



Seaford Town Council

Seaford Town Council Community Services Agenda – Thursday 14TH September 2023

To the Members of the Community Services Committee

Councillors M Wearmouth (Chair), S Dubas (Vice Chair), S Ali, C Bristow, R Honeyman, J Meek, G Rutland, I Taylor and L Wallraven

A meeting of the **Community Services Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 14th September 2023** at 7.00pm, which you are summoned to attend.

Adam Chugg
Town Clerk

7th September 2023

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

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Projects & Facilities Update Report – September 2023

To consider report 72/23 informing the committee on progress and actions relating to Seaford Town Council's assets and services (pages 5 to 18).

5. Town Council's Project Log as at September 2023

To consider report 73/23 presenting the Town Council's Project Log as at September 2023 (pages 19 to 27).

6. Community Services Committee Income & Expenditure up to 31st July 2023

To consider report 70/23 informing the Community Services Committee of Income and Expenditure up to 31st July 2023 (pages 28 to 38).

AGENDA NOTES

For further information about items on this Agenda please contact:

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Telephone: 01323 894 870

Circulation:

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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.

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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 meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

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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:	72/23
Agenda Item No:	4
Committee:	Community Services
Date:	14th September 2023
Title:	Projects & Facilities Update Report
By:	Louise Lawrence, Heads of Assets, Projects & Services, and Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To inform the Committee on progress and actions relating to Seaford Town Council's assets and services

Recommendations

The Committee is recommended:

1. To note the contents of the report.
2. To agree the proposed, revised format for Seaford Christmas Magic 2023 (section 4 of the report).
3. To agree the proposed, scaled down format for Armed Forces Day 2024 (section 5 of the report).
4. To agree that the Town Council will hold a D-Day celebration following the brief from Buckingham Palace.
5. To make any comment on the proposed annual licence fee trial for exercise / fitness classes held on Town Council land (section 8 and Appendix A of the report).
6. To agree a motion to take on a new asset and the associated costs (the Bishopstone Station defibrillator unit) (section 14 of the report).
7. To approve establishing a South Hill Barn Working Group as per the terms of reference presented with report 72/23 (section 16 of the report).

1. Introduction

- 1.1** This report is presented at each Community Services Committee meetings, providing an update on key progress and actions relating to the Town Council's assets and services.
- 1.2** The Town Council has recruited an experienced Events & Facilities Officer who, after a full handover from the previous postholder (the now Assets & Projects Manager), is helping bring the department back up to speed.
- 1.3** The department has been busy and has seen a lot of repeat events, some exciting new filming contracts, and busy concessions as we hit peak season.
- 1.4** This report covers the following areas:
 2. Filming
 3. Events Overview
 4. Seaford Christmas Magic 2023
 5. Armed Forces Day 2024 and the 80th Anniversary of D-Day
 6. Events – 2024 Review
 7. Concessions
 8. Annual Licence Fee for Exercise / Fitness Classes
 9. Grounds Maintenance
 10. Renaturing
 11. Old Greenkeeper's Hut
 12. Promenade Repairs
 13. Seafront Litter Bin Signs
 14. Defibrillator Update – Bishopstone Train Station
 15. Seaford Head Nature Reserve Signage
 16. South Hill Barn Working Group
 17. Memorial Bench Policy

2. Filming

- 2.1** It has been a positive few months for filming contracts, with large bookings from EE, ITV and Grace. A dedicated Town Council email address has been created that is used by the Filming Management Service but also allows the team to monitor what is coming in and keep abreast of bookings.

3. Events – Overview

3.1 The table below provides an insight into the Town Council’s filming and events revenue, and gifted support, for the period June to September 2023:

Events Matrix	Jun-Sept
Total Number Filming Bookings	2
Total Filming Revenue	£18,875.15
Total Events Bookings	17
<i>Total Events Martello Fields</i>	12
<i>Total Events South Hill Barn</i>	3
<i>Total Events Promenade</i>	2
<i>Total Events The Crouch</i>	0
<i>Total Events The Salts</i>	0
Total Event Revenue	£2,986.50
Total Gifted Support	£4,686.98
<i>Total Gifted Revenue*</i>	£1,621.70
<i>Total Gift in Kind**</i>	£3,065.28

Table Key:

* Gifted Revenue – the Town Council spent money in support

** Gift in Kind – the Town Council gifted assets or officer time and its estimated attributed value or cost

3.2 Key events include:

- (a) Motorfest
- (b) Seaford Bonfire Society Summer Fayre
- (c) Skipper Watersports Family Day
- (d) Seahaven Pride
- (e) 3 x Art Exhibitions

3.3 Key events (Gifted Revenue / Gift in Kind):

- (a) Armed Forces Day
- (b) Seahaven Pride
- (c) Skipper Watersports Family Day

3.4 Conclusion

3.5 It has been a very busy and challenging few months, this has highlighted the need for additional support, structure and policy, to ensure the

department supports Seaford's community and events are as risk averse as possible.

- 3.6 A key focus before the end of the year will be to evaluate and improve the events policy, booking details and risk assessment requirements ahead of 2024, and to ensure all events have a clear process with tangible requirements and deadline.

4. Seaford Christmas Magic 2023

- 4.1 Following detailed analysis, the Projects & Facilities team has growing concerns around the risk of delivering Christmas Magic 2023.
- 4.2 Given the Town Council's limited budget and the required £3,000 income, the team has concerns that the event will end up significantly over budget whilst also failing to service the community, as it will be unable to deliver a sufficiently impactful event.
- 4.3 The reputational, financial and time risks associated with the larger scale event have led officers to propose a new vision of the event with a clear marketing message. The message will share that the Town Council has decided to change the offering in 2023 whilst it explores the concept of 'Christmas Magic' and works closely with residents, traders, and stakeholders to understand what the community would like.

New Proposed Event & Incentive:

- 4.4 With a mission statement focused on community led accessible family events, this year's event will be to engage families with an affordable family focused children's lantern parade and lights switch on. A magical vision at Christmas.
- 4.5 Lantern making will become remote, with pack collection points across the town and the Town Council directly partnering with schools to encourage widespread involvement and inclusion.
- 4.6 On Saturday 2nd December, the Town Council will look to promote a handful of children led activities in key areas across the town including the library, churches, and clubs. This will promote the town's clubs and activity groups. The Town Council would also like to convert the Old Town Hall into a Christmas Grotto to offer affordable donation-based Santa visits and will work in partnership with a charity partner for this area.

