



Seaford Town Council

Seaford Town Council Community Services Agenda – Thursday 22nd June 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 Offices, 37 Church Street, Seaford, BN25 1HG** on **Thursday 22nd June 2023** at **7.00pm**, which you are summoned to attend.

Adam Chugg
Town Clerk

15th June 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 Management Update Report](#)

To consider report 21/23 informing the committee on progress and actions relating to Seaford Town Council's assets and services (pages 5 to 13).

5. [Community Services Year End Financial Report 2022-2023](#)

To consider report 13/23 providing the community services Year End Financial Report 2022-2023 (Pages 14 to 28).

AGENDA NOTES

For further information about items on this Agenda please contact:

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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 6.55pm 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 meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

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



Seaford Town Council

Report No:	21/23
Agenda Item No:	4
Committee:	Community Services
Date:	22nd June 2023
Title:	Projects & Facilities Management Update Report
By:	Louise Lawrence, Head of Assets, Projects & Services
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 discuss and consider the draft mission statement for the Seaford Christmas Magic event, agreeing that the mission statement be finalised by the Heads of Assets, Projects & Services in consultation with the Chair of Community Services

1. Projects & Facilities Team Staffing Update

- 1.1** The Project & Facilities team is made up of five permanent staff, working a mixture of full time and part time hours, a part time contracted project manager and a Head of Service.
- 1.2** The team has had several changes of staff in the last three months. The team has a new structure, which is included at Appendix A with new staff clearly identified.

2. Seaford Christmas Magic 2023 Update

- 2.1** Seaford Christmas Magic is the annual town Christmas event, organised and run by Seaford Town Council.

- 2.2 Officers are well underway with preparations for the 2023 event, which will be taking place on Saturday 2nd December in the town centre.
- 2.3 Officers are proposing to introduce a mission statement for the event. The mission statement will help to focus all stakeholders on the purpose and objective of the event and maximise the impact and benefits this event has for the town.
- 2.4 The proposed mission statement is as follows:
Seaford Town Council hosts Christmas Magic to bring the community of Seaford together. Working with local businesses and community groups, the event offers a day of family Christmas fun that is focused on being inclusive and affordable for all.
- 2.5 The Committee is being asked to discuss and consider this draft mission statement, giving feedback to officers at the meeting. The Head of Assets, Projects & Services will then agree a final statement, in consultation with the Chair of Community Services, based upon the feedback received from the Committee.

3. The Salts Playpark Pathway

- 3.1 The resurfacing of the pathway started took place in May and was completed in time for the half term break.
- 3.2 The new robust pathway has been laid with approximately 280m² of tarmac and is edged with concrete totalling approximately 245 linear metres.
- 3.3 It is a vast improvement and a complete transformation from the previous dilapidated path, and now provides a safe way, free of trip hazards, for anyone to negotiate the play park.
- 3.4 The works were awarded to PlaySafe Playgrounds and were part-funded through a successful bid from the Community Infrastructure Levy (CIL).
- 3.5 The resurfacing works within the play area have been split into three separate stages – pathways (now complete), toddlers play area and under 5's play area. Due to the costs involved, it is anticipated that the next two stages will be completed over separate financial years.

4. 3. The Crypt Windows

- 4.1 The three windows and sills on the lower ground floor of The Crypt are in a state of disrepair.

- 4.2 The Crypt is in the Town Centre Conservation Area so must only be replaced with timber framed sash windows.
- 4.3 Seaford Town Council Officers have collaborated with Lewes District Council (LDC) Officers, as LDC is looking at replacing the windows in the flats above The Crypt (the flats remaining under LDC ownership, whereas The Crypt itself was transferred to the Town Council in 2010).
- 4.4 Collaborating with LDC on this project will help ensure the continuity of the windows in this conservation area and should also be a cost saving.
- 4.5 Town Council Officers are now awaiting a response from LDC with regards to quote information.
- 4.6 There are funds in an earmarked reserve ringfenced for this replacement windows project.

