



Seaford Town Council

Seaford Town Council Finance & General Purposes Committee Agenda – 12th March 2024

To the Members of the Finance & General Purposes Committee

Councillors F Hoareau (Chair), R Stirton (Vice Chair), S Ali, L Boorman, C Bristow,
R Buchanan, J Lord 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 12th**

March 2024 at **7.00pm**, which you are summoned to attend.

Adam Chugg

Town Clerk

6th March 2024

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

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. [Receipts, Payments and Bank Reconciliation Reports for December 2023 and January 2024](#)

To consider report 163/23 advising of Receipts, Payments and Bank Reconciliations for December 2023 and January 2024 (pages 6 to 9).

5. [Finance Report 1st April 2023 to 31st January 2024](#)

To consider report 164/23 providing an update on the Income and Expenditure for 1st April 2023 to 31st January 2024 and highlighting significant variances from budget (pages 10 to 13).

6. [Hire Charges 2024 - 2025](#)

To consider report 166/23 noting the Hire Charges for the 2024 -2025 financial year (pages 14 to 15).

7. [Review of the Discretionary Grants Policy](#)

To consider report 162/23 presenting a revised Discretionary Grants Policy for consideration by Committee and recommendation to Full Council to adopt (pages 16 to 28).

8. [2024 – 2025 Discretionary Grants Scheme Timeline](#)

To consider report 168/23 presenting the 2024 Discretionary Grants Scheme timeline for noting (pages 29 to 30).

9. [Lewes District Citizen's Advice - Grant Funding Agreement Extension](#)

To consider report 167/23 seeking approval to a three-year extension to the current Grant Funding Agreement with Lewes District Citizen's Advice and the amount of grant funding given (pages 31 to 45).

10. [Members' Allowance Policy Review](#)

To consider report 170/23 presenting a review the Town Council's Members' Allowance Policy for consideration by Committee and recommendation to Full Council to adopt (pages 46 to 58).

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 item of business for the reasons as set out below.

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

12. Receipts Due for Payment as 29th February 2024 EXEMPT

To consider exempt report 169/23 informing the Committee of unpaid receipts due as 29th February 2024 (exempt pages).

Reason for exemption: to progress confidential debtor matters.

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

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

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

Public Access:

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

1. Attending the meeting in person.

The Town Council asks that you contact meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

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

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

OR

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

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

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

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

Public Participation:

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

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

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

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

Public Comments

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

Health & Safety Measures:

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



Seaford Town Council

Report No:	163/23
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	Receipts, Payments and Bank Reconciliation Reports for December 2023 and January 2024
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for December 2023 and January 2024

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 the Committee is the appointed councillor who will view and verify that they are in agreement with the bank reconciliations already reconciled by the Finance Manager.

- 1.3** In line with the above, the bank reconciliations from April 2023 to January 2024 have now been checked and verified by the Chair of this committee with no exceptions; hard copies are available on request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of December 2023 and January 2024.
- 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 £87,230.94 has been received since 1st April 2023.
- 1.9** Since 1st April 2023, a net total of £245,000 has been transferred into the CCLA account leaving a balance of £1,970,000 at the end of January 2024.
- 1.10** The interest rates remain high with the rate at the end of January 2024 being 5.2700% compared to 3.5292% in January 2023.
- 1.11** As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils.

2. Financial Appraisal

- 2.1** As of 31st January 2024, the actual monies held in the Cooperative current account were £185,306.10 along with £1,970,000 being held in the CCLA Account. The balance carried forward in the accounts (Appendix A) includes items that are in the accounts but not yet cleared at the bank.

3. Contact Officer

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

Appendix A

REPORT 163-23 APPENDIX A

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Dec-23	£ 100,105.83	£ 326,834.04	£ 218,595.79	£ 208,344.08
Jan-24	£ 208,344.08	£ 191,764.35	£ 213,066.15	£ 187,042.28

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Dec-23	£ 2,250,000.00	£ -	£ 180,000.00	£ 2,070,000.00
Jan-24	£ 2,070,000.00	£ -	£ 100,000.00	£ 1,970,000.00



Seaford Town Council

Report No:	164/23
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	Finance & General Purposes Finance Report to 31st January 2024
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the Income and Expenditure for 1st April 2023 to 31st January 2024 for the Finance & General Purposes Committee 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 2023 to 31st January 2024 for all committees compared to the annual budget.
- 1.2** This report only covers the Finance & General Purposes (F&GP) Committee (see page 8 of Appendix A for the F&GP cost centres) as over/under performance against budget on other committees are reported at individual committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.
- 1.3** With regards to the F&GP Committee Income & Expenditure report (shown on pages 8 to 10 of Appendix A), any significant variances are reported in Appendix B.

2. Financial Appraisal

- 2.1** As at 31st January 2024, the F&GP expenditure is £590,417 which is 83.9% of the projected budget.
- 2.2** The F&GP income is £1,189,955 which is 107.1% of the projected budget (due to receiving all the precept income).
- 2.3** The Full Council actual spend is £2,100,116 being 79.5% of the budget and the income being £2,505,600 which is 103.4% of the budget.