- 4.7 The parade will congregate at The Crouch at 15:30 - a temporary road closure would be put in place - and families will be escorted by a walking choir to the High Street for the light switch on.
- 4.8 A static choir, Santa Sleigh and photo area will be placed in the High Street offering entertainment for those waiting for the parade and light switch on.
- 4.9 Finally, the Town Council will look to work with a local charity to launch a gift giving incentive to recognise the cost-of-living crisis by providing a program which allows people to donate gifts that are then distributed to low-income families.
- 4.10 Recognising that there is a cost-of-living crisis, officers feel this is an opportunity to offer a magical, free event which focuses on family.

5. Armed Forces Day 2024 and the 80th Anniversary of D-Day

- 5.1 Armed Forces Day is an event held on the last Saturday in June annually, to commemorate the service of men and women in the British Armed Forces. It is arranged by Seaford Town Council and the Royal Society of St George.
- 5.2 2024 also sees the 80th anniversary of D-Day on 6th June, which parish and town councils are encouraged to help their parishes mark and celebrate.
- 5.3 The 2024 D-Day celebrations will reduce officer's time available to support delivery of the Armed Forces Day event in the same format that has taken place in recent years.
- 5.4 Due to being in the same month as the milestone D-Day anniversary, it is therefore proposed that the 2024 Armed Forces Day event be scaled down.
- 5.5 As has been the format in past years with the event, officers are proposing a smaller parade followed by speeches and prayer at Martello Tower.
- 5.6 Officers are able to provide infrastructure for this revised format to happen in 2024, but not larger event management and organisation, as has been required with recent years events.

- 5.7 Officers will work with partners to develop a brief following the guidelines sent to Councils from Buckingham Palace and will present to March 2024 Community Service Committee.

6. Events – 2024 Review

- 6.1 In addition to the tasks described at 3.6 above to review the events policy and booking process, in 2024 officers will be looking at rejuvenating the events programme currently offered and delivered by the Town Council.
- 6.2 The aim will be to:
- (a) ensure Town Council events reflect the whole community of Seaford,
 - (b) satisfy the Town Council’s mission “Working together for Seaford”, and
 - (c) ensure the event budgeting and planning is reflective of the officer time required to deliver events.
- 6.3 This review will be presented to the Community Services Committee in 2024.

7. Concessions

- 7.1 Overall, this has been a fairly steady period for concessions, with some unexpected expenditure around toilets to ensure they are fit for use during the peak season.
- 7.2 The Bönningstedt Parade concessions are really coming to life and the sauna is looking to become a permanent fixture from the end of September, running four days a week.
- 7.3 Skipper Watersports hosted its first weekend family event and South Hill Barn has seen increased footfall as the area gets increased exposure.
- 7.4 A review will begin in the latter part of the year to look at concession licence agreements which come up early in 2024.

8. Annual Licence Fee for Exercise / Fitness Classes

- 8.1 In February 2023, whilst undertaking the annual review of its proposed hire charges for Town Council land, a proposal was made, and passed, to introduce an annual licence fee for exercise / fitness classes that are held on Town Council land.
- 8.2 The motion delegated power to officers to introduce an appropriate fee, subject to documentation criteria being met by the licence holders.

- 8.3 This was a councillor proposal raised at the meeting – not forming part of the original report – and as such, officers have had to take time to review how best to introduce this scheme.
- 8.4 The proposed scheme is set out at Appendix A.
- 8.5 Committee is asked to review the proposed trial scheme and make any comments ahead of this being introduced by officers.

9. Grounds Maintenance

- 9.1 At the Community Services Committee meeting in June 2023, a motion was agreed to set up a Grounds Maintenance Working Group to look at the Town Council's Grounds Maintenance Contract.
- 9.2 The current Grounds Maintenance Contract is due for renewal in April 2026.
- 9.3 Officers are preparing a proposal to come before Community Services to set up a Grounds Maintenance Working Group for summer 2025.

10. Renaturing

- 10.1 Following the previous renaturing reports to Community Services on 1st December 2022 and 25th November 2021, officers are continuing to work with external groups, including Trees for Seaford, Gardening in Action, Seaford On The Verge and Seaford Natural History Society.
- 10.2 From a meeting on 14th August 2023 with the above-mentioned groups, it was agreed to ensure the term 'renaturing' is used across the board, instead of 'rewilding', since the project is about the regrowing of grassy areas, as opposed to the reintroduction of wild animals.
- 10.3 At the same meeting, emphasis was made of the importance of carrying out one or two cuts per year, and removing the cuttings. It was further explained by the groups that if only one cut is carried out a year, it should be in late summer / early autumn.
- 10.4 A follow up meeting is planned for 20th February 2024.
- 10.5 Officers are working on a draft Renaturing Policy for consideration by the Town Council.

11. Old Greenkeepers' Hut

- 11.1 There is a storage hut located on the eastern part of the golf course (near to the 6th and 7th holes / Chyngton Road) that was previously used by the

greenkeepers. This was last inspected in early-August 2023 and in recent years, has been used by the Town Council for general storage (the greenkeepers' equipment all being with the locked yard by The View car park).

- 11.2** Although the roof is in a state of disrepair, from the officers' point of view the concrete and wood structure appears to be sound. A structural survey is being arranged to confirm this.

12. Promenade Repairs

- 12.1** Promenade (prom) repairs came to the forefront around 2020 – 2021, at the time when the Town Council was considering how to capitalise on staycation options for Seaford with lockdowns lifted and people flocking to the seafront i.e., more people on the prom.
- 12.2** This resulted in a project being added to the projects list in July 2021, to look at creating a schedule for yearly prom repair works.
- 12.3** For clarity, the prom repairs project was not a piece of work prompted by any incidents or expert reports suggesting it needed doing but instead came about from a general consensus (within meeting discussions and public feedback) that repairs were required.
- 12.4** Officers site visited the area around Bönningstedt beach huts in August 2023 to review the prom project and found that, although the area is rutted and uneven, the risk assessment has confirmed that there are no trip hazards to report. In addition, shingle regularly washes up onto the prom area, covering the ruts and actually helping to level them out.
- 12.5** Officers have concluded there are no immediate concerns to warrant going ahead with prom repairs.
- 12.6** The officers' conclusion is backed up by the Environmental Agency (EA), which confirmed that the defects raised are superficial from a flood defence perspective, so do not warrant any repairs at this stage.
- 12.7** Officers envisage that any major prom repairs would be at least five years from now. However, the prom will form part of the Town Council Officers' three-monthly inspection schedule.
- 12.8** In addition, the EA will carry out and send the Town Council its Safety Risk Assessment of the area.