5. Bin Replacement

- 5.1 At the beginning of 2023, 19 dilapidated bins on the seafront, as well as one bin at the bottom of Seaford Head and two bins at The Salts Recreation Ground, started to be either refurbished or replaced with smart new blue bins.
- 5.2 The old bins were in a general state of disrepair; being incredibly scruffy and run-down, and some with doors missing.
- 5.3 In line with the Town Council's recognition of the climate and environment crisis, the majority of the old bins - 17 of the 19 - were refurbished to an as-new condition.
- 5.4 The smart new blue bins with gold and red lettering, indicating whether litter or dog waste, are a vast improvement for the town.

6. West View Beach Huts

- 6.1 In late-April, the eight West View Beach Huts were reintroduced to the promenade. The huts are available for weekly hire, from Friday to Thursday, between May and September.
- 6.2 As of 8th June, 100 weekly bookings have been made, out of the 168 available. The year-on-year comparison of bookings by month is as follows:

Month	2022 Bookings	2023 Bookings
May	17	13
June	22	20
July	33	28
August	32	32
September	17	7
Totals	121	100

6.3 Bookings will continue to be made over the coming weeks. Bookings are managed on the Town Council's behalf by the Seaford Tourist Information Centre.

6.4 Full details of the huts can be found on the Town Council's website at <https://www.seafordtowncouncil.gov.uk/west-view-beach-huts/>

7. Water Refill Station – East Martello Field

7.1 The new water refill station is installed and functioning in the East Martello Field.

7.2 The station is blue, in keeping with the others in the town, and also includes an integral tap. This is quite a rare feature and will mean that event holders can easily access water on site.

7.3 This station will join the five others (located at Martello toilets, The Salts, West View Kiosk, Bönningstedt Promenade and Place Lane) that were installed in the town in 2021.

7.4 The East Martello Field is an ideal location in providing a perfect pit stop for walkers and people exercising in the area, as well as visitors to the many events held there. This will also help the Town Council work towards reducing single-use plastic, in alignment with the Town Council's Single Use Plastic Policy..

7.5 Sponsorship of the station will be sought in due course through a closed bid process.

8. Litter Picking Station - Seafont

8.1 The new litter picking station was installed in March 2023 on the seafont, near to Frankie's Beach Café at West View.

8.2 The station was supplied by Environment First at Lewes District Council and Eastbourne Borough Council.

- 8.3 The station provides a safe and accessible way for volunteers to litter pick, by conveniently storing an array of useful litter picking tools: litter-pickers, gloves, high-vis vests, bags and bag hoops.
- 8.4 The station is accessible by anyone during Frankie's Beach Café's daily opening times, which during summer are 10am – 5pm. Alternatively, Plastic Free Seaford (part of the national Surfers Against Sewage campaign) also has access to the station, and is always keen to see new faces joining in with beach cleans: <http://plasticfreeseaford.co.uk/get-involved>

9. CCTV

- 9.1 At present, the Town Council makes an annual financial contribution towards the CCTV within the town, which is owned and managed by Sussex Police.
- 9.2 Sussex Police is looking to introduce a change in infrastructure for the CCTV across the county. Town Council Officers have been liaising with the Police about this project and will be attending further meetings to investigate and discuss options.

10. Bönningstedt Wall

- 10.1 A report is scheduled to be presented to the July Full Council meeting regarding Bönningstedt Wall.

11. Martello Toilets

- 11.1 Planning permission and building regulations approval have been obtained for the Martello Toilets refurbishment. The feedback is being reviewed, after which quotes for the works will be obtained.

12. South Hill Barn

- 12.1 A structural survey took place this year for South Hill Barn with the majority of works being signed off, apart from the exterior rendering, making the South Hill Barn site fit for use and occupancy.
- 12.2 A recent survey has revealed further work is required to the flat roof on the west barn prior to any events taking place within the site.

13. Martello Tower

- 13.1** Following the recent heritage surveyor's report, officers have commissioned drain, chimney and photogrammetric surveys, which will inform the methodologies for remedial works to the tower fabric, for approval by Historic England.
- 13.2** The Martello Tower building is a Scheduled Monument, which will mean many works undertaken would require formal consent from Historic England and sign off from Lewes District Council.
- 13.3** A structural survey of the moat infill is also to be undertaken to determine the stability of the reinforced concrete soffit.
- 13.4** Officers have been, and will continue to be, in regular communication with Seaford Museum & Heritage Society, who lease the Tower building to house Seaford Museum.

