



Seaford Town Council

Seaford Town Council Finance & General Purposes Committee Agenda – 28th June 2022

To the Members of the Finance & General Purposes Committee

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

A meeting of the **Finance & General Purposes Committee** will be held in the **Council Chambers**, 37 Church Street, Seaford, BN25 1HG on **Tuesday, 28th June 2022** at 7.00pm, which you are summoned to attend.

Adam Chugg, Town Clerk

22nd June 2022

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 10 people.**
- **The meeting will also be recorded and uploaded to the Town Council's YouTube channel after the meeting.**
- **See the end of the agenda for further details of public access and participation.**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Receipts, Payments and Bank Reconciliation Reports for March, April and May 2022

To consider report 36/22 advising the Committee of Receipts, Payments and Bank Reconciliations for March, April and May 2022 (pages 6 to 9).

5. Finance Report to 31st May 2022

To consider report 37/22 informing the Committee of the Income and Expenditure to 31st May 2022 and highlight significant variances from budget (pages 10 to 24).

6. Finance & General Purposes Year End Income & Expenditure Report 2021 – 2022

To consider report 28/22 presenting the year-end 2021-2022 financial position for the Finance & General Purposes Committee (pages 25 to 31).

7. Inflationary Pressure on the Town Council

To consider report 29/22 reporting on measures in place to shield the Town Council from the effects of inflationary pressure due in part to current domestic and world events (pages 32 to 36).

8. 2022 – 2023 Grant Applications

To consider report 38/22 presenting the grant applications received for consideration and approval as relevant (pages 37 to 42).

9. Town Council Debit Card Request

To consider report 39/22 seeking approval to obtain a Town Council Debit Card for The View's Business & General Manager (pages 43 to 44).

10. Town Council's Direct Debit Register

To consider report 40/22 presenting the Town Council's current direct debit register for review and approval (pages 45 to 47).

11. Exclusion of the Press & Public

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

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

12. Receipts Due for Payment at 21st June 2022 EXEMPT

To consider exempt report 41/22 informing the Committee of unpaid receipts due on 21st June 2022 (exempt pages 1 to 3).

Reason for exemption: to progress confidential debtor matters.

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

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

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

Public Access:

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

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 28. The Town Council therefore asks that you contact

admin@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

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

OR

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

Public Access to the Venue:

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

Public Participation:

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

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

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

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

Public Comments

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

Health & Safety Measures:

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



Seaford Town Council

Report No:	36/22
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	28th June 2022
Title:	Receipts, Payments and Bank Reconciliation Reports for March, April and May 2022
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for March, April and May 2022

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

1. Information

- 1.1** In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2** The Chair of this Committee is the current appointed councillor and continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager.
- 1.3** In line with the above, the bank statements up to 31st May 2022 have been viewed and verified by the Chairman of this committee. Hard copies are available on request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of March, April and May 2022.

- 1.5** Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6** The Finance Manager continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7** For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8** The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month into the Cooperative current account. A total of £1,216.21 dividends was received for the 2021 - 2022 financial year. A total of £1,819.41 has been received since 1st April 2022.
- 1.9** Since 1st April 2022, a net total of £450,000 has been transferred into the CCLA account leaving a current balance of £1,575,000.00.
- 1.10** The interest rates have been steadily increasing since early this year with the rate at the end of May 2022 being 0.8732%. This is good news for the Town Council as the interest received for the first two months of this financial year already exceeds the total amount received for the whole of 2021 - 2022.
- 1.11** As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils




2. Financial Appraisal

- 2.1** As of 31st May 2022, the actual monies held in the Cooperative current account were £444,009.63 along with £1,575,000.00 being held in the CCLA Account. The balance carried forward in the Accounts (Appendix A)

includes items that are in the accounts but not yet cleared at the bank,
hence any variance in balances between report and appendix.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Report 36/22 – Appendix A

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
March	£ 169,471.18	£ 368,816.39	£ 431,626.79	£ 106,660.78
April	£ 106,660.78	£ 941,310.21	£ 570,316.75	£ 477,654.24
May	£ 477,654.24	£ 215,988.36	£ 244,712.02	£ 448,930.58

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
March	£ 1,125,000.00			£ 1,125,000.00
April	£ 1,125,000.00	£ 450,000.00		£ 1,575,000.00
May	£ 1,575,000.00	£ -	£ -	£ 1,575,000.00



Seaford Town Council

Report No:	37/22
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	28th June 2022
Title:	Finance Report
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform the Committee of the Income and Expenditure to 31st May 2022 and highlight significant variances from budget

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

1. Information




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

2. Financial Appraisal

- 2.1 As at 31st May 2022, the F&GP budget percentage is in line with the projected annual budget with actual spend of £399,701 being 15.1% of the budget. The income received of £1,308,051 shows as being 51% of the budget which is due to half the precept being received and concession invoices being raised in April for the whole year.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>							
<u>105 Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	1,699	2,160	461			78.7%	
1051 Income Insurance Recharge	0	1,600	1,600			0.0%	
1055 Income Memorial Bench	1,323	0	(1,323)			0.0%	
1058 Income Water Recharge	0	4,000	4,000			0.0%	
1066 Income Concession	18,600	18,600	0			100.0%	
1073 Sports Pitch Hire & Green Fees	394	3,600	3,206			10.9%	
1095 Income Tennis Courts	673	8,465	7,793			7.9%	
Salts Recreation Ground :- Income	22,918	38,425	15,507			59.6%	230
4052 Water & Sewerage	(334)	7,500	7,834		7,834	(4.5%)	
4055 Electricity	398	300	(98)		(98)	132.8%	
4095 Tennis Court Expenditure	812	5,000	4,188		4,188	16.2%	
4096 LTA Loan	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	47	260	213		213	18.0%	
4115 Insurance	3,474	3,625	151		151	95.8%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4251 Dog Bin Emptying	312	1,925	1,613		1,613	16.2%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	0	73,930	73,930		73,930	0.0%	
4261 Grounds Maint non contract	1,260	3,000	1,740		1,740	42.0%	
4275 Building Maintenance	2,083	5,000	2,917		2,917	41.7%	
4276 CCTV	0	800	800		800	0.0%	
4283 Playground	1,176	15,000	13,824		13,824	7.8%	
Salts Recreation Ground :- Indirect Expenditure	9,228	122,090	112,862	0	112,862	7.6%	0
Net Income over Expenditure	13,691	(83,665)	(97,356)				
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve	13,461						
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	638	2,550	1,913			25.0%	
1051 Income Insurance Recharge	0	580	580			0.0%	
1055 Income Memorial Bench	1,300	0	(1,300)			0.0%	
1058 Income Water Recharge	0	3,200	3,200			0.0%	
1073 Sports Pitch Hire & Green Fees	117	8,500	8,383			1.4%	
Crouch Recreation Ground :- Income	2,054	14,830	12,776			13.9%	0