3. Contact Officer

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

Appendix A

F&GP Meeting 12/03/2024

		Previously Reported	Current Update
201	Administration		
1176	Precept	<p>27.06.23 - 50% of the Precept is received in April with the second half due to be received in early September.</p> <p>19.12.23 - The full amount of Precept has been received</p>	12.03.24 - as previously reported
1190	Interest Received	<p>27.06.23 - 50% of the budgeted income has already been received. If the interest rates continue a their current level, it is likely that approx. £38K + would be received by the end of the year.</p> <p>12.09.23 - Interest rates continue to increase and based on what has been received already, then overall amount at year end could now be around £70K.</p> <p>19.12.23 - The total interest at year end is now estimated around £90,000.</p>	12.03.24 - as previously reported
1317	Income VAT PE Adjustment		12.03.24 - this relates to the VAT claim made by the VAT consultant for the year 2021-22. The RFO and Finance Manager have worked with a VAT expert to submit information that has resulted in VAT refund being obtained. A fuller report will come to a later meeting.
4003	Sub Contracted Staff	19.12.23 - These additional costs relate to the Locum RFO, Project Management Consultancy Fees, & Temporary HR Officer	12.03.24 - as previously reported
4009	Recruitment Costs	19.12.23 - This is slightly over budget due to the need for new staff in 2023	12.03.24 - as previously reported
4100	Telephone		12.03.24 - this account is showing slightly over budget due to the new mobile phones that were required for the office team.
4112	Subscriptions	<p>27.06.23 - The majority of subscriptions are paid out in full at the beginning of the year which is why there is a high % of expenditure spent.</p> <p>12.09.23 - as previously reported</p>	
4113	Software Support	<p>27.06.23 - The majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.</p> <p>12.09.23 - Whilst a large part of the budget is paid on our ICT costs for the year in April, Microsoft have informed us of considerably increased which when invoiced in September and October, it is likely to take this account over budget.</p> <p>19.12.23 - As previously reported</p>	
4115	Insurance	<p>27.06.23 - The council's insurance is paid in April of each year so unless there are any changes throughout the year, this budget has now been fully spent.</p> <p>12.09.23 - as previously reported</p>	
4155	Professional Fees	19.12.23 - This is over budget due to the need for additional HR Support	12.03.24 - as previously reported
4157	Audit Fees	<p>27.06.23 - The minus amount of expenditure is due to an accrual from last year where we have not yet received the invoice for last year's external audit.</p> <p>12.09.23 - as previously reported. The external audit invoice is usually received by the end of September</p> <p>19.12.23 - as the external auditor invoice for 23/24 will not be received until September 2024, an accrual will be done at the year end to account for this. An extra amount will need to be accrued for the additional work that the external auditor had to carry out which is likely to take the account over budget.</p>	
4272	Furniture & Equipment	<p>12.09.23 - this account is over budget largely due to four new desks required for the offices.</p> <p>19.12.23 - as previously reported.</p>	12.03.24 - further spend was necessary to replace an office chair. It is not expected that costs will increase further before the year end.
205	Premises Church Street		
1050	Income Rent	<p>27.06.23 - 58.9% of the budgeted income has been received due to 9 months rent being invoiced. The remaining 3 months rent will be invoiced in December.</p> <p>12.09.23 - as previously reported</p>	
4050	Rent Payable	<p>27.06.23 - The expenditure is showing at 50% due to our rent being invoiced for 6 months.</p> <p>12.09.23 - as previously reported</p>	

		Previously Reported	Current Update
4059	Church Street Service Charges	<p>27.06.23 - the expenditure is showing a credit amount which is due to an accrual from last year for the service charges not yet invoiced.</p> <p>12.09.23 - as previously reported.</p> <p>19.12.23 - this is still showing in credit as previously explained - their invoice should be received by the end of January.</p>	12.03.24 - the invoice is now likely to arrive during March.
4275	Building Maintenance	<p>27.06.23 - the majority of the budget has been spent on work to the internal offices to accommodate additional staff. The offices are now at their maximum capacity.</p> <p>12.09.23 - as previously reported.</p> <p>19.12.23 - this account is over budget mainly due to the works to offices to accommodate additional staff (i.e. new data points; moving of furniture; rubbish clearance)</p>	12.03.24 - as previously reported
206 Hurdis House			
1051	Income Insurance	<p>27.06.23 - the annual insurance recharge is invoiced in April of each year. There is no further income expected in this account.</p> <p>12.09.23 - as previously reported.</p>	
4115	Insurance	<p>27.06.23 - as explained in the 201 Cost Centre, the insurance is invoiced in April of each year and so there should be no further costs against this budget.</p> <p>12.09.23 - as previously reported.</p>	
4155	Professional Fees	19.12.2023 - The budget is overspent due to the external professional support required.	12.03.24 - as previously reported
210 Civic Expenses			
4113	Software Support	<p>27.06.23 - the majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.</p> <p>12.09.23 - as reported above, Microsoft have considerably increased their prices which will result in this account going over budget once the invoices arrive in Sep & Oct</p> <p>19.12.23 - all costs have now been met for 23/24 with no further expense anticipated.</p>	12.03.24 - as previously reported
4183	Civic - Awards	27.06.23 - the majority of this budget is for awards at the Town Forum.	
4190	Election Costs	19.12.2023 - an invoice from LDC regarding this year's elections is expected to be received shortly and it is anticipated that this budget will be fully spent.	



Seaford Town Council

Report No:	166/23
Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	2024 - 2025 Hire Charges
By:	Lucy Clark, Finance Manager
Purpose of Report:	To note the Hire Charges for the 2024 - 2025 financial year

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Information

- 1.1 As part of the budget process for 2024 - 2025, the income budgets were broadly based on a 3% increase.
- 1.2 Following the approval of the budget by Full Council in January 2024, and in line with the above, the Committee is asked to note the new hire charges for 2024 - 2025 in Appendix A.
- 1.3 The new hire charges also include the revised Seasonal Beach Hut pricing, which was approved by the Community Services Committee in December 2023.
- 1.4 The approved budget also includes freezing the site licences for both Martello and Bönningstedt Beach Huts for the coming year, due to the disruptions caused by the refurbishment works at Martello Toilets and with the Bönningstedt sea defence wall respectively.
- 1.5 These new hire charges will be updated within the Events Policy.
- 1.6 The current hire charges are shown in Appendix B for comparison.