14. Bonningstedt Beach Hut Owners Meeting

- 14.1** Town Council Officers met with the owners of the Bönningstedt Beach Huts to discuss concerns raised by the owners around the facilities and services provided at Bönningstedt Promenade.
- 14.2** Discussions are ongoing and a secondary meeting is being planned for September 2023.

15. Filming and Photography

- 15.1** A new Filming Liaison Management Service provider has been appointed to carry out the contract of photography and filming enquiries within Seaford town.
- 15.2** Following the usual quieter winter period, filming enquiries are steadily coming through for smaller shoots.

16. Concessions

- 16.1** The **Nomadic Sauna** concession sited at Bönningstedt Promenade has seen a promising level of bookings during the trial placement period.
- 16.2** Nomadic Sauna is finalising the build of their unit specifically for Seaford (the unit used during the trial period being shared between the Seaford and Shoreham sites), which once completed will be placed at the

Bönningstedt site, and look to trade on a Wednesday, Friday, Saturday and Sunday throughout the year.

- 16.3** Officers have been approached by **Sussex Bike Hire** – which is based, and already operating in Seaford - providing electric and non-electric bike rentals. They would like to explore the opportunity of operating a concession space for the bike hire along Seaford Promenade. Officers are exploring options with Sussex Bike Hire and will bring a further report to Full Council.

17. Events

- 17.1** The annual **Sussex Day ceremony** takes place on Friday 16th June near the Martello Tower on Seaford seafront. At 12 noon, Seaford Town Crier, Peter White, cries 'The Sussex Day Cry' followed by a more humorous Seaford version! The Deputy Mayor of Seaford then raises the Sussex flag.
- 17.2** The Town Council and the Royal Society of St. George are working in partnership to deliver the **Veteran's & Armed Forces Day Event** on Saturday 24th June, from 10am - 3pm on Martello Fields.
- 17.3** The event will officially open at 11am, with a parade taking place from 12.30pm starting at Martello Tower down into the Martello Fields arena for inspection. Stalls and a food and drink provider have been organised to also attend the and support the day.
- 17.4** There is a separate report elsewhere on the agenda regarding **Seaford Christmas Magic 2023**, which takes place on Saturday 2nd December 2023.
- 17.5** Plans are progressing well and stakeholders are being consulted on finer details relating to the **Walk the Chalk Event**, which takes place on 20th – 24th September 2023 on Seaford Head Nature Reserve and at South Hill Barn. A full report will be submitted to Full Council for its meeting on 20th July 2023.

18. Forward Planning

- 18.1** The Projects & Facilities team will be running a Forward Work Plan schedule for all projects and events that are planned and / or need approval from the Committee. Officers will attach the plan as a standard item to the Committee papers. The aim is to offer councillors the

opportunity to prioritise work in line with the Town Council's strategic priorities.

18.2 Also, alongside the Forward Work Plan will be a Project Risk Log. The Risk Log will show all the projects/events that the team are working on and their current deadline status. The work may have been carried forward from the last financial year, may be ongoing maintenance work or may be work that is about to start having received approval from Committee.

18.3 The Forward Work Plan and the Risk Log will be presented to Committee at its next meeting in September. These documents will then be updated monthly and be available to councillors between committee meetings whenever requested.

19. Stakeholder Group Meetings

19.1 Stakeholder group meetings are currently being arranged for the Crouch and The Salts green spaces. Councillors are also welcome to join these meetings.