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	0	5,500	5,500		5,500	0.0%	
4115 Insurance	868	795	(73)		(73)	109.1%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4251 Dog Bin Emptying	223	1,375	1,152		1,152	16.2%	
4260 Grounds Maintenance Contract	0	34,930	34,930		34,930	0.0%	
4261 Grounds Maint non contract	237	3,000	2,763		2,763	7.9%	
4275 Building Maintenance	0	500	500		500	0.0%	
4283 Playground	475	5,000	4,525		4,525	9.5%	
Crouch Recreation Ground :- Indirect Expenditure	1,803	52,100	50,297	0	50,297	3.5%	0
Net Income over Expenditure	252	(37,270)	(37,522)				
<u>107 Martello Fields</u>							
1050 Income Rent	3,548	7,500	3,952			47.3%	
Martello Fields :- Income	3,548	7,500	3,952			47.3%	0
4115 Insurance	7	10	3		3	68.5%	
4251 Dog Bin Emptying	179	1,100	921		921	16.2%	
4260 Grounds Maintenance Contract	0	14,060	14,060		14,060	0.0%	
4261 Grounds Maint non contract	536	4,000	3,464		3,464	13.4%	
Martello Fields :- Indirect Expenditure	722	19,170	18,448	0	18,448	3.8%	0
Net Income over Expenditure	2,826	(11,670)	(14,496)				
<u>108 Other Open Spaces</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	0	90	90			0.0%	
1072 Income Trees for Seaford	4,198	0	(4,198)			0.0%	4,078
Other Open Spaces :- Income	4,428	90	(4,338)			4920.0%	4,308
4052 Water & Sewerage	0	415	415		415	0.0%	
4115 Insurance	39	35	(4)		(4)	111.5%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	357	2,200	1,843		1,843	16.2%	
4260 Grounds Maintenance Contract	0	19,660	19,660		19,660	0.0%	
4261 Grounds Maint non contract	637	9,000	8,363		8,363	7.1%	
4262 Trees for Seaford	4,359	0	(4,359)		(4,359)	0.0%	4,359
4275 Building Maintenance	0	500	500		500	0.0%	
Other Open Spaces :- Indirect Expenditure	5,391	31,870	26,479	0	26,479	16.9%	4,359
Net Income over Expenditure	(963)	(31,780)	(30,817)				
6000 plus Transfer from EMR	4,359						
6001 less Transfer to EMR	4,308						
Movement to/(from) Gen Reserve	(913)						

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>113 Crypt</u>							
1051 Income Insurance Recharge	0	390	390			0.0%	
Crypt :- Income	<u>0</u>	<u>390</u>	<u>390</u>			<u>0.0%</u>	<u>0</u>
4115 Insurance	283	390	107		107	72.6%	
4275 Building Maintenance	2,725	4,200	1,475		1,475	64.9%	1,414
Crypt :- Indirect Expenditure	<u>3,008</u>	<u>4,590</u>	<u>1,582</u>	<u>0</u>	<u>1,582</u>	<u>65.5%</u>	<u>1,414</u>
Net Income over Expenditure	<u>(3,008)</u>	<u>(4,200)</u>	<u>(1,192)</u>				
6000 plus Transfer from EMR	1,414						
Movement to/(from) Gen Reserve	<u>(1,594)</u>						
<u>114 South Street</u>							
4275 Building Maintenance	330	3,000	2,670		2,670	11.0%	
South Street :- Indirect Expenditure	<u>330</u>	<u>3,000</u>	<u>2,670</u>	<u>0</u>	<u>2,670</u>	<u>11.0%</u>	<u>0</u>
Net Expenditure	<u>(330)</u>	<u>(3,000)</u>	<u>(2,670)</u>				
<u>115 Martello Tower</u>							
4115 Insurance	1,853	1,745	(108)		(108)	106.2%	
4275 Building Maintenance	60	4,000	3,940		3,940	1.5%	
Martello Tower :- Indirect Expenditure	<u>1,913</u>	<u>5,745</u>	<u>3,832</u>	<u>0</u>	<u>3,832</u>	<u>33.3%</u>	<u>0</u>
Net Expenditure	<u>(1,913)</u>	<u>(5,745)</u>	<u>(3,832)</u>				
<u>116 Seaford Head Estate</u>							
1011 Income Filming	28,550	20,000	(8,550)			142.8%	
1021 Income South Hill Barn	0	1,000	1,000			0.0%	
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1054 Income Other	103	0	(103)			0.0%	
1066 Income Concession	523	3,300	2,777			15.9%	
1200 Income Nature Reserve	73	0	(73)			0.0%	
Seaford Head Estate :- Income	<u>34,250</u>	<u>37,550</u>	<u>3,300</u>			<u>91.2%</u>	<u>0</u>
4115 Insurance	445	905	460		460	49.2%	
4156 Bank Charges	0	0	(0)		(0)	0.0%	
4199 Other Expenditure	209	0	(209)		(209)	0.0%	
4251 Dog Bin Emptying	179	1,100	921		921	16.2%	
4260 Grounds Maintenance Contract	0	1,130	1,130		1,130	0.0%	
4261 Grounds Maint non contract	254	3,000	2,746		2,746	8.5%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	950	1,000	50		50	95.0%	
4500 Nature Reserve Expenses	(146)	16,900	17,046		17,046	(0.9%)	
4501 Filming Expenses	0	8,000	8,000		8,000	0.0%	
Seaford Head Estate :- Indirect Expenditure	1,891	32,035	30,144	0	30,144	5.9%	0
Net Income over Expenditure	32,359	5,515	(26,844)				
117 Seafront							
1011 Income Filming	200	1,000	800			20.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	(757)			0.0%	
1057 Income Electricity Recharge	105	3,820	3,715			2.8%	
1058 Income Water Recharge	0	100	100			0.0%	
1066 Income Concession	52,690	43,075	(9,615)			122.3%	
1084 Income Promenade	0	150	150			0.0%	
Seafront :- Income	54,462	48,145	(6,317)			113.1%	710
4052 Water & Sewerage	0	500	500		500	0.0%	
4055 Electricity	105	3,820	3,715		3,715	2.8%	
4115 Insurance	911	985	74		74	92.5%	
4250 Memorial Bench	1,137	0	(1,137)		(1,137)	0.0%	
4253 Shelters	427	2,500	2,073		2,073	17.1%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	1,470	10,000	8,530		8,530	14.7%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	355	2,000	1,645		1,645	17.7%	
4301 Public Works Loan Payment	0	11,600	11,600		11,600	0.0%	
4501 Filming Expenses	0	200	200		200	0.0%	
Seafront :- Indirect Expenditure	4,406	32,205	27,799	0	27,799	13.7%	0
Net Income over Expenditure	50,057	15,940	(34,117)				
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	49,347						
118 Beach Huts							
1057 Income Electricity Recharge	0	300	300			0.0%	
1060 Beach Huts Site Licence	30,690	27,625	(3,065)			111.1%	
1061 Beach Hut Annual Rent	12,100	12,090	(10)			100.1%	
1066 Income Concession	1,600	5,150	3,550			31.1%	
1094 Income Seasonal Beach Huts	9,463	13,300	3,838			71.1%	
Beach Huts :- Income	53,852	58,465	4,613			92.1%	0