2. Financial Appraisal

- 2.1 This report is advising of the new hire charges which will increase the Town Council's income by 3% for these areas and were included in the 2024 – 2025 budget.

3. Contact Officer

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



Seaford Town Council

Report No:	162/23
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	Review of the Discretionary Grants Policy
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present a revised Discretionary Grants Policy for consideration by Committee and recommendation to Full Council to adopt

Recommendations

The Committee is recommended:

1. To consider the revised Discretionary Grants Policy and recommend this to Full Council for adoption.

1. Introduction

- 1.1 The Town Council runs an annual discretionary grants scheme, which is governed by the Discretionary Grants Policy.
- 1.2 The policy has been reviewed by officers following feedback from the 2023 grants scheme and possible improvements to the policy that were identified.
- 1.3 The revised version of the policy is included at Appendix A with tracked changes.
- 1.4 Some changes are minor – just to aid flow of reading – but there are a number of other suggestions, as follows:
 1. Section 1.11 a * – this clarity was requested by the 2023 Grants Working Group

2. Section 1.11 d – this clarity was requested by the 2023 Grants Working Group
 3. Section 1.12 – this is a change in policy, as recommended by the Town Council's Responsible Financial Officer (RFO). There were concerns that clauses with subjective terms such as 'normally', 'usually' etc imply there are allowable exceptions but that these were not set out within the policy. The revised clause makes the situation much more descript and transparent
 4. Section 2.3 (and 3.3) – a table has been introduced to aid the reader with identifying what documents are required and in what form
 5. Section 4.1.c & d – the 2023 Grants Working Group recognised the need to strengthen the need for Seaford-based grant applicants or a significant portion of their activities being within Seaford
 6. Section 4.1.e – reflects the Town Council having a Strategic Plan in place
 7. Section 4.1.g – this criteria could be interpreted in such a way that annual events cannot be giving grant funding more than once. The revisions better clarifies the situation
 8. Section 5.5 & 5.6 – provides greater clarity around the decision-making process
 9. Section 7.2 – this is adding clarity to the policy, as recommended by the Town Council's RFO, to ensure transparency around the process if grant monies are not spent
 10. Section 8.6 – this is a small change, just removing the stipulation for a stall / display stand in case for logistical reasons this cannot be offered.
 11. Section 9 – this is a new section acknowledging the existence of individual grant funding agreements, which are administered outside of this policy, but for transparency reasons should be recognised within the policy.
- 1.5** These changes help to ensure the policy is fit for purpose and, importantly, allows for a transparent and fair grants process.
- 1.6** The Committee is asked to consider the revised version of the policy and recommend this to Full Council for adoption, ahead of the 2024 grants scheme launching in April / May 2024.

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.



Seaford Town Council

Discretionary Grants Policy

2024 Review Version

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

Discretionary Grants Policy

1. INTRODUCTION:

DEFINITION:

A grant is any discretionary donation made by the Town Council [to an external organisation](#), for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

OBJECTIVES:

The Town 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 Town 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 Town Council's Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Town Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Town Council offers two types of financial grants:
 - large grants (£501, up to £3,000), and
 - small grants (up to £500).
- 1.4 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 Town Council's website when that years Grants scheme is running. Town Council staff can advise applicants as to which form to use.
- 1.5 The complete application and supporting documentation must be received on or before the closing date as advertised. Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.6 Only one application can be submitted from an organisation each year.

- 1.7 All applications will be considered together at the same time but based on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.8 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.
- 1.9 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.
- 1.10 The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 The following **are not** eligible to apply for grants;
- Individuals, businesses, commercial organisations, religious groups* or political parties
 - Projects that are the statutory responsibility of other authorities
 - Applicants who have a outstanding loan with or are financially indebted to the Town Council
 - Applications seeking funding to cover the salary costs of activities.
- * unless the religious group can evidence that the project or activity will benefit the wider community, with no barriers as a result of religious beliefs
- 1.12 Applicants are encouraged to apply to ensure their application is determined by the Town Council prior to the need for the funding. Retrospective applications for projects or activities delivered up to a maximum of three months prior to the submission deadline may be considered by the Town Council, but there is no guarantee an award will be made, and applicants should not progress with their project on the assumption the Town Council will approve their request. 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 Town 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 [the following, with the table showing whether this is part of the application form or a separate document to be submitted:](#)

	Document	Application Form	Separate Document
a	A written statement of how the grant is to be used	Y	
b	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d	The accounts of the organisation, including Balance sheet if available, for a period of one the previous financial year prior to the date of application, and indicate expenditure, income, assets and liabilities		Y
e	Any Proof of funding obtained from other partner bodies if appropriate	Y	
f	A copy of the organisation's Public Liability Insurance to the value of at least £1 million		Y
g	In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk		Y

	Document	Application Form	Separate Document
	management plan, for their first year of operation, in lieu of annual accounts		
h	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i	A policy to ensure the safeguarding of children and vulnerable adults (where appropriate)		Y
j	An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document)		Y
k	Details of how the organisation will assess the effectiveness of the activity or project	Y	

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 Town 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 [the following, with the table showing whether this is part of the application form or a separate document to be submitted:](#)

	Document	Application Form	Separate Document
a	A written statement of how the grant is to be used	Y	
b	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d	The accounts of the organisation, including Balance sheet if available, for a period of one <u>the previous</u> financial year prior to the date of application, and indicate expenditure, income, assets and liabilities		Y
e	<u>Any Proof of</u> funding obtained from other partner bodies if appropriate	Y	
f	A copy of Public Liability Insurance if the grant is to be used as a public event		Y
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		Y
h	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i	A policy to ensure the safeguarding of children and vulnerable adults (where appropriate)		Y
j	An Equality and/or Equal Opportunities policy (this policy may be contained within		Y