19.2 For further details of either of these meetings do contact Louise Lawrence, Head of Assets, Projects & Services.

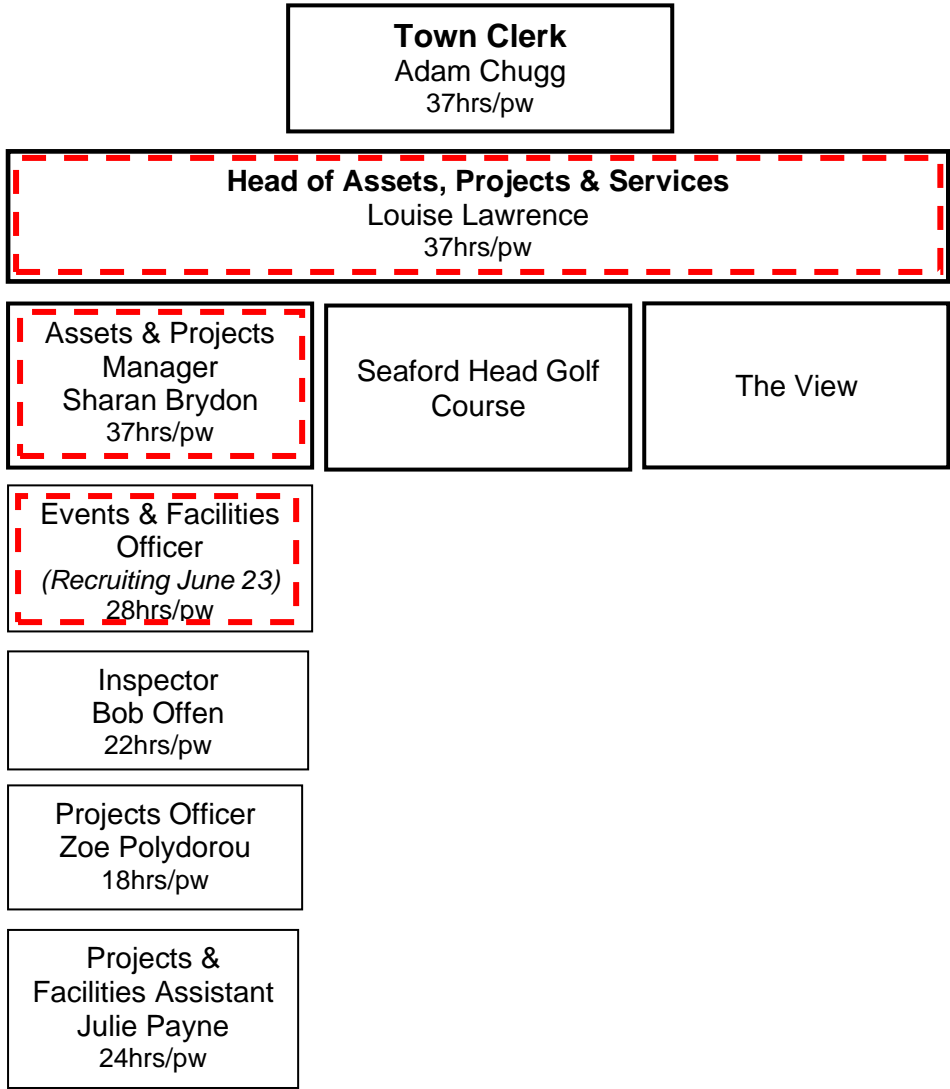
20. Financial Appraisal

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

21. Contact Officer

21.1 The Contact Officer for this report is Louise Lawrence, Heads of Assets, Projects and Services.

Seaford Town Council's Staff Structure Service Delivery Teams



Red dashed line highlights new staff.
 Bold text denotes Head of Service.
 Heavy outline denotes line management for those staff underneath.
 All permanent unless stated otherwise.



Seaford Town Council

Report No:	13/23
Agenda Item No:	5
Committee:	Community Services
Date:	22nd June 2023
Title:	Community Services Year End Financial Report 2022 – 2023
By:	Karen Singleton, Responsible Financial Officer
Purpose of Report:	To present the 2022 – 2023 year-end financial position for the Community Services Committee

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

1. Summary

1.1 Income was budgeted to be £481,550 and included £222,750 for an expected grant to rebuild Martello Toilets, which did not happen. Other income was therefore budgeted to be £258,800, yet £727,809 was received. £378,976 of this was unbudgeted Community Infrastructure Levy (CIL) receipts (these are unknown and can only be used to spend on certain things, so are never budgeted). Without these two large items, income was still £90,033 more than budget. This was mainly due to:

- £12,600 - Income from Memorials (not budgeted)
- £8,778 - Electricity recharges
- £8,373 - Trees for Seaford (not budgeted)
- £3,804 - Sports Pitch & Green fees
- £1,963 - Seasonal beach huts
- £8,572 - Beach Hut sale (budget £42,000, income £50,572)
- £12,165 - CIL Grant