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Rates	882	5,300	4,419		4,419	16.6%	
4055 Electricity	22	240	218		218	9.2%	
4115 Insurance	646	1,060	414		414	61.0%	
4258 Seasonal Beach Hut Revenue Exp	2,673	14,500	11,827		11,827	18.4%	
4275 Building Maintenance	470	4,000	3,530		3,530	11.8%	
Beach Huts :- Indirect Expenditure	4,693	25,100	20,407	0	20,407	18.7%	0
Net Income over Expenditure	49,159	33,365	(15,794)				
<u>119 Old Town Hall</u>							
1050 Income Rent	383	1,540	1,158			24.8%	
1051 Income Insurance Recharge	0	205	205			0.0%	
Old Town Hall :- Income	383	1,745	1,363			21.9%	0
4115 Insurance	180	205	25		25	87.8%	
4275 Building Maintenance	487	2,000	1,513		1,513	24.4%	
Old Town Hall :- Indirect Expenditure	668	2,205	1,537	0	1,537	30.3%	0
Net Income over Expenditure	(285)	(460)	(175)				
<u>121 Seaford in Bloom</u>							
1054 Income Other	0	415	415			0.0%	
Seaford in Bloom :- Income	0	415	415			0.0%	0
4402 Seaford in Bloom	5,329	5,490	161		161	97.1%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,490	161	0	161	97.1%	0
Net Income over Expenditure	(5,329)	(5,075)	254				
<u>125 Allotments</u>							
1050 Income Rent	1,102	1,035	(67)			106.5%	
Allotments :- Income	1,102	1,035	(67)			106.5%	0
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,102	535	(567)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
134 CCTV							
4055 Electricity	29	3,000	2,971		2,971	1.0%	
4115 Insurance	398	350	(48)		(48)	113.6%	
4276 CCTV	0	8,500	8,500		8,500	0.0%	
CCTV :- Indirect Expenditure	427	11,850	11,423	0	11,423	3.6%	0
Net Expenditure	(427)	(11,850)	(11,423)				
135 Community Service Other							
1070 Armed Forces Day Income	100	1,000	900			10.0%	
1075 Income Christmas Event	0	7,210	7,210			0.0%	
1083 Income Street Market	358	0	(358)			0.0%	
Community Service Other :- Income	458	8,210	7,752			5.6%	0
4115 Insurance	61	65	4		4	94.1%	
4195 Events Expenditure	0	1,500	1,500		1,500	0.0%	
4273 Christmas Lights	0	15,000	15,000		15,000	0.0%	
4281 Christmas Event Expenses	0	10,300	10,300		10,300	0.0%	
4282 Armed Forces Day Expenditure	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	61	28,865	28,804	0	28,804	0.2%	0
Net Income over Expenditure	397	(20,655)	(21,052)				
225 Projects Pool							
1014 CIL & S106 Receipts	221,881	0	(221,881)			0.0%	221,881
1016 Beach Hut Sales	50,572	42,000	(8,572)			120.4%	50,572
1053 Income Grants	0	222,750	222,750			0.0%	
Projects Pool :- Income	272,452	264,750	(7,702)			102.9%	272,452
4095 Tennis Court Expenditure	1,515	0	(1,515)		(1,515)	0.0%	1,515
4155 Professional Fees	175	15,000	14,825		14,825	1.2%	
4257 Seafront Improvement Plan	0	20,000	20,000		20,000	0.0%	
4274 Projects Expenditure	0	20,000	20,000		20,000	0.0%	
4421 Martello Toilets Capital Costs	1,940	427,550	425,610		425,610	0.5%	1,940
4424 South Hill Barn Development	0	10,000	10,000		10,000	0.0%	
Projects Pool :- Indirect Expenditure	3,630	492,550	488,920	0	488,920	0.7%	3,455
Net Income over Expenditure	268,823	(227,800)	(496,623)				
6000 plus Transfer from EMR	3,455						
6001 less Transfer to EMR	272,452						
Movement to/(from) Gen Reserve	(175)						

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	60	1,500	1,440		1,440	4.0%	
Planning & Highways :- Indirect Expenditure	60	1,500	1,440	0	1,440	4.0%	0
Net Expenditure	(60)	(1,500)	(1,440)				
Community Services :- Income	449,908	481,550	31,642			93.4%	
Expenditure	43,558	880,865	837,307	0	837,307	4.9%	
Net Income over Expenditure	406,351	(399,315)	(805,666)				
plus Transfer from EMR	9,227						
less Transfer to EMR	277,700						
Movement to/(from) Gen Reserve	137,878						
<u>Finance & General Purposes</u>							
<u>201 Administration</u>							
1054 Income Other	0	100	100			0.0%	
1062 Income Telephone Recharge	93	525	432			17.8%	
1176 Precept	522,483	1,044,965	522,482			50.0%	
1190 Interest Received	680	250	(430)			271.8%	
Administration :- Income	523,256	1,045,840	522,584			50.0%	0
4000 Salaries & Wages	55,431	348,250	292,819		292,819	15.9%	
4001 Employers NI	5,283	31,880	26,597		26,597	16.6%	
4002 Employers Superannuation	9,926	64,155	54,229		54,229	15.5%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	45	4,000	3,955		3,955	1.1%	
4012 Staff Expenses	0	500	500		500	0.0%	
4015 Office Refreshments	0	150	150		150	0.0%	
4100 Telecommunications	646	4,400	3,754		3,754	14.7%	
4105 Postage	52	400	348		348	13.0%	
4106 Stationery	130	1,000	870		870	13.0%	
4107 Photocopier	307	1,500	1,193		1,193	20.4%	
4108 Recycling & Shredding	0	285	285		285	0.0%	
4110 Advertising & Publicity	0	750	750		750	0.0%	
4112 Subscriptions	3,803	5,900	2,097		2,097	64.5%	
4113 Software Support	2,013	9,000	6,987		6,987	22.4%	
4114 Licence Fee	0	55	55		55	0.0%	
4115 Insurance	1,753	1,780	27		27	98.5%	
4116 Web Site	90	1,700	1,610		1,610	5.3%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4118 IT Hardware	1,068	8,000	6,932		6,932	13.3%	
4154 Land Registry Fees	21	100	79		79	21.0%	
4155 Professional Fees	(1,387)	5,000	6,387		6,387	(27.7%)	
4156 Bank Charges	152	1,500	1,348		1,348	10.2%	
4157 Audit Fees	(2,600)	3,000	5,600		5,600	(86.7%)	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	0	1,000	1,000		1,000	0.0%	
4272 Furniture & Equipment	189	3,000	2,811		2,811	6.3%	
Administration :- Indirect Expenditure	76,922	497,905	420,983	0	420,983	15.4%	0
Net Income over Expenditure	446,334	547,935	101,601				
<u>205 Premises - Church Street</u>							
1050 Income Rent	4,919	7,800	2,881			63.1%	
Premises - Church Street :- Income	4,919	7,800	2,881			63.1%	0
4050 Rent payable	9,890	20,500	10,610		10,610	48.2%	
4051 Rates	1,657	8,956	7,299		7,299	18.5%	
4059 Church Street Service Charges	0	18,000	18,000		18,000	0.0%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	79	400	321		321	19.8%	
4272 Furniture & Equipment	13	0	(13)		(13)	0.0%	
4275 Building Maintenance	14	1,000	987		987	1.4%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	11,652	49,656	38,004	0	38,004	23.5%	0
Net Income over Expenditure	(6,733)	(41,856)	(35,123)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	23,735	23,735			0.0%	
1051 Income Insurance Recharge	0	400	400			0.0%	
Premises - Hurdis House :- Income	0	24,135	24,135			0.0%	0
4051 Rates	0	400	400		400	0.0%	
4115 Insurance	436	0	(436)		(436)	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4301 Public Works Loan Payment	0	15,005	15,005		15,005	0.0%	
Premises - Hurdis House :- Indirect Expenditure	436	16,405	15,969	0	15,969	2.7%	0
Net Income over Expenditure	(436)	7,730	8,166				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Civic Expenses							
1080 Income Jubilee Event	10	0	(10)			0.0%	
Civic Expenses :- Income	10	0	(10)				0
4013 Members Expenses	0	100	100		100	0.0%	
4014 Member Training	400	1,500	1,100		1,100	26.7%	
4106 Stationery	0	200	200		200	0.0%	
4113 Software Support	1,166	2,500	1,334		1,334	46.6%	
4115 Insurance	58	200	142		142	28.9%	
4180 Room Hire	0	2,550	2,550		2,550	0.0%	
4181 Civic - Mayors Allowance	(59)	1,500	1,559		1,559	(4.0%)	
4182 Catering & Hospitality	0	200	200		200	0.0%	
4183 Civic - Awards	92	200	108		108	45.9%	
4184 Civic - other	722	3,000	2,278		2,278	24.1%	
4188 Town Crier Expenses	0	200	200		200	0.0%	
4189 Young Mayor	0	250	250		250	0.0%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	2,378	22,400	20,022	0	20,022	10.6%	0
Net Income over Expenditure	(2,368)	(22,400)	(20,032)				
215 Grants							
4401 Grants	0	20,000	20,000		20,000	0.0%	
4406 SFA-CAB	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	(25,000)	(25,000)				
Finance & General Purposes :- Income	528,185	1,077,775	549,590			49.0%	
Expenditure	91,388	611,366	519,978	0	519,978	14.9%	
Movement to/(from) Gen Reserve	436,796						