	Document	Application Form	Separate Document
	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 [Seaford](#) community?
- d. Is the applicant a voluntary or community group? [And are they Seaford-based? If not, are they offering a significant proportion of their services within Seaford or a service not offered by others within Seaford?](#)
- e. Does the funding fit in with ~~existing Town Council priorities~~ [the Town Council's Strategic Plan?](#) [\(In the event insufficient funds are available to meet all grant requests, priority will be given to organisations matching the Town Council priorities\)](#)
- f. Does the grant [help](#) promote Seaford town?
- g. Is the grant contributing to something that has not already been funded in the past by Seaford Town Council? [Annual events are excluded from assessment against this criteria](#)

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 Town Council's website www.seafordtowncouncil.gov.uk
- 5.3 Forms should ideally be submitted electronically by email to finance@seafordtowncouncil.gov.uk but may also be submitted by post or handed in to the Town Council offices.

5.4 Town 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 Grants Working Group – which is open to all F&GP Committee members to attend](#), ~~in accordance with this policy.~~ [The group will assess in application against the requirements within and objective of this policy, making recommendations for consideration by the F&GP Committee.](#)

5.6 The F&GP Committee will consider the recommendations made by the working group at its next scheduled meeting [and make the final decision on the outcome of the grant applications.](#)

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 Town 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 Town Council and cannot be added wholly or partly to your reserves.~~ [Organisations can request any unspent grant is carried forward but must provide details of the reasons for this request. The F&GP Committee will consider this at its next available meeting and if approved, the spending deadline will be extended until the end of the next financial year.](#)

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

8. TRANSPARENCY AND PUBLICITY

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

8.2 The Town 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 Town 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 Town Council in any relevant publicity or publications by using any promotional material provided by the Town 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~~ attend the next annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.

9. GRANT FUNDING AGREEMENTS

9.1 The Town Council may decide to enter into grant funding agreements with individual organisations. These agreements are administered outside of this policy and determined by the Finance & General Purposes Committee, being subject to Full Council approval if costs would be incurred outside of budget.

9.2 When assessing entering into a funding agreement, the Town Council will however be mindful of certain aspects of this policy, namely:

1.11 a, b and c (not d*) – eligibility criteria

4.1 b, c, d, e, f and g (not a) – awarding criteria

* recognising that a request for a grant funding agreement may stem from service delivery relying upon the funding and as such, the likelihood that this may include staffing costs.

9.19.3 The grant funding agreement itself will set out the documentation, monitoring, reporting and publicity requirements.

DRAFT



Seaford Town Council

Report No:	168/23
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	2024 – 2025 Discretionary Grants Scheme Timeline
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the 2024 Discretionary Grants Scheme timeline for noting

Recommendations
The Finance & General Purposes Committee is recommended:
1. To note the 2024 - 2025 Discretionary Grants Scheme timeline as set out within the report.

1. 2024 - 2025 Discretionary Grants Timeline

- 1.1 In accordance with the Town Council's Discretionary Grants Scheme Policy, each year the Town Council will invite applications for grants under its annual discretionary grants scheme.
- 1.2 The Committee is being asked to note the timeline for the 2024 - 2025 scheme, as set out below:

Stage	Date
2024 - 2025 grants scheme opens	2 nd April 2024
Closing date for applications	31 st May 2024
Finance & General Purposes Working Group meeting to review applications	13 th June 2024 (TBC)
Finance & General Purposes Committee meeting to agree outcome of grants scheme	27 th June 2024 (TBC)

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

scheme, the new meeting dates for 2024 - 2025 have not yet been approved which could result in possible changes to the Working Group and the Committee meeting dates.

2. Financial Appraisal

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

2.2 For information, the amount budgeted for the 2024 - 2025 Discretionary Grants Scheme is £25,000.

3. Contact Officer

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



Seaford Town Council

Report No:	167/23
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	Lewes District Citizen's Advice - Grant Funding Agreement Extension
By:	Lucy Clark, Finance Manager
Purpose of Report:	To seek approval to a three-year extension to the current Grant Funding Agreement with Lewes District Citizen's Advice and the amount of grant funding given

Recommendations

The Committee is recommended:

1. To approve a three-year extension to the current Grant Funding Agreement with Lewes Districts Citizen's Advice.
2. To approve an enhancement to the level of grant funding given to Lewes District Citizen's Advice over the course of the extended funding agreement.
3. To confirm whether any enhancement is to be met from the 2024 – 2025 Discretionary Grants budget or from General Reserves.

1. Information

- 1.1 Lewes District Citizen's Advice (LDCA) are in their last year of three-year Grant Funding Agreement with Seaford Town Council which is due to end on 31st March 2024.
- 1.2 A copy of this agreement is attached in Appendix A.
- 1.3 Prior to this agreement, LCDA's grant funding was delivered through the grants scheme annually. In 2021, the Town Council recognised these funds being a vital part of enabling LCDA to deliver its service within Seaford and

the need to guarantee funding (via the grant funding agreement) for a period to assist LCDA with committing to its service delivery in coming years.

1.4 LDCA have now approached the Town Council to request that an extension be considered, as cited in 4.2 of the agreement, and asked whether an enhancement can be included.

1.5 This report is providing the supporting information for Committee to consider the request for an extension to the grant funding agreement and any enhancement to the level of grant funding given.