13. Seafront Litter Bins Signs

- 13.1 Lewes District Council's Waste Team has been in contact with the Town Council to recommend that the Town Council reintroduces signs to promote litter being taken home. This was also a topic discussed by this Committee at its last meeting, with regards to bins in general, signage and waste collection arrangements.
- 13.2 Town Council officers are looking to have the signs installed by the beginning of summer season 2024.

14. Defibrillator Update – Bishopstone Train Station

- 14.1 Officers have been working with Seaford Rotary to help aid the approval of the install for a defibrillator at Bishopstone Train Station.
- 14.2 Once all approvals have been agreed, Seaford Rotary will start fundraising to purchase the defibrillator.
- 14.3 Once the defibrillator has been purchased and installed, Seaford Town Council will register the defibrillator and include this upon its assets list, to be regularly monitored and maintained.
- 14.4 The defibrillator comes with a 7-year warranty once the unit has been registered.

15. Seaford Head Nature Reserve Signage

- 15.1 Officers have undertaken a site visit of Seaford Head Local Nature Reserve with Sussex Wildlife Trust, which manages the land on behalf of the Town Council. Both organisations are in agreement to look at all signage comprehensively with partner agencies for this area, to include education and safety for visitors at this SSSI (Sites of Special Scientific Interest).

16. South Hill Barn Working Group

- 16.1 At its meeting in July, the Climate Change Sub-Committee instructed officers to report back to this Committee on options for establishing a South Hill Barn Working Group.
- 16.2 Draft terms of reference are included at Appendix B, setting out the proposed group's purpose, membership and meeting arrangements.
- 16.3 As can be seen, there will be up to seven councillors on this working group, to be confirmed at the meeting. If any councillor wishes to be a

member of this group, please contact the Head of Assets, Projects and Services as soon as possible.

- 16.4** This Committee is asked to review this document and approve establishing a working group in accordance with the terms of reference.

17. Memorial Bench Policy

- 17.1** The Memorial Bench Policy is under review. This project will look at the current offerings of memorials within Seaford Town and the cost impact with placement, repair, and maintenance. The findings of this project will be presented to the Community Services Committee in summer 2024.

18. Financial Appraisal

- 18.1** Costs associated with defibrillator unit at Bishopstone Train Station are estimated at £109 every 5 years (unit battery change at £30 and pads at £79). If however the unit is used, this would require replacement pads at £79. The Town Council would be responsible for all parts and repair costs once the warranty expires. These costs would be included in the future year's budgets as required.
- 18.2** There is likely to be a positive financial impact of introducing the annual licence fee for exercise/fitness classes – this will be additional income for the Town Council – however, at this stage this cannot be predicted. The year's trial of an annual licence fee of £55 will provide insight as to the expected uptake and associated income.

19. Contact Officer

- 19.1** The contact officers for this report are Louise Lawrence, Heads of Assets, Projects & Services, and Sharan Brydon, Assets & Projects Manager.

Annual Licence Fee for Exercise/Fitness Classes Trial

Due to an increased number of enquiries and exercise / fitness classes taking place on Seaford Town Council (STC) land, officers are suggesting that a trial be put in place to create a procedure and administrative license charge for this type of event. This will help to ensure events are safely executed, tracked, inclusive and associated officers time is considered (roughly 3-5 hours per organiser).

This will also allow STC to manage the spaces more effectively ensuring no overcrowding, conflicting events, ensure events are appropriate and comply to legal and H&S regulations.

The trial would run until the end of 2024 and results would feed into the revision of STC's Events Policy.

Details of the Trial

Upon enquiry, organisers would be required to provide the below documentation and pay a one-off annual administration licensing fee (£55) to perform activities of this nature on STC land.

Nb. Registered charities will be exempt of charge on proof of charity number but will still be required to provide the below. Any community / not for profit activities will need written confirmation from a registered charity to be exempt.

Licenses will only be issued upon receiving documentation and payment.

- A completed risk assessment
- Public liability insurance
- Event schedule
- Any required additional training documentation
- Full DBS check - if activity includes minors

To ensure there is a clear distinction between events and licensed classes the following criteria will be considered as an event and will require organisers to follow the events process.

- Participation number exceed 30
- Activity exceeds 1.5 hours
- Additional food, drink or infrastructure

During the trial, STC will seek to monitor unlicensed events on its land and build a framework to deal with these.

STC will create a page on its website with all documentation, terms and information for organisers to access and complete.

Results of the trial will come back to the Community Services Committee in a year, with an outcome from the trial.



Seaford Town Council

South Hill Barn Working Group

Terms of Reference

September 2023

1 PURPOSE

- 1.1 To develop a vision, brief and scope of works for the redevelopment project.
- To develop a project timeline and develop and set milestones.
 - To nominate appropriate resources to develop the project.
 - To monitor redevelopment scoping costs in accordance with budget available.
 - To provide updates on key matters and developments to Community Services Committee.
 - To identify and work collaboratively with key stakeholders.
 - To draft communication releases for approval.
 - To regularly update and consult with the Town Council's legal/planning, finance, compliance, and assets/projects teams.
 - To provide a report to Full Council with recommendations

2 MEMBERSHIP

- 2.1 Working Group to include:
- Head of Assets, Projects & Services
 - Assets & Projects Manager
 - Projects Manager
 - Up to seven Councillors, including:
 - Community Services Committee (Chair and Cllr Meek (
 - Climate Change (Chair and Cllr Buchanan
 - Finance & General Purposes Committee (Chair)
 - Two other councillors as appointed by Community Services Committee

Professional advisors to be invited as required.

- Appropriate stakeholders (Sussex Wildlife Trust, Natural England, South Downs National Park Authority, Seven Sisters/Cuckmere stakeholders, Lewes District Council, Other Organisations that are members of the Seaford Head Local Nature Reserve Management Committee)

3 FREQUENCY

- 3.1 Fortnightly; for first three months then monthly or as required; allow two hours/meeting.