Golf Course and The View

101 Golf Course							
1000 Golf Course Season Ticket	180,708	193,000	12,292			93.6%	
1001 Golf Course Green Fees M-F	24,614	113,000	88,386			21.8%	
1002 Golf Course Green Fees w/eb/h	18,852	72,000	53,148			26.2%	
1003 Golf Course Societies	14,535	70,000	55,465			20.8%	
1004 Golf Course Locker	968	2,250	1,282			43.0%	
1007 Golf Course Air Traffic	1,875	7,500	5,625			25.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	646	700	54			92.3%	
1077 Income Sale Equipment	0	4,200	4,200			0.0%	
1311 Buggy Hire	3,579	23,330	19,751			15.3%	
Golf Course :- Income	245,777	486,065	240,288			50.6%	0
4000 Salaries & Wages	16,560	121,600	105,040		105,040	13.6%	
4001 Employers NI	1,580	11,650	10,070		10,070	13.6%	
4002 Employers Superannuation	2,148	17,410	15,262		15,262	12.3%	
4009 Recruitment Costs	544	800	256		256	68.0%	
4010 Staff Training	0	2,000	2,000		2,000	0.0%	
4011 Staff Protective Clothing	241	1,500	1,259		1,259	16.0%	
4041 Golf Professional Retainer	9,350	65,100	55,750		55,750	14.4%	
4045 Golf Course Player Costs	966	1,450	484		484	66.6%	
4046 Golf Club Membership Fees	0	14,520	14,520		14,520	0.0%	
4051 Rates	2,071	10,680	8,609		8,609	19.4%	
4052 Water & Sewerage	0	1,800	1,800		1,800	0.0%	
4060 Refuse	62	260	198		198	24.0%	
4100 Telecommunications	132	750	618		618	17.6%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	0	350	350		350	0.0%	
4110 Advertising & Publicity	0	500	500		500	0.0%	
4112 Subscriptions	0	525	525		525	0.0%	
4113 Software Support	1,256	1,900	644		644	66.1%	
4114 Licence Fee	0	75	75		75	0.0%	
4115 Insurance	9,369	8,890	(479)		(479)	105.4%	
4116 Web Site	90	75	(15)		(15)	120.0%	
4156 Bank Charges	1,008	5,500	4,492		4,492	18.3%	
4201 Cleaning & Hygiene	0	500	500		500	0.0%	
4251 Dog Bin Emptying	179	1,330	1,151		1,151	13.4%	
4261 Grounds Maint non contract	16,646	38,000	21,354		21,354	43.8%	
4270 Vehicles & Equipment Maint	5,456	15,700	10,244		10,244	34.8%	
4271 Vehicle & Equipment Lease	68,237	79,800	11,563		11,563	85.5%	
4272 Furniture & Equipment	0	7,855	7,855		7,855	0.0%	
4275 Building Maintenance	506	2,200	1,694		1,694	23.0%	
4276 CCTV	0	500	500		500	0.0%	
4279 Fire & Security	655	1,300	645		645	50.4%	
4308 Golf Course Overheads	2,000	12,000	10,000		10,000	16.7%	
4309 Buggy Lease & Maintenance	1,174	7,500	6,326		6,326	15.7%	
Golf Course :- Indirect Expenditure	140,229	434,070	293,841	0	293,841	32.3%	0
Net Income over Expenditure	105,548	51,995	(53,553)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Capital Costs-Golf & The View</u>							
4301 Public Works Loan Payment	0	105,000	105,000		105,000	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	0	105,000	105,000	0	105,000	0.0%	0
Net Expenditure	0	(105,000)	(105,000)				
<u>103 The View</u>							
1050 Income Rent	250	1,000	750			25.0%	
1305 Income Golf Course Overheads	2,000	12,000	10,000			16.7%	
1306 Income Golf Club Room Hires	208	500	292			41.7%	
1307 Income Bar Sales	28,963	168,300	139,337			17.2%	
1308 Income Food Sales	37,063	227,700	190,637			16.3%	
1310 Income - Society Food	4,764	32,500	27,736			14.7%	
1312 Function Food Sales	10,865	72,000	61,135			15.1%	
1313 Function Bar Sales	0	7,500	7,500			0.0%	
1316 Events Income - The View	68	200	132			34.2%	
The View :- Income	84,181	521,700	437,519			16.1%	0
4000 Salaries & Wages	46,045	267,155	221,110		221,110	17.2%	
4001 Employers NI	2,955	20,105	17,150		17,150	14.7%	
4002 Employers Superannuation	2,952	35,000	32,048		32,048	8.4%	
4003 Sub-contracted Staff	902	0	(902)		(902)	0.0%	
4009 Recruitment Costs	2,854	0	(2,854)		(2,854)	0.0%	
4010 Staff Training	0	1,500	1,500		1,500	0.0%	
4012 Staff Expenses	0	180	180		180	0.0%	
4016 Staff Uniform	0	500	500		500	0.0%	
4017 Timesheet & Rota Software	226	215	(11)		(11)	105.3%	
4051 Rates	665	3,435	2,770		2,770	19.4%	
4052 Water & Sewerage	0	5,000	5,000		5,000	0.0%	
4055 Electricity	1,819	21,000	19,181		19,181	8.7%	
4056 Gas	321	5,000	4,679		4,679	6.4%	
4060 Refuse	268	3,900	3,632		3,632	6.9%	
4100 Telecommunications	675	3,200	2,525		2,525	21.1%	
4105 Postage	0	100	100		100	0.0%	
4106 Stationery	99	1,000	901		901	9.9%	
4110 Advertising & Publicity	1,027	5,000	3,973		3,973	20.5%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	742	1,300	558		558	57.1%	
4114 Licence Fee	1,008	1,000	(8)		(8)	100.8%	
4115 Insurance	3,195	3,200	5		5	99.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Web Site	13	215	202		202	5.8%	
4156 Bank Charges	601	5,200	4,599		4,599	11.5%	
4196 Events Expenditure - The View	230	0	(230)		(230)	0.0%	
4201 Cleaning & Hygiene	4,358	17,000	12,642		12,642	25.6%	
4202 Linen Cleaning	311	3,000	2,689		2,689	10.4%	
4261 Grounds Maint non contract	50	0	(50)		(50)	0.0%	
4270 Vehicles & Equipment Maint	486	4,000	3,514		3,514	12.2%	
4272 Furniture & Equipment	1,091	9,950	8,859		8,859	11.0%	
4275 Building Maintenance	1,417	2,500	1,083		1,083	56.7%	
4276 CCTV	109	500	391		391	21.8%	
4279 Fire & Security	555	1,550	995		995	35.8%	
4301 Public Works Loan Payment	17,103	0	(17,103)		(17,103)	0.0%	
4303 Food Expenditure	18,692	116,270	97,578		97,578	16.1%	
4304 Bar Expenditure	10,787	58,015	47,228		47,228	18.6%	
4306 Catering Utensils & Equip	997	1,000	3		3	99.7%	
4307 Bar Utensils & Equip	75	250	175		175	30.0%	
4311 Pest Control	459	2,000	1,541		1,541	22.9%	
4313 Stock Take	0	1,050	1,050		1,050	0.0%	
4314 Cost of Card Top Up Incentives	1,319	4,000	2,681		2,681	33.0%	
4903 Term Maintenance	120	4,000	3,880		3,880	3.0%	
The View :- Indirect Expenditure	124,526	608,365	483,839	0	483,839	20.5%	0
Net Income over Expenditure	(40,344)	(86,665)	(46,321)				
Golf Course and The View :- Income	329,958	1,007,765	677,807			32.7%	
Expenditure	264,755	1,147,435	882,680	0	882,680	23.1%	
Movement to/(from) Gen Reserve	65,204						
Grand Totals:- Income	1,308,051	2,567,090	1,259,039			51.0%	
Expenditure	399,701	2,639,666	2,239,965	0	2,239,965	15.1%	
Net Income over Expenditure	908,351	(72,576)	(980,927)				
plus Transfer from EMR	9,227						
less Transfer to EMR	277,700						
Movement to/(from) Gen Reserve	639,878						

Finance & General Purposes Committee - Variance Reporting

28th June 2022

		Current Update
201	Administration	
1190	Interest Received	When the budget was set, interest rates were at their lowest and so it was prudent to budget on the low side. As the interest rates with CCLA are steadily increasing, we are already way over the expected income and this is likely to rise significantly over the next couple of months.
4112	Subscriptions	The majority of subscriptions are paid early in the financial year which is why the expenditure is showing a higher percentage.
4115	Insurance	The insurance costs are fully paid in April of each year.
4155	Professional Fees	The account code is showing a credit due to an accrual (ie fees yet to billed that relate to last year).
4157	Audit Fees	The account code is showing a credit due to an accrual. Mulberry & Co invoice will be paid in next month and the external audit fees will be paid in September which both relate to last year.
205	Premises Church Street	
1050	Income Rent	Rent for Church Street runs from Jan - Dec each year. Therefore, we already have received 9 months worth of rent with the last three months being received in January 23.