2. Information

2.1 The Town Council has provided LDCA with grant funding of approximately £5,000 each year since 2013 (and £3,500 in 2011 and 2012) with no uplift during this time. the cost of living has risen dramatically in this time, and it now costs LDCA £20,000 a year to deliver in Seaford for one day per week.

2.2 The Chief Executive Officer at LDCA provided their Key Statistics showing how their service is of a great benefit to Seaford residents (Appendix B) and has highlighted the following:

- *401 Seaford residents supported.*
- *250 differing issues.*
- *Supported people to secure income gains of £86,552.*
- *62% of people supported were disabled or had a long-term health condition; therefore supporting some of the most vulnerable people.*

Calculating the costs based on actual figures for service delivery of £20,000; this equates to £49.87 per client supported / £16 per issue.

We would like to open our Seaford office for a second day per week in future as there is a clear need but would need further funds to help achieve this ambition. The Seaford office also has a higher desire for 'in person' appointments and we strive to match this need as much as possible.

We have a budgeted deficit for the next financial year is £80K and so are desperately needing to plug this gap and have our services funded at cost wherever possible.

2.3 Prior to COVID-19, LDCA were able to open their Seaford office for three days per week, but now with the ongoing cost of living increases, the

current grant only allows this to be one day per week which is proving a financial struggle in itself.

3. Committee's Considerations

- 3.1** The Committee is being asked to agree to an extension of three years to the current agreement in the first instance.
- 3.2** Subject to the above, the Committee is then being asked to agree whether an increase to the grant will be appropriate.
- 3.3** To confirm, LCDA has not requested a specific increase. LCDA has confirmed that the cost of running an in-person service in Seaford for one day per week is £20,000. LCDA has confirmed its aspirations to offer an additional in-person day per week in Seaford as the need is there.
- 3.4** The Town Council currently contributes £5,000 towards this.
- 3.5** This level of grant funding has not increased in 11 years, it is therefore considered not unreasonable for the Town Council to consider increasing contribution.
- 3.6** The financial appraisal below sets out a recommended increase to the grant funding for consideration by the Committee.
- 3.7** The annual grants budget for 2024 - 2025 has already been approved at £35,000, which includes £5,000 of this for the LDCA.
- 3.8** If the Committee agrees to extending the current funding agreement, with or without an increase, 2.2.2 will be removed as this no longer applies. The rest of the funding agreement can remain the same.

4. Financial Appraisal

- 4.1** If a three-year extension is approved with no changes to the grant value, this will cover what has already been budgeted for the next three years.
- 4.2** When considering appropriate increases that could be applied to the level of grant funding, officers have consulted the Bank of England's reported rate of inflation from 2013 to 2024, which is 33.5%. If this figure were used, this would serve to increase the grant funding by £1,675, to £6,675 per annum.
- 4.3** If an increase is offered, the Committee is asked to confirm whether this increase is to come from General Reserves or from the Discretionary

Grants budget in the 2024 – 2025 financial year. In future years, the budget would be set accordingly to include the increased amount.

5. Contact Officer

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



Seaford Town Council

2021–2024

**GRANT FUNDING AGREEMENT
BETWEEN
SEAFORD TOWN COUNCIL
AND
LEWES DISTRICT CITIZEN'S ADVICE**

You should read these Terms and Conditions carefully. Failure to comply with these Terms and Conditions could put the Grant Funding and any future grant or other funding at risk and may result in action being taken to recover any monies already given.

Interpretation:

“the Agreement”

includes and incorporates these Terms and Conditions;

“Data Protection Legislation”

means

- (i) the UK General Data Protection Regulations (UK GDPR) and any applicable national implementing laws as amended from time to time;
- (ii) the Data Protection Act 2018 (DPA 2018) to the extent that it relates to processing of personal data and privacy;
- (iii) all applicable laws about the processing of personal data and privacy

“Grant Funding”

mean those grant funds which shall become payable by Seaford Town Council to the Provider for the provision of the Services in accordance with the Agreement;

“Grant Funding Term”	subject to earlier termination, the term during which Agreement will remain in force;
“Services”	means the purposes for which the Grant Funding is being awarded;
“The Town Council”	means Seaford Town Council of 37 Church Street, Seaford, East Sussex, BN25 1HG;
“The Provider”	means Lewes District Citizens Advice, 15-19 Chapel Street, Newhaven, BN9 9PN;

1 General

- 1.1 The Grant Funding shall be used solely towards financing the Services in accordance with the Agreement.
- 1.2 This Agreement has no relationship or bearing on the sub-lease document dated 2008 between the Parties for the premises at 37 Church Street.
- 1.3 Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.
- 1.4 The Grant Funding Payment made under this Agreement shall void the Provider from being able to apply under the Town Council’s Discretionary Grants Scheme for additional funding over and above that within this Agreement.

2 Obligations of The Provider

- 2.1 The Provider shall secure the delivery of the Services and ensure that at all times the Services are delivered in accordance with these Terms and Conditions.
- 2.2 The **Services** to be delivered which define the purpose of the Grant Funding are:
 - 2.2.1 Delivering advice services using; a combination of face to face, telephone, email and webchat advice to the residents of Seaford. This

includes specialist benefits and debt advice and access to any other projects targeted at specific groups.

