment and a spillage kit must be on site.

- No hot water urns can be tipped onto grass on reserve. Burns caused by hot water spillage will be charged.
- No harmful substances\* are allowed on **SSSI**.
- **Toilets must be self-contained honey wagons they must be emptied off the SSSI.**

\* **Harmful Substances:** eg- Bleach, antibacterial spray, washing up liquid, oil, fuel and diesel.  
**All refuelling must take place outside the SSSI**

### **Drone Policy**

- **There are regulations on drone usage during bird nesting periods. 1st March - 31st August. No drones can take off, land or fly over the SSSI over this period.**
- **FLMS** must give prior consent and supervise any drone usage.
- Drones can only be flown by a licensed drone operator, documents must be present.
- Drones must stay 50 metres away from the public (This complies with UK standard Drone licensing). Also around wildlife and around the cliff edge vertically, horizontally inland, and out to sea.
- It is illegal to disturb a bird while it is nesting. Wildlife & Countryside Act 1981. Drones that are flown close to bird nests can drive adult birds away. This can lead to neglect or abandonment of vulnerable eggs and chicks, reducing the breeding success.
- Recreational use of drones is not permitted on Seaford Head Nature Reserve **SSSI**.
- **Drone pilot will need to present a flight plan to be agreed by the FLMS.**

### **Large production**

All points above apply

- **Large productions are crews of 100+.**
- **A film ecologist must be employed to ensure protection of the Site of Special Scientific Interest.**
- Application for consent from Natural England is needed. **STC and SWT need to approve the application**
- Natural England consent must be in place before the application and needs to be submitted **3 months** prior before start date,
- Pre-consent visits with Natural England giving advice may be available at a charge.
- Large unit bases will be situated in the field to the west of South Hill Barn; they cannot be situated on the **SSSI**.
- The gate must always be overseen by a security guard. The gate can never be left open or unguarded.
- Security guards must have a walkie talkie to communicate with the Location Manager and must vet all vehicles coming and going.
- No production cars can park in the public car park or on the **SSSI**.
- There is an overflow car park on the west side of South Hill Barn that can be used by prior arrangement.

- Vehicles parked there must leave the track clear and not obstruct the golf course.
- The overflow car park must stay locked or manned by security when in use.
- Any parking on the reserve for over three days must get prior consent from **Natural England**.
- Trackways must be used.
- Trackways for a maximum of 7 days then reposition – 7 days off.
- Grass protector trackway cannot be metal.
- Gator Utility Vehicles may be used on selected paths to Hope Gap and Cuckmere Haven as approved by the FLMS. Maps available.
- Generators must be vehicle mounted and located in designated areas and must have drip trays.
- Generators cannot be running all day.
- Vehicles cannot be parked on the Reserve overnight for 24 hours and must return to unit base.
- Lighting must be agreed within the application. All crew lights must be turned off after shooting to avoid light pollution.
- Night shooting needs special consideration regarding - artificial lighting, brightness, duration and timing.
- Night shoots require Natural England permission
- During nesting season projects duration are limited to 4 weeks

Policy includes anything in neighbouring fields that impacts on the **SSSI**.

All Risk and method statements must be approved by the FLMS

**Seaford Town Council** will inform **Sussex Wildlife Trust** of filming once it is confirmed and paid for. Large shoots - STC will liaise with SWT prior to contract agreement.

**Appendix –** SHNR SSSI Access and Parking Policy

**Terms & conditions**

If any of these terms are breached while you are on site, **Seaford Town Council** has the right to **cease filming** and fine the production for damages as mitigation. If productions run over the times allocated then there will be an additional cost. All payments must be made to **Seaford Town Council** before filming takes place or in respect of overtime, before you leave the site. You will receive a filming permit which legally allows you to use your footage. You can reuse or sell footage for unstated usage without prior agreement with **Seaford Town Council**.

**Producer :** .....

**Date:** .....

**Signed:** .....

**Print Name:** .....

For enquiries please contact **Seaford Head Nature Reserve Film and Liaison Management Service**, Eleanor Johnson-Bullock :

Email: [eleanorjohnsonbullock@gmail.com](mailto:eleanorjohnsonbullock@gmail.com) Phone: 07928876822

Filming policy produced for **Seaford Town Council** in association with **Natural England** and **Sussex Wildlife Trust** by Eleanor Johnson-Bullock (FLMS). Latest update:2023



Seaford Town Council

Seaford Town Council is custodian of this site. The Town Council values the expertise of its partners – Sussex Wildlife Trust and Natural England – to ensure the site is managed appropriately, with the sensitivity it requires.