Seaford Town Council

Report No:	28/22
Agenda Item No:	6
Committee:	Finance & General Purposes (F&GP)
Date:	28th June 2022
Title:	F&GP Committee Year End Income & Expenditure Report, 2021-2022.
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To present the year-end 2021 - 2022 financial position for the F&GP Committee

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

1. Summary

- 1.1 Attached as Appendix 1 is the income and expenditure report for this Committee showing the final year end (2021 - 2022) figures.
- 1.2 The Town Council's full Precept (£984,150) is within the F&GP committee budget. Overall, the Committee income was £769 more than budgeted, expenditure was £31,317 less than budgeted.
- 1.3 The Committee's net expenditure was £486,062 which was £32,087 less than budget.

2. Budget Information

- 2.1 The significant variances for the individual cost centres are reported on below.

2.2 Administration (201)

1190 - Interest Received – is surprisingly slightly more than expected and is £216 over budget, the majority of this being attributed to the last quarter of the year.

4000 - Salaries & Wages/4001 Employers NI - were above budget due to staff changes in the year.

4002 – Employer's Superannuation – was lower than budgeted due to staff leavers. Budgets are set on the basis that all new employees might be in the Local Government Pension Scheme but often new employees will opt out or join the NEST pension scheme which is much cheaper.

4155 – Professional Fees – the underspend on this budget was earmarked for future expenditure.

4199 – Other Expenditure - this contingency budget was set aside for working from home expenses, which were not required.

4272 – Furniture & Equipment - the underspend on this budget was earmarked for future expenditure.

2.3 Premises - Church Street (205)

1050 - Income Rent – now includes a proportion of the service charge.

4059 - Church Street Service Charge - was lower than expected as staff were not working in the offices, resulting in reduced cleaning and utilities.

2.4 Premises - Hurdis House (206)

4155 - Professional Fees - relate to professional charges and valuations for buildings insurance and for rental purposes due to a change of use. This has still not been finalised, therefore the unspent amount was earmarked for future liabilities.

4275 – Building Maintenance - This expenditure is for an EICR/3 consumer unit upgrade and Carbon Monoxide alarm installation.

2.5 Civic Expenses (210)

4113 – Software Support - is under budget due to Councillors no longer using SIRAS to remotely access the Town Council's server.

4180 – Room Hire - this expenditure is for the hire of rooms to hold Full Council and Committee meetings. It was not thought that a budget would be required for this at budget setting time. £4,799 has been spent.

4190 – Election Costs - £4,610 was spent on the by-election and the rest earmarked for future elections.

3. Earmarked Reserves (EMRs)

3.1 The EMRs attributed to this Committee and those shared with other committees are attached as Appendix 2.

4. Financial Appraisal

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

5. Contact Officer

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

RFO	
Town Clerk	

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

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>							
<u>201 Administration</u>							
1054 Income Other	100	100	0			100.0%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	564	570	6			98.9%	
1176 Precept	984,150	984,150	0			100.0%	
1190 Interest Received	1,216	1,000	(216)			121.6%	
Administration :- Income	986,050	985,820	(230)			100.0%	0
4000 Salaries & Wages	319,700	316,925	(2,775)		(2,775)	100.9%	
4001 Employers NI	27,268	26,340	(928)		(928)	103.5%	
4002 Employers Superannuation	55,431	56,425	994		994	98.2%	
4009 Recruitment Costs	640	1,000	360		360	64.0%	
4010 Staff Training	2,722	4,000	1,278		1,278	68.0%	
4012 Staff Expenses	172	800	628		628	21.6%	
4015 Office Refreshments	3	400	397		397	0.9%	
4100 Telecommunications	3,949	4,750	801		801	83.1%	
4105 Postage	182	400	218		218	45.4%	
4106 Stationery	826	1,800	974		974	45.9%	
4107 Photocopier	997	1,900	903		903	52.5%	
4108 Recycling & Shredding	265	210	(55)		(55)	126.2%	
4110 Advertising & Publicity	630	1,500	870		870	42.0%	
4112 Subscriptions	5,229	5,500	271		271	95.1%	
4113 Software Support	8,664	9,500	836		836	91.2%	
4114 Licence Fee	55	55	0		0	100.0%	
4115 Insurance	1,721	2,000	279		279	86.0%	
4116 Web Site	1,413	1,000	(413)		(413)	141.3%	
4154 Land Registry Fees	21	100	79		79	21.0%	
4155 Professional Fees	6,411	15,000	8,589		8,589	42.7%	
4156 Bank Charges	1,056	1,500	444		444	70.4%	
4157 Audit Fees	2,630	3,000	370		370	87.7%	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	21	3,000	2,979		2,979	0.7%	
4272 Furniture & Equipment	716	2,000	1,284		1,284	35.8%	
Administration :- Indirect Expenditure	440,721	459,205	18,484	0	18,484	96.0%	0
Net Income over Expenditure	545,329	526,615	(18,714)				
<u>205 Premises - Church Street</u>							
1050 Income Rent	8,642	7,610	(1,032)			113.6%	
Premises - Church Street :- Income	8,642	7,610	(1,032)			113.6%	0

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

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Rent payable	19,780	20,375	595		595	97.1%	
4051 Rates	8,281	8,695	414		414	95.2%	
4059 Church Street Service Charges	11,132	18,000	6,868		6,868	61.8%	
4115 Insurance	4	5	1		1	74.0%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	285	350	65		65	81.4%	
4275 Building Maintenance	602	1,000	398		398	60.2%	
4903 Term Maintenance	120	500	380		380	24.0%	
Premises - Church Street :- Indirect Expenditure	40,203	49,225	9,022	0	9,022	81.7%	0
Net Income over Expenditure	(31,561)	(41,615)	(10,054)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	22,817	23,270	453			98.1%	
1051 Income Insurance Recharge	386	425	39			90.7%	
Premises - Hurdis House :- Income	23,202	23,695	493			97.9%	0
4115 Insurance	398	425	27		27	93.8%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4275 Building Maintenance	1,912	0	(1,912)		(1,912)	0.0%	
4301 Public Works Loan Payment	15,002	15,005	3		3	100.0%	
4411 VAT PE Adjustment overclaimed	235	0	(235)		(235)	0.0%	235
Premises - Hurdis House :- Indirect Expenditure	17,548	20,430	2,882	0	2,882	85.9%	235
Net Income over Expenditure	5,654	3,265	(2,389)				
6000 plus Transfer from EMR	235						
Movement to/(from) Gen Reserve	5,889						
<u>210 Civic Expenses</u>							
4013 Members Expenses	95	150	55		55	63.2%	
4014 Member Training	140	1,000	860		860	14.0%	
4106 Stationery	4	500	496		496	0.8%	
4113 Software Support	2,313	3,500	1,187		1,187	66.1%	
4115 Insurance	197	240	43		43	82.0%	
4180 Room Hire	4,799	0	(4,799)		(4,799)	0.0%	
4181 Civic - Mayors Allowance	819	1,000	181		181	81.9%	72
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	(73)	250	323		323	(29.0%)	
4184 Civic - other	274	150	(124)		(124)	182.4%	
4188 Town Crier Expenses	45	250	205		205	18.0%	
4189 Young Mayor	223	250	27		27	89.1%	