- 2.2.2 The Provider's face to face service has been suspended due to the pandemic but once open, can be accessed by Seaford residents.
- 2.3 The Provider agrees with the following **reporting arrangements** to ensure eligibility for the following year's grant funding:
- 2.3.1 Half yearly performance figures to the Town Council reflecting both district wide activity and also a dashboard specific to Seaford.
- 2.3.2 The Town Council's Outside Body Representative for the Provider will be invited to all Provider Board meetings as an observer (no voting rights).
- 2.3.3 Presentation for the Town Council's Annual Town Meeting (the Seaford Town Forum).
- 2.3.4 Annually, following the closure of year end, the accounts of the Provider for a period of one financial year prior to the date of submitting the accounts, are submitted to the Town Council to indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate.
- 2.4 The Provider will notify the Town Council, in writing within 10 working days if there is a material change to any of the following of its documents:
- 2.4.1 Its written set of rules, constitution, or other governing document;
- 2.4.2 Its Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- 2.4.3 A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- 2.4.4 A policy to ensure the safeguarding of children or vulnerable adults (where appropriate).
- 2.5 The Provider must notify the Town Council, in writing within 10 working days if there is any material change affecting finances, activities, how the Provider will assess the effectiveness of the Services provided or other factors stated in the Agreement.

- 2.5 The Provider shall comply with all statutory requirements and other laws and regulations relating to the Services and its development and operation including without limitation all relevant health, safety and employment laws and regulations.
- 2.6 The Provider shall ensure that it has all necessary consents, (this includes any approval consent, profile check, exemption, licence or permission from any governmental or other authority or any person required by law), or otherwise for the Provider to provide the Services.
- 2.7 The Provider shall ensure that any publicity relating to the Services will be accurate in its content and will recognise the financial support of the Town Council through the relevant use of the Town Council logo, as provided.

3 Obligation of Seaford Town Council

- 3.1 In consideration of the Provider providing the Services under the Agreement, Seaford Town Council shall pay to the Provider the Grant Funding in accordance with the terms of the Agreement.

4 Grant Funding Term

- 4.1 The term of this Agreement (the "Grant Funding Term") will begin on the date of this Agreement and will remain in force for a period of three years, ending on 31st March 2024, subject to earlier termination as provided in this Agreement.
- 4.2 The Term may be extended with the written consent of the Parties.

5 Grant Funding Payment

- 5.1 The Grant Funding is an annual amount of £5,000.00.
- 5.2 Wherever possible, payment will be made by bank transfer from the Town Council to the Provider by 30th June each year of the Grant Funding Term within this Agreement.
- 5.3 If payment is to be delayed or an alternative means of payment is required, the Town Council will notify the Provider of the expected delay length and reasons in writing, as soon as practicably possible.
- 5.4 The Provider will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Provider will

indemnify the Town Council in respect of any such payments required to be made by the Town Council.

- 5.5. The Provider will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

6 Withholding or Repayment of Grant Funding

- 6.1 Where there is a breach of these Terms and Conditions by the Provider, including the Services not having been provided in accordance with these Terms and Conditions with the Town Council's prior agreement, and without prejudice to Seaford Town Council's other rights and remedies, Seaford Town Council may at its discretion reduce, suspend and or withhold the payment of the Grant Funding or require repayment of the Grant Funding in full (or in Seaford Town Council's absolute discretion in part), on demand.
- 6.2 The Provider shall promptly repay to Seaford Town Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where the Grant Funding has been paid in error before all conditions attaching to the Agreement have been complied with by the Provider.
- 6.3 The Provider must repay any unspent element of this Funding if it is not used for the purpose for which it was intended upon receiving notice from Seaford Town Council. The amount repayable or unspent should be repaid back to Seaford Town Council within 28 days of receiving notice.

7 Termination

- 7.1 Seaford Town Council may terminate the Agreement and any Grant Funding payments immediately on giving the Provider three months' written notice should it be required to do so by financial restraints or for any other reason.
- 7.2 Upon termination of this Agreement by the Town Council, any Grant Funding payment made for that year shall not be repayable by the Provider, save for where the Terms and Conditions of this Agreement have been breached by the Provider.

7.3 Seaford Town Council or the Provider may cancel the Agreement by giving the other party at least three months' prior notice in writing and such cancellation shall not affect Seaford Town Council's obligation to pay for the Services duly performed up to the date that the Agreement is terminated or the Provider to perform the Services up to the date that the Agreement is terminated.

8 Records and Compliance

8.1 The Provider shall ensure that they maintain full and proper insurance policies relevant to the Provider's activities and shall when requested by Seaford Town Council provide full evidence of such insurance on demand.

9 Indemnity

9.1 The Provider acknowledges that Seaford Town Council's extent of involvement in the Services is restricted to providing grant funds to assist the Provider to put the Services into practice. The Provider shall be solely liable for its personnel, the lawful performance of the Services and (without limitation) all claims, demands, damage and proceedings which may arise.

9.2 The Provider shall indemnify and hold Seaford Town Council, its employees, agents, officers or sub-contractors harmless with respect to all losses and all other liabilities such as but not limited to liabilities or losses arising from or incurred by reason of the actions and/or omissions of the Provider in relation to the project, the non-fulfilment of obligations of the Provider under this Agreement or its obligations to third parties.

9.3 Seaford Town Council accepts no liability for any consequences, whether direct or indirect, that may come about from the Provider running their business, the use of the Grant Funding or from withdrawal of the Grant Funding.

10 Assignment

10.1 The rights and obligations under the Agreement are personal to the Provider and are not assignable.

11 Contract (Rights of Third Parties) Act 1999

11.1 None of the provisions of the Agreement are intended to or will operate to confer any benefit pursuant to the Contract (Rights of Third Parties) Act 1999 on a person who is not named as a party to the Agreement.