4 VENUE

- 4.1 Microsoft Teams, Council Chambers or on site as required.

5 CHAIR

- 5.1 Councillor to be agreed in first meeting.
- 5.2 Group can decide whether to agree Councillor as Vice Chair at first meeting or do this if a meeting occurs where Chair cannot be present.

6 MINUTES

- 6.1 Will be taken by an officer.

7 AGENDA ITEMS

- 7.1 To include,
- brief/scope development,
 - finance/procurement,
 - legal/planning,
 - programme,
 - project timescales.



Seaford Town Council

Report No:	73/23
Agenda Item No:	5
Committee:	Community Services
Date:	14th September 2023
Title:	Town Council Projects Log as at September 2023
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To present the Town Council's Project Log as at September 2023

Recommendations

The Committee is recommended:

1. To note the contents of the report and the project log as presented.

1. Introduction

- 1.1** At the June Community Services Committee meeting, it was agreed that the projects team would produce a list of ongoing projects.
- 1.2** Please see the list attached (Appendix A) of projects that are currently either being worked on or waiting for officer time so work can start on the project.
- 1.3** Each project has a status which is reviewed every two weeks.
- 1.4** New projects are added to the list as they come in and are then triaged once a quarter, with a brief going to the Community Services Committee seeking any necessary approvals.
- 1.5** Projects that are on hold are triaged against urgency, start dates or officer time.
- 1.6** The up-to-date project list will be presented at each Community Services Committee meeting.

1.7 To confirm, the project list is a working document that is regularly reviewed and updated by officers. The Committee is asked to note the contents of this report and the project log as presented.

2. Financial Appraisal

2.1 There are no direct financial implications of this report.

3. Contact Officer

3.1 The contact officer for this report is Louise Lawrence, Head of Assets, Projects & Services.

Town Council's Project Log – September 2023

Sorted by 'Committee Report'

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
1	COMMUNITY	BOWLING CLUB LIGHTS	Working with Bowling Club on installation of footpath lighting	COMMUNITY SERVICES	2024	GREEN
2	COMMUNITY	DEFIBRILLATORS	Add Bishopstone unit to inspection schedule once installed at Train Station	COMMUNITY SERVICES 14 th September	2024	GREEN
3	MAINTENANCE	SEAFRONT BINS LITTER SIGNS	New A3 signs for seafront bins about taking litter home. Looking at possibility of working with schools for the designs.	COMMUNITY SERVICES 14th September	2024	GREEN
4	MAINTENANCE	SERVICING (ASBESTOS)	Asbestos survey complete.	COMMUNITY SERVICES 14th September	2023	GREEN
5	MAINTENANCE	ASBESTOS COMPLIANCE	Asbestos inspection	COMMUNITY SERVICES 14th September	2024	GREEN
6	MAINTENANCE	COMPOSTABLE TOILETS INSTALL AND MAINTENANCE	Installation of compostable toilets, ongoing maintenance and updates to councillors	COMMUNITY SERVICES 14th September	2024	GREEN
7	MAINTENANCE	COMPOSTABLE TOILETS ROLL OUT	Compostable toilets roll out to all areas - public consultation	COMMUNITY SERVICES 14th September	2024	GREEN
8	COMMUNITY	ELECTRIC VEHICLE CHARGING	LDC has installed EV charging points. No further action.	COMMUNITY SERVICES 14th September	2023	GREEN

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
9	MAINTENANCE	GROUNDS MAINTENANCE	Working Group to be set up summer 2025. Contract ends 2026	COMMUNITY SERVICES 14th September	2026	GREEN
10	MAINTENANCE	HOPE GAP STEPS	This project now on hold due to structural concerns.	COMMUNITY SERVICES 14th September	2023	GREEN
11	COMMUNITY	MEMORIAL POLICY	Seaford Town Council Memorial policy development (to include benches and structures)	COMMUNITY SERVICES 14th September	2024	ON HOLD
12	MAINTENANCE	PROM REPAIRS	No immediate need to repair prom - keep under review	COMMUNITY SERVICES 14th September	2024	ON HOLD
13	COMMUNITY	REWILDING/NATURING AREAS	Project to consider rewilding/ renaturing STC's green spaces.	COMMUNITY SERVICES 14th September	2024	GREEN
14	COMMUNITY	SOUTH HILL BARN BUILDING	Working group to be set up and Terms of Reference approved.	COMMUNITY SERVICES 14th September		GREEN
15	MAINTENANCE	BUTTRESS ON FLINT WALL IN CROUCH	Working on obtaining quotes for works to be carried out.	COMMUNITY SERVICES December	2023	GREEN
16	EVENTS	D DAY EVENT	Nationwide D-Day celebration to mark 80th year in June 2024	COMMUNITY SERVICES December	2024	GREEN
17	STRATEGY	SALTS	Looking at Maintenance of the Salts	COMMUNITY SERVICES December	2024	GREEN

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
18	MAINTENANCE	SEAFORD HEAD SIGNAGE	Partnership approach (LDC/ESCC and agencies) to agree simple clear signage at Seaford Head	COMMUNITY SERVICES December	2024	GREEN
19	POLICY	CONCESSION POLICY UPDATED	Looking to update concession policies and documentation ahead of 2024	COMMUNITY SERVICES December	2024	GREEN
20	CONCESSIONS	THE RE-INFLATABLES	The drop off point for inflatables.	COMMUNITY SERVICES December	2024	GREEN
21	COMMUNITY	WEST VIEW BEACH HUT TAKE DOWN	Take down of huts 22nd - 30th September	COMMUNITY SERVICES December	2024	GREEN
22	LEASE/CONTRACTS	TOILET CLEANING	Cleaning contracts tender - renewal	COMMUNITY SERVICES December	2024	GREEN
23	CONCESSIONS	BONNINGSTEDT CYCLE PROJECT	Sussex bike hire concession along seafront for summer season on trial first	COMMUNITY SERVICES March	2024	GREEN
24	CONCESSIONS	RETENDERING SALTS CAFÉ	January tender documents	COMMUNITY SERVICES March	2024	GREEN
25	MAINTENANCE	SERVICING CONTRACTS	Contracts to maintain Town Council assets	COMMUNITY SERVICES March	2024	ON HOLD
26	EVENTS	CHRISTMAS MAGIC	Brief for Christmas Magic 2023	COMMUNITY SERVICES September	2023	GREEN