Seaford Town Council,  
37 Church Street,  
Seaford, BN25 1HG.  
Tel: 01323 894870  
[www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)



Natural England are the government's adviser for the natural environment in England, helping to protect England's nature and landscapes for people to enjoy and for the services they provide.

Carole Mortimer  
Lead Adviser Field Unit Ecologist  
South Downs Focus Area  
07748 180 239 / 0208 026 8013  
[Carole.Mortimer@naturalengland.org.uk](mailto:Carole.Mortimer@naturalengland.org.uk)



Sussex Wildlife Trust a membership organisation working towards nature recovery in Sussex. SWT started its 25 year management lease of the Reserve in June 2013 conducting the management of the 83 hectare site for Seaford Town Council

Sarah Quantrill,  
Sussex Wildlife Trust Ranger  
Seaford Head Nature Reserve  
[sarahquantrill@sussexwt.org.uk](mailto:sarahquantrill@sussexwt.org.uk)  
01273 492630

## **Seaford Head Nature Reserve SSSI Access and Parking Plans**

**Parts of this document will be shared with relevant parties when filming on site of Seaford Head Nature Reserve SSSI.**

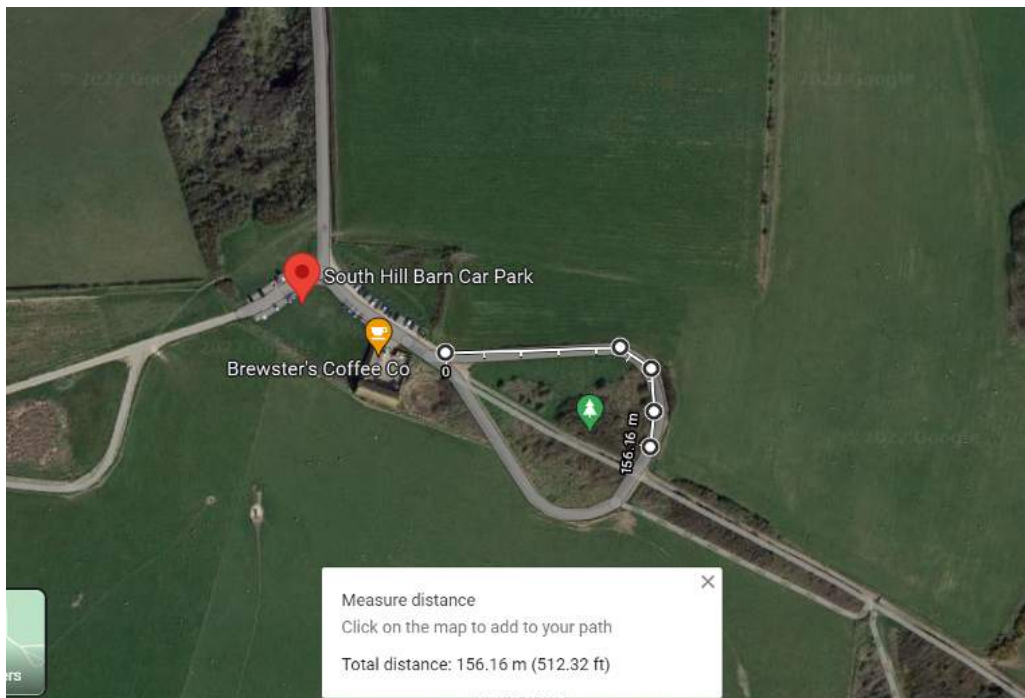
**This has been co-produced by Seaford Town Council and Sussex Wildlife Trust 2023. The parking plans and access routes will be reviewed yearly.**