12 Force Majeure

12.1 Seaford Town Council reserves the right to defer the date for performance of, or payment of, the Grant Funding, or terminate any agreement with the Provider, if Seaford Town Council, or the Provider is prevented from, or delayed in, carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including strikes, lockouts or other industrial disputes (whether involving the workforce of Seaford Town Council or any other party), failure of a utility service or transport network, act of God, plague or epidemic, war, riot, civil commotion, terrorist activities, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

13 Waiver

13.1 Failure to exercise, or any delay in exercising, any right or remedy provided under this Agreement or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

14 Governing Law

14.1 The Agreement shall be governed by and construed in accordance with English law.

15 Variation

15.1 Seaford Town Council may (acting reasonably) amend the Agreement at any time, as long as Seaford Town Council informs the Provider within a reasonable period thereafter of the variation. No variation of the Agreement or of any of the documents referred to in it shall be varied by the Provider unless Seaford Town Council agrees it in writing.

16 No Partnership or Agency

16.1 Nothing in the Agreement shall be deemed to create a partnership or agency relationship between the Provider and Seaford Town Council or be deemed to authorise either party to incur liabilities or obligations on behalf of or in the name of the other and for the avoidance of doubt Seaford Town Council shall

not be liable to pay wages, redundancy payments, salary, sickness pay or holiday allowances in respect of the Provider.

16.2 The Parties acknowledge that this Agreement is non-exclusive and that the Provider will be free, during and after the Term, to other grant funding or other funding from third parties for the provision of services similar to the Services.

17 Confidentiality

17.1 Both parties will keep undisclosed, secret and confidential all intellectual property rights, know-how, other business, technical or commercial information disclosed to it by the other party as a result of this Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorise in writing or save to the extent that the disclosure of the same is required by law.

17.2 The Provider acknowledges that the Town Council is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) and the Provider notes and acknowledges the FOIA, the EIR and the Local Government Transparency Code under section 45 and 46 of the FOIA.

17.3 This Clause shall remain in full force and effect notwithstanding any termination of the Agreement.

18 Data Protection

18.1 The Provider shall (and shall procure that they) comply with any notification requirements under Data Protection Legislation, and both Parties will duly observe and comply with all their obligations under the requirements of Data Protection Legislation, which arise in connection with the Agreement.

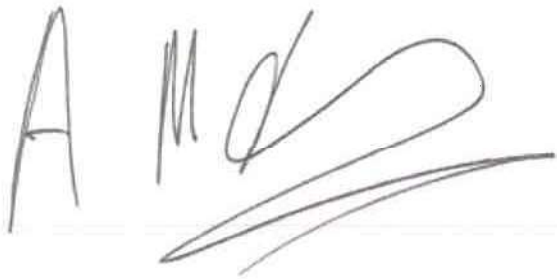
18.2 The Provider shall not provide the Town Council, including its Outside Body Representative, with any personal or confidential data relating to or coming from the Services provided.

19 Entire Agreement

19.1 It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

By signing and submitting the Agreement both Parties are agreeing to the Terms and Conditions of the Agreement.

SIGNED ON BEHALF OF SEAFORD TOWN COUNCIL:

A handwritten signature in black ink, appearing to read 'A M C', with a large, sweeping flourish underneath.

[ADAM CHUGG. TOWN CLERK]

SIGNED ON BEHALF OF LEWES DISTRICT CITIZEN'S ADVICE:

A handwritten signature in black ink, appearing to read 'Jackie Wilkes', written in a cursive style.

[JACKIE WILKES. DISTRICT MANAGER]

Key Statistics

Lewes District (member)

03/01/2023 22/12/2023



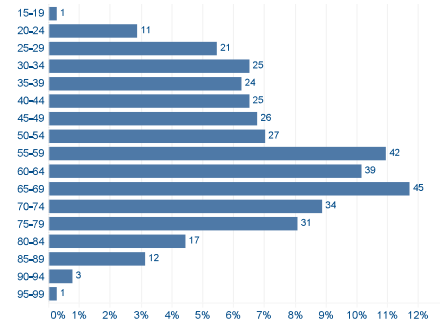
Summary

Clients	401
Quick client contacts	
Issues	1,250
Activities	1,205
Cases	502
Outcomes	
Income gain	£86,552
Other	£4,764

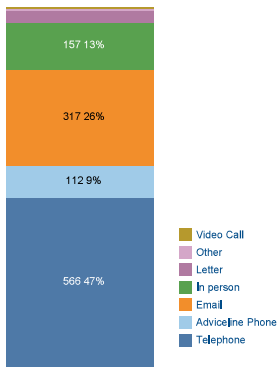
Issues

Issues	Clients
Benefits & tax credits	395
Benefits Universal Credit	87
Charitable Support & Food Ban...	96
Consumer goods & services	55
Debt	75
Education	2
Employment	70
Financial services & capability	35
CVA & Hate Crime	6
Health & community care	28
Housing	159
Immigration & asylum	13
Legal	40
Other	2
Relationships & family	53
Tax	7
Travel & transport	26
Utilities & communications	101
Grand Total	1,250

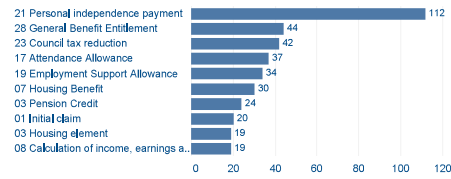
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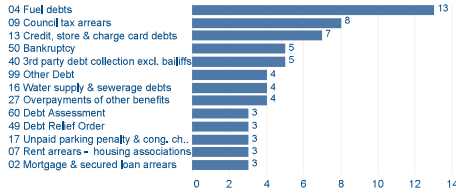
Channel



Top benefit issues



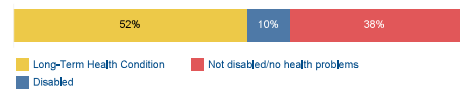
Top debt issues



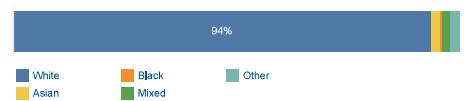
Gender



Disability / Long-term health



Ethnicity





Seaford Town Council

Report No:	170/23
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	12th March 2024
Title:	Members' Allowance Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present a review the Town Council's Members' Allowance Policy for consideration by Committee and recommendation to Full Council to adopt

Recommendations
The Finance & General Purposes Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report.2. To recommend to Full Council to readopt the Members' Allowance Policy in its current form.