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
27	MAINTENANCE	BONNINGSTEDT WALL REMEDIAL WORKS	Currently looking at carrying out the work after Christmas 2023. Officers looking at placing concrete barriers in front of the wall for winter 2023/2024.	FULL COUNCIL		GREEN
28	MAINTENANCE	MARTELLO TOWER MAINTENANCE	Had a heritage surveyor's report and investigating Grant Funding with the Arts Council for the project.	FULL COUNCIL	2024	GREEN
29	EVENTS	EVENTS & RISKS	Reviewing Events policy and hiring out of open spaces and to create an events risk pack	FULL COUNCIL January	2024	GREEN
30	EVENTS	EXERCISE CLASSES ON OPEN SPACES	Exercise Classes on Green Spaces, licences, agreed space & times	FULL COUNCIL January	2024	GREEN
31	MAINTENANCE	TOWN CENTRE CCTV AND POLICE	Renewal of CCTV police cameras	FULL COUNCIL September	2024	GREEN
32	COMMUNITY	ART LINKED TO PLASTIC FREE SEAFORD	Artwork to be installed along seafront from local artist	N/A		INACTIVE
33	EVENTS	ARMED FORCES DAY	Written report update on event over the past few years. Look at moving the event forward in 2024 in alignment with D-Day celebration event	Sponsorship in Place until 2025	2024	GREEN
34	MAINTENANCE	CRYPT ELECTRICS	Safety inspection and possible works to be carried out - Condensation survey from February 2023 is being reviewed - Re-pointing etc.	TBC		ON HOLD
35	COMMUNITY	TENNIS SAFEGUARDING	Project to implement policy	TBC	2024	GREEN

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
36	GOLF CLUB	17/18TH HOLE	Moving the 17/18th hole further away from the cliff edge	THE VIEW AND GOLF		GREEN
37	THE VIEW	THE VIEW - LEAK REPAIRS	The View roof needs repairing, and a contract sought for maintenance	THE VIEW AND GOLF	2024	GREEN
38	COMMUNITY	BEACH HUT LICENCE CONDITIONS - REVIEW	Beach hut licence conditions needs reviewing and updating			NEW
39	EVENTS	BOAT SPONSORSHIP (STATION APPROACH)	Sponsorship in place until 2025		2025	ON HOLD
40	EVENTS	EAST MARTELLO FIELD WATER STATION METERING	Water metered for future events to be reviewed		2024	ON HOLD
41	CONCESSIONS	EDINBURGH ROAD ELECTRICS	Currently insufficient draw to add any further concession or Beach Huts. This includes the Ice Cream Concession. To be reviewed.			ON HOLD
42	COMMUNITY	FIELDS IN TRUST	A scheme to register parks and open spaces to add a level of protection against development		2024	GREEN
43	MAINTENANCE	FINGER POST SIGNAGE	Project brief to be designed and roll out		2024	GREEN

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
44	GOLF CLUB	LOCKERS FOR GOLF CLUB	New lockers to be installed in October 2023.		2023	GREEN
45	COMMUNITY	MARTELLO BEACH HUT RENTALS	2 Beach Huts will be available for rental from April 2024.		2024	GREEN
46	COMMUNITY	MERCREAD CENTRE	Proposal from Mercread Centre for additional facilities		2024	GREEN
47	MAINTENANCE	OLD GREENKEEPERS HUT	New roof and doors to be built		2024	GREEN
48	MAINTENANCE	PIPEWORK AT SOUTH HILL BARN	Currently on hold looking to include with future site works at site			ON HOLD
49	MAINTENANCE	PROMENADE LIGHTING	Project brief on scope with repair or replace		2025	ON HOLD
50	OPEN SPACES	QUEEN ELIZABETH FIELD	Public consultation on renaming Martello field		2024	ON HOLD
51	MAINTENANCE	SERVICING CONTRACTS (LEGIONELLA)	Routine Legionella inspections being arranged		2024	GREEN
52	MAINTENANCE	SOUTH HILL BARN STRUCTURAL MAINTENANCE (DRAINAGE)	Maintenance ongoing		2024	GREEN
53	MAINTENANCE	SOUTH STREET TOILETS ROOF REPAIRS	Quotes being sought for repairs.		2024	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
54	COMMUNITY	SPACE FOR STREET ART	Scope briefing being carried out for the proposed project			GREEN
55	MAINTENANCE	THE SALTS SKATEPARK FLOODLIGHTING	Review lighting schedule with darker evenings for 2023.		2023	GREEN
56	EVENTS	THE SALTS TENNIS MARKETING	Marketing of the courts for special events i.e. Wimbledon/work with local schools, open days etc. Project to explore branding and manage booking revenue		2024	GREEN
57	EVENTS	WATER REFILL SPONSORSHIP	Source sponsorship for new water refill station in Martello Fields		2024	GREEN
58	COMMUNITY	RAINBOW BENCH	Installation of a Rainbow Bench to recognise the effort of the NHS and front line workers during the COVID-19 pandemic.			GREEN
59	COMMUNITY	MOTOR HOME PARKING	Project to consider allocated Motor Home parking (separate from piece of work coming through October Full Council looking at seafront parking concerns)		2024	NEW
60	COMMUNITY	BINS FOR GREENSEAS	Project to consider plastic bottle bins		2024	NEW



Seaford Town Council

Report No:	70/23
Agenda Item No:	6
Committee:	Community Services
Date:	14th September 2023
Title:	Community Services Committee Income & Expenditure up to 31st July 2023
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st July 2023

Recommendations

The 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 – 31st July 2023 for the Community Services Committee compared with the annual budget:
- 1.2 The significant variances can be reported as follows:

105 Salts Recreation Ground

1022 CIL Grants – this income is from a successful Community Infrastructure Levy (CIL) application to part fund the resurfacing of the play park pathway.

1025 Income Sponsorship – this income is from sponsorship of the water refill station (this is also the same for the water refill stations within the Seafront cost centre 117).

1055/4050 Memorial Bench – the income relates to sponsorship of memorial benches that are not budgeted for due to income not being certain. The costs are offset by the income code which is the same across

all cost centres (except for cost centre 116 where the income was received in 2022 - 2023 but showing the costs in 2023 - 2024).