- £25,495 - Filming income (budget £15,000, income £45,495)
 - £12,215 - Seafront concessions (budget £43,075 income £55,290)
- 1.2** Expenditure, £545,657, was only 62.2% of budget, £876,865. This was partly to do with £427,550 that was budgeted for the Martello Toilets rebuild. Excluding this, the expenditure went over budget by £96,342, which is largely explained by many small increased maintenance costs, the costs of memorials plus the costs to complete the tennis courts refurbishments (met from earmarked reserves - EMR) and the Bönningstedt wall professional fees.
- 1.3** The Community Services Committee overall net expenditure was £577,467 less than budgeted.

2. Information

- 2.1** Attached as Appendix 1, is the income and expenditure report for this Committee showing the final 2022 - 2023 year-end (31st March 2023) figures. Significant variances are reported on below.
- 2.2** Income on the following codes (various cost centres) is not budgeted but surplus income over expenditure is earmarked where required.
- 1025 - Sponsorship for water refill stations
 - 1055 – Memorial benches
 - 1014 – CIL Receipts
- 2.3** 4260 - Grounds Maintenance Contract (various cost centres) - these figures vary from budget due to changes in the contract and the exact split between the cost centres not being known at budget setting time, as we did not have this information from Lewes District Council. Overall, the Contract Maintenance was £187 over budget.
- 2.4** 4411 – VAT PE Calculation (various cost centres) – The Council can only claim back VAT on exempt areas (Land and buildings) up to a de minimus level. To check that the Council's exempt VAT claim is below this level the Council is required to carry out a VAT partial exemption calculation annually. This has been done for the last few years and although it is a cost to some Council areas it was an overall refund of VAT that has been received. This sum has been put into Earmarked Reserves (EMR) and the costs taken from the same EMR369. The balance of EMR369 is £19,499.

2.5 1058/4052 - Water Recharges (various cost centres) - these are invoiced on actual invoices received. These are different to expected due to credit notes sent by Castle Water.

2.6 105 Salts Recreation Ground

1057/4054 – Electricity Recharge – electricity for the Salts Café, tennis courts and cricket club is being invoiced to the Council who in turn recharge the Salts Café for the electricity they have used.

1095/1096/4095 – Tennis Courts - the original budget on 1095 for all of the tennis income has been split into two codes: 1095 for Tennis Annual Pass and 1096 for Pay & Play. Income is much lower than was predicted partly due to the courts having to be closed when the temperature reached 21degrees. Expenditure was less than expected.

4096 – LTA loan – The Lawn Tennis Association (LTA) agreed to a one year break in loan repayments due to the issues with the courts and the temperature related closures, which were not disclosed by the LTA at the onset of the project

4252 - Additional Litter Pick – an additional litter pick was not required.

4261 – Grounds Maintenance Non-Contract – these costs were significantly higher than budget due additional maintenance work being required. £844.55 on fence repairs and £1,840 to replace tube rails have been met from EMR.

4283 – Playgrounds – underspends from this budget have been transferred to EMR to fund future equipment replacement

2.7 106 Crouch Recreation Ground

4283 – Playgrounds – underspends from this budget have been transferred to EMR to fund future equipment replacement.

2.8 107 Martello Fields

1050 - Income rent - was under budget due to not as many people hiring the fields in the year.

2.9 108 Other Open Spaces

1072/4262 – Trees for Seaford. This income and expenditure is not budgeted. Funds received can only be spent on planting and maintaining existing trees plus associated costs. Income and expenditure are transferred to and from EMR 342.

2.10 115 Martello Tower

4115 – Insurance - Martello Tower was revalued in the year giving rise to an increased insurance charge.

2.11 116 Seaford Head Estate

1011/4501 - Filming and Photography - bookings were high and income received was £25,495 more than expected. Budgeted surplus income over expenditure (£19,828) has been transferred to EMR334.

4055 – Nature Reserve Expenses - were higher than budgeted due to inflationary costs.

2.12 117 Seafront

1066 - Income concession - was higher than expected due to prudent budgeting and concession increases.