**All images are from Google maps 2023.**

**Parking Plan 1 (unit base)**

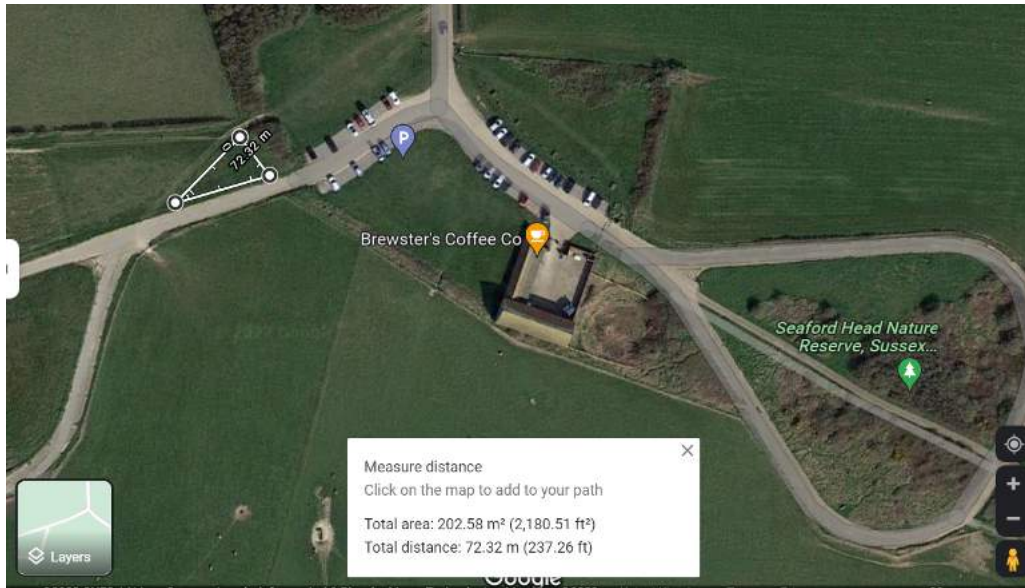
Concrete Ring

All vehicles to be kept on the left side on the hard standing.