1058 Income Water Recharge - this is currently showing as a negative income due to an accrual for the previous year. This also relates to The Crouch cost centre 106.

4052 Water & Sewerage – whilst these costs are quite low, it is expected that further invoices will be received later in the year for higher amounts. Castle Water's invoicing was quite problematic for budget purposes as they invoiced in advance but then issued credits going back over a year and then issued revised invoices which became very messy. A new contract has recently been set up with Business Stream who invoice after meter readings have been taken and so it is anticipated the new invoices will be more regular and make it easier to budget. This relates to all cost centres within this Committee.

4053, 4054 & 4055 Electricity – the original budget for all The Salts electric was put under 4055. However, the code has now been split to show the Tennis and the Salts Café separately but resulting in the budget still showing in 4055. A virement will be done to adjust the budgets accordingly. It can also be noted that the overall costs are lower than budgeted which, if continues, could result in an underspend at the year end.

4115 Insurance – the insurance charges are all paid at the beginning of the financial year so no further costs are expected. This is the same for all cost centres. Whilst the cost centre for Martello Tower 115 shows as being overbudget, this is offset by the rest of the areas that are underbudget.

4283 Playground – this is showing as overbudget due to the resurfacing of the pathways. However, this was part funded by an Ear Marked Reserve (EMR) for £8,500 and offset by the CIL income of £11,196. This still leaves £13,612 in the budget for the remainder of the year.

106 Crouch Recreation Ground

1073 Sports Pitch Hire & Green Fees – most of this budget will be received in August and October.

117 Martello Fields

1050 Income Rent – the income is higher due to prudent budgeting where it was not certain if annual rentals would be returning.

108 Other Open Spaces

1011/4501 Filming – as income for filming within this cost centre is not certain, the income and expenditure are not budgeted for. The income offsets the costs. This is also the same for filming within the Seafront, cost centre 117.

113 Crypt

1051/4115 Insurance Recharge – this budget was set when it was expected that a lease would be in place and so the insurance costs could be recharged. Until such time a lease is agreed, this cost cannot be recharged.

1057/1058/1053/4052/1057/4056 Utility Income and Costs - no budgets had been set against these account codes as it was expected to be transferred to the leaseholder. Until the lease is in place, the costs are being paid by the Town Council but are being recharged to the current tenants, resulting in a nil effect by the year end.

115 Martello Tower

4275 Building Maintenance – this has gone overbudget due to the essential structural survey works being carried out.

116 Seaford Head Estate

4155 Professional Fees – this overspend is due to survey works being carried out at South Hill Barn.

4500 Nature Reserve Expenses – the costs are more than budget due to the budget being based a 5% increase but as the contract increases with RPI, this was nearer 12%. It is not expected to receive any further costs this year.

117 Seafront

4201 Cleaning & Hygiene – this spent relates to the additional cleaning for the Martello Toilets.

4270 Vehicles & Equipment Maintenance – the overspend relates to the defibrillator pads costing £28 more than budgeted.

118 Beach Huts

1054 Income Other – this income relates to admin fees imposed when beach huts are sold.

1057 Income Electricity – this is currently lower than the expenditure due to not recharging a whole invoice but issuing electric cards with various amounts requested by the beach hut owners. It is expected that during the year, the income will catch up with the expenditure.

4275 Building Maintenance – the costs are higher than expected due to the installation of the new picket gates at either end of the Bönningstedt Beach Huts.

125 Allotments

4261 General Maintenance – the overbudgeted expenditure relates to essential works to fill holes in the ground that had become unsafe.

225 Projects Pool

1014 CIL & S106 Receipts – this income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR.

4095 Tennis Court Expenditure – this is showing as a negative spend due to an accrual for these costs being made at the year end. Once the invoices for these costs are received, then the actual spend will return to zero (therefore all costs for the tennis courts will show in 2022 - 2023).

2. Financial Appraisal

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

3. Contact Officer

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

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1022 CIL Grants	11,196	0	(11,196)			0.0%	
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	1,970	2,150	180			91.6%	
1051 Income Insurance Recharge	1,766	1,820	54			97.0%	
1055 Income Memorial Bench	2,550	0	(2,550)			0.0%	
1057 Income Electricity Recharge	2,450	13,400	10,950			18.3%	
1058 Income Water Recharge	(600)	4,750	5,350			(12.6%)	
1066 Income Concession	23,400	23,400	0			100.0%	
1073 Sports Pitch Hire & Green Fees	1,854	4,500	2,646			41.2%	
1095 Income Tennis Annual Pass	1,540	4,235	2,695			36.4%	
1096 Income Tennis Pay & Play	1,059	3,240	2,181			32.7%	
1097 Income Tennis Coaching Fees	0	990	990			0.0%	
	47,414	58,485	11,071			81.1%	230
Salts Recreation Ground :- Income							
4052 Water & Sewerage	235	9,500	9,265		9,265	2.5%	
4053 Tennis Electric	27	0	(27)		(27)	0.0%	
4054 Salts Cafe Electric	2,450	0	(2,450)		(2,450)	0.0%	
4055 Electricity	182	15,400	15,218		15,218	1.2%	
4095 Tennis Court Expenditure	734	7,675	6,941		6,941	9.6%	
4096 LTA Loan	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	113	300	187		187	37.5%	
4115 Insurance	3,554	3,670	116		116	96.8%	
4155 Professional Fees	0	500	500		500	0.0%	
4250 Memorial Bench	2,284	0	(2,284)		(2,284)	0.0%	
4251 Dog Bin Emptying	728	2,070	1,342		1,342	35.2%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	23,653	74,325	50,672		50,672	31.8%	
4261 General Maintenance	2,232	5,000	2,768		2,768	44.6%	
4275 Building Maintenance	1,851	5,000	3,149		3,149	37.0%	
4276 CCTV	660	1,000	340		340	66.0%	
4283 Playground	33,023	21,000	(12,023)		(12,023)	157.3%	8,500
	71,725	150,190	78,465	0	78,465	47.8%	8,500
Salts Recreation Ground :- Indirect Expenditure							
Net Income over Expenditure	(24,311)	(91,705)	(67,394)				
6000 plus Transfer from EMR		8,500					
6001 less Transfer to EMR		230					
Movement to/(from) Gen Reserve	(16,041)						