4301 – Public Works Loan Board - this sum was budgeted but not used, for the possible cost of a loan to rebuild Martello Toilets. There are no plans to take out a loan for these works as it is planned to refurbish the toilets at a lower cost and the Council has sufficient funds for this project in EMRs.

2.13 118 Beach Huts

1094/4258 – Seasonal Beach Hut Income was £1,963 more than budget and expenditure was £2,122 less.

2.14 130 Other Recreation

4410 – Swimming Pool - £9,100 of the budget wasn't spent in 2021-2022, this was transferred to an EMR and paid in 2022 – 2023.

2.15 134 CCTV

4055 – Electricity - expenditure is high due to the end of a contract. It is hoped that it will be lower next year now the new contract has begun.

2.16 135 Community Services Other

1075 – Seaford Christmas Magic - income was very low due difficulty securing sponsors.

4273 – Christmas Lights- these are now out of contract so costs are lower.

2.17 225 Projects Pool

1014 - CIL receipts - (£378,976) are unbudgeted as the amount the Council will receive is not known and it can only be used to fund specific infrastructure expenditure.

1016 – Beach Hut Sales – The final Bönningstedt Beach Hut sold for £50,572, which was higher than expected.

1022 – CIL Grants - The CIL Grant of £12,165 was used towards the cost of the replacing the Martello Field fences.

4095 – Tennis Courts Expenditure - to complete the refurbishment was met from EMR368.

4257 – Seafront Improvement Plan- £20,000 was budgeted for replacing the seafront bins. As the bins were refurbished instead of replaced, over £10,000 was saved.

1053/4421 – Income Grants – funds have been spent in preparation for the refurbishment of Martello Toilets. The Lottery Grant was not approved.

4424 - South Hill Barn- structural works were undertaken to make the building safe.

3. Earmarked Reserves (EMRs)

3.1 Attached as Appendix 2 is a table showing the EMR movements in the year that relate to this Committee. Some of the EMRs, such as building maintenance and grounds maintenance, are shared across the whole of the Town Council's budgets and are not just exclusively for this Committee's use.

3.2 Most of the additions to the year end EMRs are due to underspends at the year end. This has enabled significant sums to be set aside for

contingencies such as building and grounds maintenance, enabling future budgets to be set lower, for what is known and not what might be. The EMR is there for contingencies and unknown future liabilities. This can be quite significant for maintenance budgets.

- 3.3** The contingency sums set aside in EMR mean that the Council is much more financially stable and able to deal with financial liabilities as they arise. Earmarking underspends on budgets and budgeted sums for such as replacement of equipment spreads the cost of expenditure so that it doesn't impact the precept in the year that it is spent.