1. Information

Town Council's Current Policy

- 1.1** The Town Council's Members' Allowance Policy confirms the Town Council's policy decision on paying an allowance to town councillors and access to travel expenses.
- 1.2** To confirm, since the Town Council formed in 1999, it has been the policy of the Town Council not to pay its elected members a basic annual allowance under the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.3** Members are however able to claim for travel expenses, in accordance with the policy.
- 1.4** The current Members' Allowance Policy is included at Appendix A.

- 1.5 This was last adopted in August 2021 and due for review in the 2024 – 2025 municipal year.
- 1.6 However, Lewes District Council has recently published the report of an independent remuneration panel into recommended members' allowances for the parish and town councils within the Lewes district, and this has prompted this policy review to be brought forward sooner than expected.

Lewes District Council's Independent Remuneration Panel Report

- 1.7 The report of the independent panel is included at Appendix B.
- 1.8 The report sets out the recommended maximum allowance that can be offered to members (based on a set of pre-agreed calculations).
- 1.9 In short, the recommendations of the report are as follows:

'Basic Allowance - the Panel recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council.

The recommended Basic Allowance for the District Council for 2024/25 is recommended as £5,002 subject to any indexation; 15% of this is £750 per annum, subject to any indexation). This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.

Chair's Allowance - the Panel therefore recommends that those parishes who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council.

The recommended Chair's Allowance is therefore any amount up to £1,500, 30% of the proposed Basic Allowance for Lewes District Council.

- 1.10 The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

1.11 The recommendations within the report relating to travel expenses reflect those within the Town Council's policy and available to members.

Seaford Town Council's Stance

1.12 In the past, there has been no indication from the Town Council of a wish to review its position of not offering its members an allowance for undertaking councillor duties. There has also been no budget set aside within the next financial year for such costs. As such, this is recommended not to change and that the Committee recommends that Full Council readopt the Members' Allowance Policy in its current form.

1.13 If the Committee members do wish to recommend that Full Council changes the Town Council's position regarding members allowances, it is suggested that officers would need to be instructed to research this further and present this information to a future Full Council meeting for consideration, including any budgetary considerations.

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.



Seaford Town Council

Member's Allowance Policy

Policy Ref.	CC5
Date Last Adopted	August 2021
Date of Next Review	2024 - 2025
Possible Prompts for Earlier Review	<ul style="list-style-type: none">• If rates within the policy change
Previous Adoption Dates	October 2018 September 2015
Author	Assistant Town Clerk

Member's Allowance Policy

Basic Allowance

The introduction of The Local Authorities (Members' Allowances) (England) Regulations 2003 gave town and parish councils the ability to pay an allowance to local councillors in order to recognise the time and effort they put into their council duties. There is however no obligation to pay such allowances.

It is the policy of Seaford Town Council not to pay its elected members a basic annual allowance under the powers of the above regulations.

Members Travel Expenses

The Local Authorities (Members' Allowance) (England) Regulations 2003 state that a council can provide a travel allowance to be paid for:

1. A meeting of the authority;
2. A meeting of some other body to which the authority make appointments or nominations;
3. A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
4. A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which the representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
5. A meeting of a local authority association of which the authority is a member;
6. Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
7. Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and

empowering or requiring the authority to inspect or authorise the inspection of premises

8. Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
9. Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

In accordance with HM Revenue & Customs rates, it is the policy of Seaford Town Council that its members are entitled to claim back travel and mileage expenses at the following rates:

Cars: 45p/pm for the first 10,000 business miles in the tax year, 25p/pm thereafter

Motorbikes: 24p/pm for the first 10,000 business miles in the tax year, 24p/pm thereafter

Bicycles: 20p/pm for the first 10,000 business miles in the tax year, 20p/pm thereafter

A mileage claim form must be completed and submitted to the Town Clerk, along with supporting documentation, for authorisation before payment is made. Travel expenses may not be claimed for travel within the town boundaries. Travel expenses may be claimed for use of public transport and/or accommodation where the most reasonable price has been sourced and upon receipts being produced.



REPORT OF THE INDEPENDENT REMUNERATION PANEL

FOR

**LEWES PARISH AND TOWN
COUNCILS**

NOVEMBER 2023

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Report from the Parish and Town Councils Independent Remuneration Panel November 2023

1. Introduction

The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met via MS Teams on the **14th and 15th November 2023** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Former Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in January 2020.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from **eleven** of the Councils. A summary of the responses is included as Appendix 1.

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees
- Levels of responsibility and
- Hours worked

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council.

The recommended Basic Allowance for the Council for 2024/25 is £5,002 subject to any indexation; **15% of this is £750 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.**

Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

The Panel therefore recommends that those parishes who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council

The recommended Chair's Allowance is therefore any amount up to £1,500, 30% of the proposed Basic Allowance for Lewes District Council.

Travel and Subsistence.

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

Forgoing Allowances.

A councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town council.

Publicity

With- regard to the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors

Implementation

The Panel recommends the new allowances should be implemented from May 2024. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to May 2024.

Mark Palmer- Chair, Independent Remuneration Panel

Daphne Bagshawe- Independent Remuneration Panel

Ian Buckingham- Independent Remuneration Panel

November 2023