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground							
1050 Income Rent	1,275	2,550	1,275			50.0%	
1051 Income Insurance Recharge	636	655	19			97.2%	
1055 Income Memorial Bench	1,200	0	(1,200)			0.0%	
1058 Income Water Recharge	(250)	2,250	2,500			(11.1%)	
1073 Sports Pitch Hire & Green Fees	203	10,500	10,297			1.9%	
Crouch Recreation Ground :- Income	3,065	15,955	12,890			19.2%	0
4052 Water & Sewerage	1,216	4,500	3,284		3,284	27.0%	
4115 Insurance	886	915	29		29	96.8%	
4250 Memorial Bench	1,212	0	(1,212)		(1,212)	0.0%	
4251 Dog Bin Emptying	520	1,410	890		890	36.9%	
4260 Grounds Maintenance Contract	10,034	31,900	21,866		21,866	31.5%	
4261 General Maintenance	1,200	3,000	1,800		1,800	40.0%	
4275 Building Maintenance	335	2,700	2,365		2,365	12.4%	
4283 Playground	0	5,000	5,000		5,000	0.0%	
Crouch Recreation Ground :- Indirect Expenditure	15,403	49,425	34,022	0	34,022	31.2%	0
Net Income over Expenditure	(12,339)	(33,470)	(21,131)				
107 Martello Fields							
1050 Income Rent	6,154	5,000	(1,154)			123.1%	
Martello Fields :- Income	6,154	5,000	(1,154)			123.1%	0
4251 Dog Bin Emptying	416	1,130	714		714	36.8%	
4260 Grounds Maintenance Contract	5,113	14,785	9,672		9,672	34.6%	
4261 General Maintenance	42	2,000	1,958		1,958	2.1%	
Martello Fields :- Indirect Expenditure	5,571	17,915	12,344	0	12,344	31.1%	0
Net Income over Expenditure	583	(12,915)	(13,498)				
108 Other Open Spaces							
1011 Income Filming	313	0	(313)			0.0%	
1050 Income Rent	90	90	0			100.0%	
1055 Income Memorial Bench	95	0	(95)			0.0%	
Other Open Spaces :- Income	498	90	(408)			552.8%	0
4052 Water & Sewerage	6	450	444		444	1.4%	
4115 Insurance	48	60	12		12	79.8%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	430	0	(430)		(430)	0.0%	
4251 Dog Bin Emptying	832	2,255	1,423		1,423	36.9%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Grounds Maintenance Contract	8,190	23,785	15,595		15,595	34.4%	
4261 General Maintenance	1,769	7,000	5,231		5,231	25.3%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4501 Filming Expenses	112	0	(112)		(112)	0.0%	
Other Open Spaces :- Indirect Expenditure	11,388	34,610	23,222	0	23,222	32.9%	0
Net Income over Expenditure	(10,890)	(34,520)	(23,630)				
<u>113 Crypt</u>							
1051 Income Insurance Recharge	0	300	300			0.0%	
1057 Income Electricity Recharge	290	0	(290)			0.0%	
1058 Income Water Recharge	57	0	(57)			0.0%	
1063 Income Gas Recharged	306	0	(306)			0.0%	
Crypt :- Income	653	300	(353)			217.8%	0
4052 Water & Sewerage	57	0	(57)		(57)	0.0%	
4055 Electricity	34	0	(34)		(34)	0.0%	
4056 Gas	272	0	(272)		(272)	0.0%	
4115 Insurance	289	300	11		11	96.4%	
4275 Building Maintenance	504	500	(4)		(4)	100.7%	
Crypt :- Indirect Expenditure	1,156	800	(356)	0	(356)	144.5%	0
Net Income over Expenditure	(502)	(500)	2				
<u>114 South Street</u>							
4275 Building Maintenance	371	2,000	1,629		1,629	18.6%	
South Street :- Indirect Expenditure	371	2,000	1,629	0	1,629	18.6%	0
Net Expenditure	(371)	(2,000)	(1,629)				
<u>115 Martello Tower</u>							
4115 Insurance	3,256	2,890	(366)		(366)	112.7%	
4275 Building Maintenance	30	4,000	3,970		3,970	0.8%	
Martello Tower :- Indirect Expenditure	3,286	6,890	3,604	0	3,604	47.7%	0
Net Expenditure	(3,286)	(6,890)	(3,604)				
<u>116 Seaford Head Estate</u>							
1011 Income Filming	5,350	25,000	19,650			21.4%	
1021 Income South Hill Barn	0	1,000	1,000			0.0%	
1050 Income Rent	5,000	10,000	5,000			50.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1053 Income Grants	0	3,250	3,250			0.0%	
1055 Income Memorial Bench	248	0	(248)			0.0%	
1066 Income Concession	1,325	3,180	1,855			41.7%	
1200 Income Nature Reserve	384	0	(384)			0.0%	
Seaford Head Estate :- Income	12,307	42,430	30,123			29.0%	0
4115 Insurance	454	470	16		16	96.7%	
4155 Professional Fees	625	0	(625)		(625)	0.0%	
4250 Memorial Bench	1,257	0	(1,257)		(1,257)	0.0%	
4251 Dog Bin Emptying	416	1,130	714		714	36.8%	
4260 Grounds Maintenance Contract	416	1,205	789		789	34.5%	
4261 General Maintenance	810	3,000	2,190		2,190	27.0%	
4275 Building Maintenance	54	1,000	947		947	5.3%	
4500 Nature Reserve Expenses	20,112	18,000	(2,112)		(2,112)	111.7%	
4501 Filming Expenses	1,020	9,500	8,480		8,480	10.7%	
Seaford Head Estate :- Indirect Expenditure	25,164	34,305	9,141	0	9,141	73.4%	0
Net Income over Expenditure	(12,858)	8,125	20,983				
117 Seaford							
1011 Income Filming	5,465	200	(5,265)			2732.5%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1057 Income Electricity Recharge	3,070	12,000	8,930			25.6%	
1058 Income Water Recharge	18	200	182			8.8%	
1066 Income Concession	46,854	59,060	12,206			79.3%	
1084 Income Promenade	0	200	200			0.0%	
Seaford :- Income	56,116	71,660	15,544			78.3%	710
4052 Water & Sewerage	18	200	182		182	8.8%	
4055 Electricity	2,581	12,000	9,419		9,419	21.5%	
4115 Insurance	925	965	40		40	95.9%	
4250 Memorial Bench	60	0	(60)		(60)	0.0%	
4253 Shelters	549	2,625	2,076		2,076	20.9%	
4261 General Maintenance	2,887	10,000	7,113		7,113	28.9%	
4270 Vehicles & Equipment Maint	128	100	(28)		(28)	128.0%	
4275 Building Maintenance	1,232	2,500	1,268		1,268	49.3%	
4501 Filming Expenses	1,228	40	(1,188)		(1,188)	3068.8%	
Seaford :- Indirect Expenditure	9,607	28,430	18,823	0	18,823	33.8%	0
Net Income over Expenditure	46,510	43,230	(3,280)				
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	45,800						