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

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4190 Election Costs	4,610	6,500	1,890		1,890	70.9%	
Civic Expenses :- Indirect Expenditure	<u>13,446</u>	<u>14,290</u>	<u>844</u>	<u>0</u>	<u>844</u>	<u>94.1%</u>	<u>72</u>
Net Expenditure	<u>(13,446)</u>	<u>(14,290)</u>	<u>(844)</u>				
6000 plus Transfer from EMR	72						
Movement to/(from) Gen Reserve	<u>(13,374)</u>						
<u>215 Grants</u>							
4401 Grants	14,914	15,000	86		86	99.4%	
4406 SFA-CAB	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	<u>19,914</u>	<u>20,000</u>	<u>86</u>	<u>0</u>	<u>86</u>	<u>99.6%</u>	<u>0</u>
Net Expenditure	<u>(19,914)</u>	<u>(20,000)</u>	<u>(86)</u>				
Finance & General Purposes :- Income	1,017,894	1,017,125	(769)			100.1%	
Expenditure	531,833	563,150	31,317	0	31,317	94.4%	
Net Income over Expenditure	<u>486,062</u>	<u>453,975</u>	<u>(32,087)</u>				
plus Transfer from EMR	307						
Movement to/(from) Gen Reserve	<u>486,369</u>						
Grand Totals:- Income	1,017,894	1,017,125	(769)			100.1%	
Expenditure	531,833	563,150	31,317	0	31,317	94.4%	
Net Income over Expenditure	<u>486,062</u>	<u>453,975</u>	<u>(32,087)</u>				
plus Transfer from EMR	307						
Movement to/(from) Gen Reserve	<u>486,369</u>						

Seaford Town CouncilF&GP Earmarked Reserves 2021-2022

A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 31/03/2022	Committed	Available Balance	Notes	Committee
320	Elections	£14,248.41	£1,889.75		£16,138.16		£16,138.16	Built up over the years to spread the cost of 4 yearly elections	F&GP
321	Building Maintenance	£13,165.00	£11,835.00	£5,000.00	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all buildings <u>2021-2022</u> £5,000 contribution to football club roof repair	Shared
326	Grounds Maintenance	£17,240.00	£16,015.00	£13,255.00	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all grounds and open spaces <u>2021-2022</u> £11,375 Seafront bumper rails £1,880 fire damage skate park	Shared
340	Vehicles & Equipment	£12,622.00	£8,368.41	£990.41	£20,000.00	£8,700.00	£11,300.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements <u>2021-2022</u> Golf course equipment £16.42 Kettle £179.99 Fridge £794 overspend on digger + delivery <u>2022-2023</u> £8,700 Equipment The View	Shared
353	Professional Fees	£0.00	£20,000.00		£20,000.00		£20,000.00	Contingency to meet unknown Liabilities	Shared
354	Civic Expenses	£0.00	£2,000.00		£2,000.00		£2,000.00	Contingency e.g. for Mayors chain/ Freedom of the Town	F&GP
361	CIL Receipts *	£13,080.91	£87,429.93	£20,000.00	£80,510.84	£10,000.00	£70,510.84	Income received from CIL monies - Restricted use <u>2021-2023</u> up to £10,000 for tennis courts	Shared
363	Capital Receipts *	£161,898.77	£37,000.00	£46,215.54	£152,683.23	£152,683.23	£0.00	Can only be used for Capital Expenditure. <u>2021-2022</u> £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts- £44,936 actual £22,000 for Martello toilets- unspent <u>2022-2023</u> £152,683 Martello Toilets	Shared
369	VAT PE Calculation	£0.00	£9,245.83		£9,245.83		£9,245.83	Sum received after partial exemption calculation	Shared
370	Training	£0.00	£1,941.00		£1,941.00		£1,941.00	Surplus budget for future liability	Shared
371	Mayor's Allowance	£0.00	£180.93		£180.93		£180.93	Surplus budget due to year and financial year mis timings	F&GP
372	Utilities	£0.00	£5,000.00		£5,000.00		£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
	TOTAL EMR	£232,255.09	£184,538.09	£85,460.95	£347,699.99	£171,383.23	£176,316.76		

* RESTRICTED USE



Seaford Town Council

Report No:	29/22
Agenda Item No:	7
Committee:	Finance & General Purposes (F&GP)
Date:	28th June 2022
Title:	Inflationary Pressure on the Town Council
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To report on measures in place to shield the Town Council from the effects of inflationary pressure due in part to current domestic and world events

Recommendations

The Finance & General Purposes Committee is recommended:

1. To note the contents of the report.

1.Introduction

- 1.1** Post-pandemic increased demand, the war in the Ukraine and BREXIT reducing supplies, plus the increasing costs of fuel and energy have all caused inflation to skyrocket around the world. It isn't known when this will change but forecasts say it won't be down to 3% again until the end of 2023.
- 1.2** As at April 2022, the Retail Price Index (RPI) was 11.1% and the Consumer price index (CPI) was 9%, compared to 2.9% and 1.5% respectively in April 2021. It has not been this high since February 1982.
- 1.3** This report looks at how this could affect the Town Council's finances over the coming year and beyond and what can be, and is being, done to mitigate the effects.

2. Information

2.1 Community Service Committee

Income is quite fixed as the majority of it comes from rents and leases which are set usually for a number of years.

CCTV, dog bin emptying and grounds maintenance contracts are fixed prices, but other expenditure is likely to rise. A significant amount of this Committee's expenditure is building and grounds maintenance and supplies have already been affected by price and lack of availability. It is likely that the fixed contract prices will increase significantly from 2023 - 2024.

Utility prices have already risen and are factored into the RPI. As a contingency against this, £5,000 was set aside in an Earmarked Reserve (EMR) from underspends in 2021 - 2022. Most of the Town Council's utility contract are still in 2 - 3 year deals at the moment.

The costs associated with projects and events are likely to rise and materials may be difficult to source. Projects may need to be changed or delayed due to the increased costs and lack of budget. General maintenance costs of buildings and playgrounds are likely to rise more than budgeted. Building materials have been in short supply for over a year now and the supply shortage is increasing prices.

2.2 Finance & General Purposes Committee

Again, income is fixed as the majority of it comes from the precept or rents and leases which are set usually for a number of years.

72.67% of this Committee's expenditure is salaries. Although the increase this year is as yet unknown it is unlikely to be much more than the budgeted 2%. This is not directly affected by inflationary pressure in 2022 - 2023 but may become so in future years. A report will be brought to the Personnel Committee covering the possible longer term impact of inflation, amongst other factors, on salaries within local government.

The rest of the expenditure in this committee will not be as affected by inflation as the Community Services Committee.

2.3 The Golf & the View Committee

The Golf Course

Income prices are set for the year and can only be increased due to inflation from 2023 - 2024.

34.7% of the Golf Course's expenditure is salaries. This is not directly affected by inflationary pressure in 2022-2023. See comments in 2.2 above.

The Golf Professional retainer, Golf Club membership fees, rates insurance, dog bin emptying and equipment leases account for a further 41.5% of the budget and are also set prices for the year, so any implications of inflation or world events will not be felt until 2023 - 2024.

The View

Prices are not fixed therefore could be increased to compensate for inflation and may have to be if food and drink prices rise significantly. This said, any price increases could deter customers, whose finances are already feeling the effects of inflation and could mean that they have no spare income to go out for meals and drinks.

52.97% of The View's expenditure is salaries. Although the increase this year is as yet unknown it is unlikely to be much more than the budgeted 2%. This is not directly affected by inflationary pressure in 2022 - 2023, but may become so in future years. See comments in 2.2 above.