**Parking plan 2 (overflow car park)**

Crew cars





**Parking Plan 3 (left of track)**



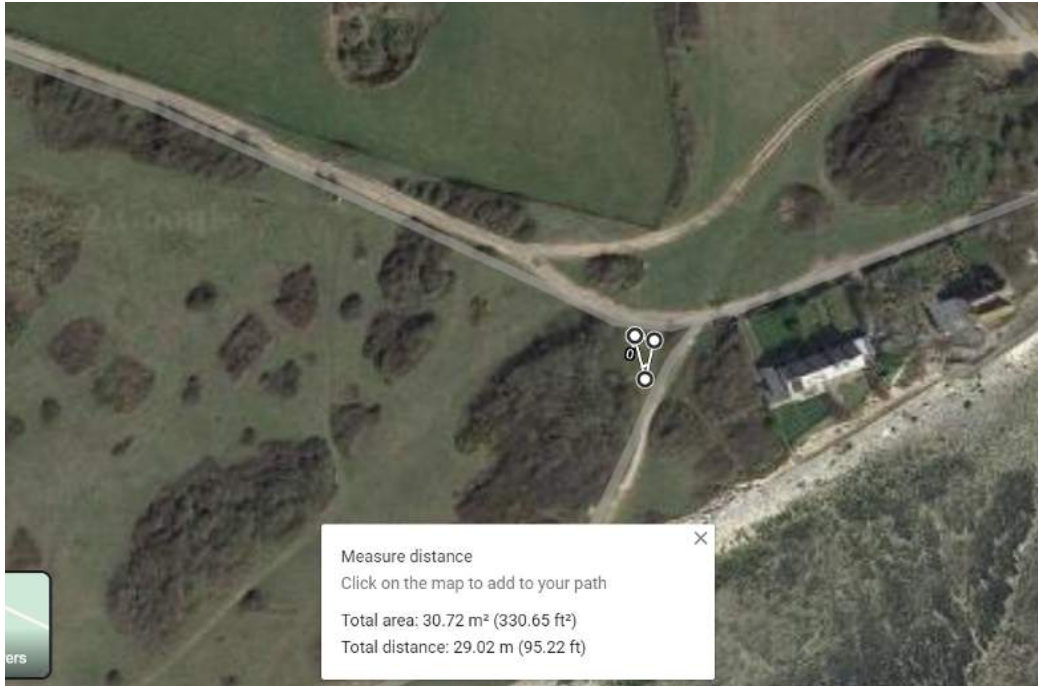
Honey Wagon (toilet) 5 units

**Parking plan 4 (cuckmere right of track)**



Parking and turning area

**Parking 5 (cuckmere right track)**



**Parking 6 (Hope Gap upper)**



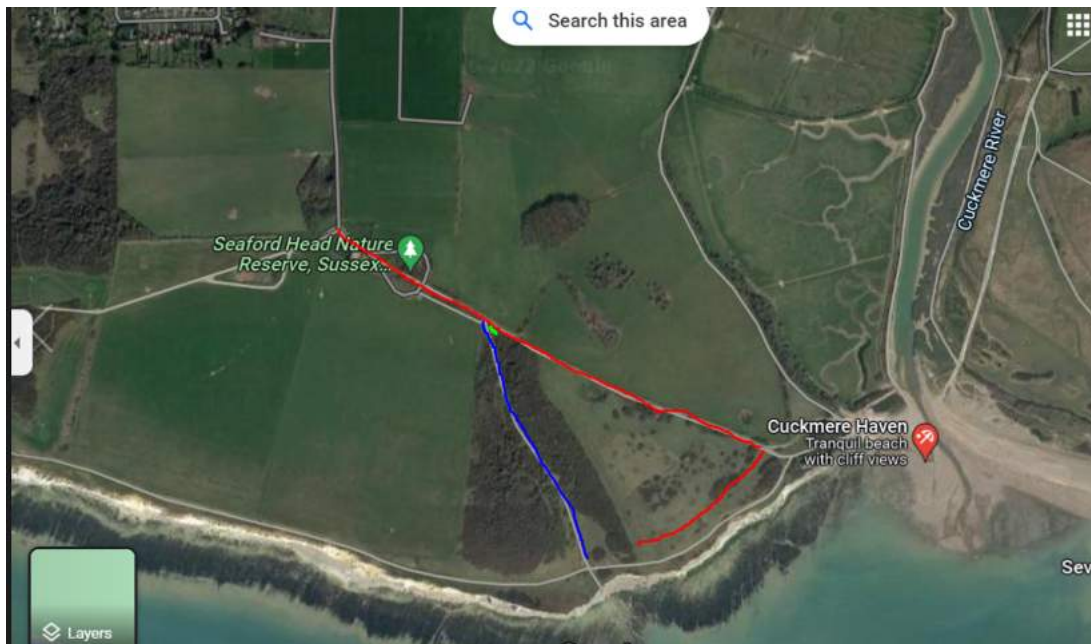
Parking and turning area

### Parking 7 (Hope Gap lower)

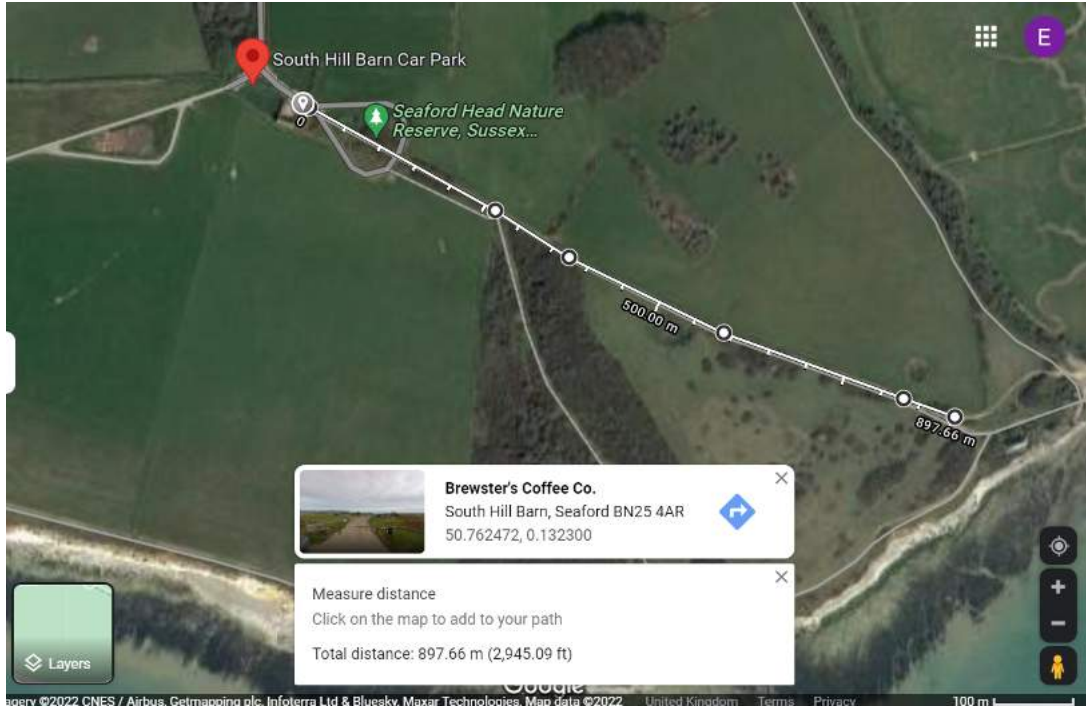


Parking and turning space

## Access



Red - vehicle access Blue - 4x4 access Green passing point.



Access to beach (one vehicle at a time no parking)



Access to Hope Gap (parking 6)



4x4 access only Blue



**Parking Plan (Farmer field)**



## Notes Page

## Notes Page