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Beach Huts							
1054 Income Other	192	0	(192)			0.0%	
1057 Income Electricity Recharge	38	300	263			12.5%	
1060 Beach Huts Site Licence	28,411	28,410	(1)			100.0%	
1061 Beach Hut Annual Rent	12,463	12,465	2			100.0%	
1066 Income Concession	3,200	3,900	700			82.1%	
1094 Income Seasonal Beach Huts	13,875	15,260	1,385			90.9%	
Beach Huts :- Income	58,178	60,335	2,157			96.4%	0
4051 Rates	1,754	4,445	2,691		2,691	39.5%	
4055 Electricity	71	300	229		229	23.5%	
4110 Advertising & Publicity	0	250	250		250	0.0%	
4115 Insurance	572	600	28		28	95.3%	
4258 Seasonal Beach Hut Revenue Exp	7,540	14,500	6,960		6,960	52.0%	
4275 Building Maintenance	1,341	2,000	659		659	67.0%	
Beach Huts :- Indirect Expenditure	11,277	22,095	10,818	0	10,818	51.0%	0
Net Income over Expenditure	46,901	38,240	(8,661)				
119 Old Town Hall							
1050 Income Rent	664	1,600	936			41.5%	
1051 Income Insurance Recharge	184	190	6			96.8%	
Old Town Hall :- Income	848	1,790	942			47.4%	0
4115 Insurance	184	190	6		6	96.8%	
4275 Building Maintenance	60	1,200	1,140		1,140	5.0%	
Old Town Hall :- Indirect Expenditure	244	1,390	1,146	0	1,146	17.5%	0
Net Income over Expenditure	604	400	(204)				
121 Seaford in Bloom							
1025 Income Sponsorship	500	450	(50)			111.1%	
Seaford in Bloom :- Income	500	450	(50)			111.1%	0
4402 Seaford in Bloom	3,902	5,800	1,898		1,898	67.3%	
Seaford in Bloom :- Indirect Expenditure	3,902	5,800	1,898	0	1,898	67.3%	0
Net Income over Expenditure	(3,402)	(5,350)	(1,948)				
125 Allotments							
1050 Income Rent	1,254	1,150	(104)			109.1%	
Allotments :- Income	1,254	1,150	(104)			109.1%	0

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 General Maintenance	816	500	(316)		(316)	163.2%	
Allotments :- Indirect Expenditure	816	500	(316)	0	(316)	163.2%	0
Net Income over Expenditure	438	650	212				
<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)				
<u>134 CCTV</u>							
4055 Electricity	387	6,000	5,613		5,613	6.4%	
4115 Insurance	406	425	19		19	95.5%	
4276 CCTV	0	8,755	8,755		8,755	0.0%	
CCTV :- Indirect Expenditure	793	15,180	14,387	0	14,387	5.2%	0
Net Expenditure	(793)	(15,180)	(14,387)				
<u>135 Community Service Events</u>							
1054 Income Other	0	25	25			0.0%	
1070 Armed Forces Day Income	276	200	(76)			138.1%	
1075 Income Christmas Event	0	3,000	3,000			0.0%	
1083 Income Street Market	528	440	(88)			120.0%	
Community Service Events :- Income	804	3,665	2,861			21.9%	0
4115 Insurance	62	65	3		3	96.0%	
4195 Events Expenditure	0	1,600	1,600		1,600	0.0%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	0	9,000	9,000		9,000	0.0%	
4282 Armed Forces Day Expenditure	1,523	2,000	477		477	76.1%	
Community Service Events :- Indirect Expenditure	1,585	22,665	21,080	0	21,080	7.0%	0
Net Income over Expenditure	(781)	(19,000)	(18,219)				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	882	0	(882)			0.0%	882
Projects Pool :- Income	882	0	(882)				882
4095 Tennis Court Expenditure	(8,338)	0	8,338		8,338	0.0%	
4155 Professional Fees	144	15,000	14,856		14,856	1.0%	144
4257 Seafront Improvement Plan	0	10,000	10,000		10,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4274 Projects Expenditure	4,358	36,000	31,642		31,642	12.1%	
4421 Martello Toilets Capital Costs	1,162	220,000	218,838		218,838	0.5%	1,162
4424 South Hill Barn Development	0	20,000	20,000		20,000	0.0%	
Projects Pool :- Indirect Expenditure	(2,675)	301,000	303,675	0	303,675	(0.9%)	1,306
Net Income over Expenditure	3,557	(301,000)	(304,557)				
6000 plus Transfer from EMR	1,306						
6001 less Transfer to EMR	882						
Movement to/(from) Gen Reserve	3,980						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	90	1,000	910		910	9.0%	
Planning & Highways :- Indirect Expenditure	90	1,000	910	0	910	9.0%	0
Net Expenditure	(90)	(1,000)	(910)				
Community Services :- Income	188,674	261,310	72,636			72.2%	
Expenditure	159,703	704,195	544,492	0	544,492	22.7%	
Net Income over Expenditure	28,971	(442,885)	(471,856)				
plus Transfer from EMR	9,806						
less Transfer to EMR	1,822						
Movement to/(from) Gen Reserve	36,955						
Grand Totals:- Income	188,674	261,310	72,636			72.2%	
Expenditure	159,703	704,195	544,492	0	544,492	22.7%	
Net Income over Expenditure	28,971	(442,885)	(471,856)				
plus Transfer from EMR	9,806						
less Transfer to EMR	1,822						
Movement to/(from) Gen Reserve	36,955						