The costs of utilities, food and drink, cleaning, maintenance and equipment (42% of expenditure) are all very likely to be affected by inflation and world events.

The View's income and expenditure is the most vulnerable to inflationary pressure.

3. Factors to mitigate the effects of inflation and world economic pressures.

- 3.1** The Town Council has healthy reserves to enable it to 'weather the storm', with £632,762 in the General Reserve and £517,576 in EMRs, some of which is committed for planned expenditure.
- 3.2** The Town Council has built up the following contingency sums in EMRs to mitigate the effect of inflationary pressure or other factors on the General Reserve.

A/C Code	Reserve Details	Closing Balance
321	Building Maintenance	£20,000.00
326	Grounds Maintenance	£20,000.00
334	Seaford head/South Hill Barn	£31,648.00
340	Vehicles & Equipment	£20,000.00
344	Projects Reserve	£16,333.00
345	Memorial Bench Maintenance	£3,681.00
353	Professional Fees	£20,000.00
354	Civic Expenses	£2,000.00
356	Playgrounds	£10,000.00
357	Seafront Maintenance	£5,000.00
358	Community Projects	£1,469.75
362	Seafront Projects	£9,770.00
367	Water Refill Stations	£3,180.00
370	Training	£1,941.00
372	Utilities	£5,000.00
	TOTAL EMR	£170,022.75

- 3.3** The Town Council has budgeted for £100,000 to top up the General Reserve. As the General Reserve is now £632,762, this budgeted £100,000 could be used for other expenditure if needed.
- 3.4** The Town Council has sound financial and reporting systems in place, which will highlight any potential difficulties so that remedies can be made quickly.
- 3.5** The Town Council has £292,000 available in CIL Receipts, with a further £150,000 expected in September. Although some of this is allocated for the

rebuild of Martello Toilets, there will be some available should it be needed for any infrastructure emergencies.

- 3.6** The View is being proactive in looking at footfall and adjusting prices to keep customers coming back - people still want to enjoy themselves. They are working on improving the customer experience and providing value for money.

4. Financial Appraisal

- 4.1** Inflationary pressure and world economics will definitely put pressure on the budgets in 2022 - 2023 but considering the factors in place in section 3, it is not expected that the General Reserve will suffer.
- 4.2** A higher rate of inflation will need to be factored into the 2023 - 2024 budgets to maintain the General Reserve at its current level.

5. Contact Officer

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

RFO	
Town Clerk	



Seaford Town Council

Report No:	38/22
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	28th June 2022
Title:	2022 – 2023 Grant Applications
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the grant applications received for consideration and approval as relevant

Recommendations

The Finance & General Purposes Committee is recommended:

1. To consider the grant applications detailed in Appendices A and B and note the recommendations of the Town Council's Grants Working Group
2. To identify a further reduction of £1,025 from the large grants being awarded (based on the Working Group's recommendations at Appendix A) in order to remain within budget.
3. To agree the successful grant applicants in the 2022 – 2023 scheme and amounts to be awarded.

1. Information

- 1.1 The Town Council's Discretionary Grant Scheme for 2022 - 2023 opened on 1st April 2022, offering local community groups, charities or voluntary organisations the opportunity to apply for a financial grant from the Town Council.
- 1.2 There are two types of grants available. Small grants for up to £500 and large grants for over £500 and up to a maximum of £3,000.
- 1.3 The closing date for all applications and supporting documents to be returned was 4.30pm on Friday 27th May 2022.

- 1.4** The grants scheme was promoted via press releases, the Town Council's website and Facebook, advising those who wished to apply to download an application form direct from the Town Council's website.
- 1.5** The 2022 - 2023 approved budget for both small and large grants is £20,000. A further £5,000 was budgeted for the Citizens Advice Bureau, which is in its second year of a three-year funding agreement with the Town Council.
- 1.6** Seventeen applications were received overall, with a total grant request of £35,222.
- 1.7** The Grants Working Group, open to all members of this Committee, met on 14th June 2022 via Zoom to review the applications received. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.8** The Working Group was able to assess each application individually and take time to consider each application alongside the Town Council's Discretionary Grants Policy.
- 1.9** Following this process, the Working Group recommends that the large grants are awarded as per Appendix A and the small grants are awarded as per Appendix B.
- 1.10** Due to a formula error within the large grants excel spreadsheet, the Working Group's recommended large grants total has exceeded the budget. Therefore, this Committee will need to review these amounts and reduce the large grants total by £1,025, to stay within budget.
- 1.11** When considering all the applications both large and small, the Working Group did so in full recognition of the Town Council's Discretionary Grants Policy. The Committee gave careful consideration to those organisations that exist for the sole benefit and pleasure of its members. In addition, some grants had to be turned down with others being reduced.

2. Financial Appraisal

- 2.1** The budget allocated for all grants is £20,000. The total amount requested is £35,222.
- 2.2** The Committee is asked to reduce the grants proposed to be awarded by £1,025 (see 1.10 above and Appendix A) to ensure this year's scheme remains within budget.

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	

Returned Large Grant Applications (up to £3,000) for 2022 - 2023

Name of Organisation	Summarised Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2022	Grants Working Group Recommended Amounts to Award
Cuckmere Community Bus Ltd	To meet ongoing annual running costs and avoid deficits. CCB is a charity and relies on support from local authorities and others.	Approx 12,800. 13 Circular buses are run through Seaford and Bishopstone every weekday.	£2,200.00	£2,200.00
Down Syndrome Development Trust	To support six Seaford-based children with DS and their families to access our diverse range of programme over a period of twelve months.	Of the 95 Families currently benefiting, 6 children are from Seaford. (50% of the staff are all Seaford Residents)	£1,750.00	£1,000.00
Havens Community Cars CIO	Insurance, charging and servicing contribution towards two wheelchair-accessible electric vehicles along with other administration costs.	186 residents from Seaford (40%)	£3,000.00	£0.00
Havens Community Hub CIC	To fund current provisions and to expand on the pop-up pantry scheme to redistribute more food in Seaford along with the general running costs.	42% of pop-up pantry partners are based in Seaford. It is estimated that a total of 200 Seaford people could be reached per month.	£3,000.00	£0.00
Newhaven & District Model Railway Club	To go towards the annual exhibition being held at Seaford Baptist Church.	62% of the club members are from Seaford. It is estimated that approx 200 people from Seaford would attend the Exhibition.	£875.00	£0.00
SCIP	To deliver a series of six wholly new, free, participatory, arts-based workshops for children, young people and adults based at The Crypt.	Approx 87% Youth Group Members are from Seaford. Approx 75% of users/viewers of our services are from Seaford.	£2,822.00	£0.00
Seaford Bonfire Society	To assist with the cost of medical emergency professionals along with the costs towards the event security.	Estimated at 9,500 local residents	£3,000.00	£3,000.00
Seaford Town Football Club	To purchase a Club mini-bus to help transport all the youth and senior teams.	90% over all the members are from Seaford. Approx 3,000 residents would benefit - the minibus could be shared with other community groups if support with transport was needed.	£3,000.00	£1,500.00

Returned Large Grant Applications (up to £3,000) for 2022 - 2023

Name of Organisation	Summarised Purpose of Grant	No. or % of residents benefiting being from Seaford	Amount Requested 2022	Grants Working Group Recommended Amounts to Award
Seaford Musical Theatre	To repair/replace the defective flat roof part of the building which continues to leak causing internal damage.	All Seaford residents attending the theatre would benefit.	£3,000.00	£3,000.00
St James' Trust (Seaford)	To help fund the use of the Lions Mini Bus that is used every Tuesday.	SJTS has 60 members, 85% of whom are from Seaford There are approx 350 residents who use the facility, 50% of which require transport.	£1,575.00	£1,575.00
St Wilfrid's Hospice	Towards the cost of running our fleet of cars which are used to visit patients in Seaford.	425 patients, family members and carers are from Seaford. (19%) were supported in 2021 and its expected to support at least 250 patients in the next year.	£3,000.00	£2,000.00
Teddy Treats Childrens Charity	To support local young people to attend dance, singing, sports and art activities and to continue to fund afterschool streetdance via Seaford Primary schools and Seaford Head Secondary School.	Over 400 children have been helped to attend streetdance classes in Seaford.	£3,000.00	£3,000.00
The Youth Counselling Project	To provide 60 sessions of wellbeing support and mental health interventions. Each child would receive 10 face to face sessions with relevant qualified therapists.	All but one of the 20 volunteers live in Seaford. 6 young people and their families.	£3,000.00	£3,000.00
Total Requested for 13 Grant Applications			£ 33,222.00	£ 20,275.00

Small Grants (Up to £500) Returned Applications 2022 - 2023

Small Grants (Up to £500) Returned Applications 2022 - 2023				Grants Working Group Recommendation
Name of Organisation	Purpose of Grant (As shown on application form)	No. or % of residents benefiting being from Seaford	Amount Requested 2022	Recommended Amount to Award in 2022
Bishopstone Parish Hall	Upkeep and redecoration of the external building.	Approx 100 residents use the hall on a weekly basis	£ 500.00	£ -
Friends of Sutton Downs	To plant a fruiting hedgerow along the northern boundary alongside Sutton Drove with the aim of providing a foraging activity and being a source of food.	Of the 46 people who have signed up with their interest to take part in growing & planting events, 43 are from Seaford	£ 500.00	£ -
Premier United FC	Towards the purchase of goal posts for the U13 & U14 Girls Teams along with use at matches.	Average of 250 children and adults train regularly of which 85% live in seaford.	£ 500.00	£ 500.00
Seaford Community Partnership	To fund PL Insurance; Bank Charges; Companies House Fees; Website Charges & Hall Hire - this will enable the Partnership's volunteers to progress the current projects as described.	All 25,000 Seaford Residents benefit from the organisations activities	£ 500.00	£ 250.00
Total Amount Requested			£ 2,000.00	£ 750.00



Seaford Town Council

Report No:	39/22
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	28th June 2022
Title:	Town Council Debit Card Request
By:	Lucy Clark, Finance Manager
Purpose of Report:	To seek approval to obtain a Town Council Debit Card for The View's Business & General Manager

Recommendations
The Committee is recommended:
1. To give approval for the Finance Manager to apply for a Debit Card for the Business & General Manager at The View.

1. Information

- 1.1 Due to the nature of some of the purchases at The View, it is necessary to have a company debit card available for use.
- 1.2 Following the departure of the previous General Manager at The View and following the guidelines within the Purchase Ordering & Payment for Goods and Services Policy, that debit card was destroyed and cancelled with the bank.
- 1.3 Approval is now being sought for the Finance Manager to apply for a new debit card to be issued to the recently-appointed Business & General Manager at The View.
- 1.4 As per the above-named policy, the financial limit of the card shall not exceed £1,000.
- 1.5 The Business & General Manager will be solely responsible for its safe keeping and usage and ensuring that the card is not used by others.




- 1.6** Cash withdrawals will only be permitted when being used to top-up the petty cash.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager	
RFO	
Town Clerk	



Seaford Town Council

Report No:	40/22
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	28th June 2022
Title:	Town Council's Direct Debit Register
By:	Lucy Clark, Finance Manager
Purpose of Report:	To review the Town Council's current Direct Debit Register and approve the use of variable direct debit as a method of payment

Recommendations
The Finance & General Purposes Committee is recommended:
1. To review the Town Council's current Direct Debit Register and approve the use of variable direct debits by the Town Council as a method of payment.

1. Information

- 1.1 Certain payments that are made on a regular basis have been set up to be paid by direct debit from the Town Council's Co-op current account. These mainly relate to the payment of utility bills, bank/credit card charges, business rates, PAYE, VAT, pension costs and PWLB payments.
- 1.2 Financial Regulations state that the Town Council must approve the use of variable direct debits, by resolution, at least every two years. Officers choose to present this information on an annual basis, for the purposes of openness and transparency.
- 1.3 Attached in Appendix A is a list of all current direct debits for review. Due to the nature of the service/s being paid for, the direct debits are variable and this is why there is no financial amounts assigned to the appendix.
- 1.4 At the end of each month, a list of all paid direct debits is produced by the Finance Assistant and presented to two councillors for verification.

1.5 On setting up new direct debits, a direct debit mandate is required to be signed by two councillors in accordance with the bank mandate and the instructions reported at the next available Finance & General Purposes Committee meeting.



1.6 Committee is asked to approve the Town Council using variable direct debits as a method of payment.

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 Lucy Clark, Finance Manager.

Finance Manager	
Town Clerk	

List of Active Direct Debits - 2022-23

Supplier	Description
Barclaycard Merchant Services	The View PDQ Machine
Barclaycard Merchant Services	Golf Course PDQ Machine
Business Stream	Crouch Playing Fields Waste Water
Business Stream	Ornamental Gardens Waste Water
Business Stream	Salts Recreation Ground & Cottage Waste Water
Business Stream	The View Waste Water
Castle Water	Crouch Playing Fields Water
Castle Water	Golf Course Water
Castle Water	Ornamental Gardens Water
Castle Water	Salts Recreation Ground & Cottage Water
Castle Water	The View Water
Castle Water	West View Kiosk Water
Cellular Solutions	Admin/TIC/The View Telephone Charges
EDF Energy	CCTV - Electrical Supply
Focus Group	The View Broadband Charges
GoCardless (Madison Web Solutions)	Monthly Web Site Premium Hosting
GoCardless (Culligan/Water Wellbeing)	POU Water Cooler Monthly Rental - Greenkeepers
GoCardless (Culligan/Water Wellbeing)	POU Water Cooler 1/4 Rental
Hitachi Capital	Golf Buggies Lease
HMRC Vat	Vat Return
ICO	Data Protection Renewal
Iris Payroll Solutions	Monthly Contracted Payslip Package
Iris Business Software	Payroll Monthly Charge
KCS	Colour Photocopier Charges
Land Registry	Land Searches
Lewes District Council	Rates - Car Parking Spaces 1-2, 37 Church Street
Lewes District Council	Rates - Zone 7, Ground Floor, 37 Church Street
Lewes District Council	Rates - Zone 2, Ground Floor, 37 Church Street
Lewes District Council	Rates - Zone 8, 1st Floor, 37 Church Street
Lewes District Council	Rates - Seaford Head Golf Course & Premises
Lewes District Council	Rates - Martello Beach Hut 27
Lewes District Council	Rates - Martello Beach Hut 28
Lewes District Council	Rates - Martello Beach Hut 53
Lewes District Council	Rates - Martello Beach Hut 54
Lewes District Council	Rates - Martello Beach Hut 55
Lewes District Council	Rates - Martello Beach Hut 56
Lewes District Council	Rates - Martello Beach Hut 57
Lewes District Council	Rates - Martello Beach Hut 58
Lewes District Council	Rates - Martello Beach Hut 59
Lewes District Council	Rates - Martello Beach Hut 60
Nest Pensions	Workplace Pensions
O2	Mobile Phones for Facilities & Golf Staff
Pitney Bowes	Franking Machine Top Up
SSE	Martello Kiosk Electricity
SSE	Salts Cricket Pavilion Electricity
SSE	West View Kiosk Electricity
SSE	Bonningstedt Beach Huts Electricity
Talk Talk	Golf Course Broadband Charges/Salts Lifeguard Hut Telephone
The Co-Operative Bank	Bank Account Charges
The Co-Operative Bank	FD Online Charges
Total Gas & Power	Golf Club/The View Electricity
Total Gas & Power	Golf Club/The View Gas
UK Fuels	Golf Course Diesel/Unleaded Petrol
Veolia	The View Refuse