4. Financial Appraisal

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

5. Contact Officer

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

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	2,149	2,160	11			99.5%	
1051 Income Insurance Recharge	1,731	1,600	(131)			108.2%	
1055 Income Memorial Bench	2,598	0	(2,598)			0.0%	
1057 Income Electricity Recharge	7,239	0	(7,239)			0.0%	
1058 Income Water Recharge	4,040	4,000	(40)			101.0%	
1066 Income Concession	18,600	18,600	0			100.0%	
1073 Sports Pitch Hire & Green Fees	5,717	3,600	(2,117)			158.8%	
1095 Income Tennis Annual Pass	2,337	8,465	6,128			27.6%	
1096 Income Tennis Pay & Play	1,526	0	(1,526)			0.0%	
	46,168	38,425	(7,743)			120.2%	230
Salts Recreation Ground :- Income							
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	6,291	7,500	1,209		1,209	83.9%	
4053 Tennis Electric	383	0	(383)		(383)	0.0%	
4054 Salts Cafe Electric	7,239	0	(7,239)		(7,239)	0.0%	
4055 Electricity	307	300	(7)		(7)	102.3%	
4095 Tennis Court Expenditure	1,502	5,000	3,498		3,498	30.0%	
4096 LTA Loan	1,875	3,750	1,875		1,875	50.0%	
4100 Telecommunications	298	260	(38)		(38)	114.5%	
4115 Insurance	3,474	3,625	151		151	95.8%	
4155 Professional Fees	823	1,000	177		177	82.3%	
4250 Memorial Bench	1,657	0	(1,657)		(1,657)	0.0%	
4251 Dog Bin Emptying	1,875	1,925	50		50	97.4%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	70,786	73,930	3,144		3,144	95.7%	
4261 Grounds Maint non contract	5,784	3,000	(2,784)		(2,784)	192.8%	2,096
4275 Building Maintenance	5,578	5,000	(578)		(578)	111.6%	
4276 CCTV	720	800	80		80	90.0%	
4283 Playground	6,186	15,000	8,814		8,814	41.2%	
4411 VAT PE Adjustment overclaimed	4,113	0	(4,113)		(4,113)	0.0%	4,113
	118,949	122,090	3,141	0	3,141	97.4%	6,266
Salts Recreation Ground :- Indirect Expenditure							
	(72,781)	(83,665)	(10,884)				
Net Income over Expenditure							
6000 plus Transfer from EMR	6,266						
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve	(66,744)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services 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	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	623	580	(43)			107.4%	
1055 Income Memorial Bench	6,255	0	(6,255)			0.0%	
1058 Income Water Recharge	705	3,200	2,495			22.0%	
1073 Sports Pitch Hire & Green Fees	10,127	8,500	(1,627)			119.1%	
Crouch Recreation Ground :- Income	20,260	14,830	(5,430)			136.6%	0
4052 Water & Sewerage	4,773	5,500	727		727	86.8%	
4115 Insurance	868	795	(73)		(73)	109.1%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	3,380	0	(3,380)		(3,380)	0.0%	
4251 Dog Bin Emptying	1,339	1,375	36		36	97.4%	
4260 Grounds Maintenance Contract	35,235	34,930	(305)		(305)	100.9%	
4261 Grounds Maint non contract	2,486	3,000	514		514	82.9%	
4275 Building Maintenance	125	500	375		375	25.0%	
4283 Playground	2,760	5,000	2,240		2,240	55.2%	
4411 VAT PE Adjustment overclaimed	7,190	0	(7,190)		(7,190)	0.0%	7,190
Crouch Recreation Ground :- Indirect Expenditure	58,156	52,100	(6,056)	0	(6,056)	111.6%	7,190
Net Income over Expenditure	(37,896)	(37,270)	626				
6000 plus Transfer from EMR	7,190						
Movement to/(from) Gen Reserve	(30,706)						
107 Martello Fields							
1050 Income Rent	4,600	7,500	2,900			61.3%	
Martello Fields :- Income	4,600	7,500	2,900			61.3%	0
4115 Insurance	7	10	3		3	68.5%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	14,081	14,060	(21)		(21)	100.1%	
4261 Grounds Maint non contract	1,627	4,000	2,373		2,373	40.7%	
4411 VAT PE Adjustment overclaimed	1,821	0	(1,821)		(1,821)	0.0%	1,821
Martello Fields :- Indirect Expenditure	18,607	19,170	563	0	563	97.1%	1,821
Net Income over Expenditure	(14,007)	(11,670)	2,337				
6000 plus Transfer from EMR	1,821						
Movement to/(from) Gen Reserve	(12,186)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Other Open Spaces							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1072 Income Trees for Seaford	8,373	0	(8,373)			0.0%	8,373
Other Open Spaces :- Income	8,693	90	(8,603)			9658.8%	8,603
4018 Water Refill Maint	58	0	(58)		(58)	0.0%	58
4052 Water & Sewerage	(57)	415	472		472	(13.7%)	
4115 Insurance	39	35	(4)		(4)	111.5%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	520	0	(520)		(520)	0.0%	
4250 Memorial Bench	590	0	(590)		(590)	0.0%	
4251 Dog Bin Emptying	2,143	2,200	57		57	97.4%	
4260 Grounds Maintenance Contract	22,649	19,660	(2,989)		(2,989)	115.2%	
4261 Grounds Maint non contract	11,759	9,000	(2,759)		(2,759)	130.7%	
4262 Trees for Seaford	13,176	0	(13,176)		(13,176)	0.0%	13,176
4275 Building Maintenance	846	500	(346)		(346)	169.2%	
Other Open Spaces :- Indirect Expenditure	51,722	31,870	(19,852)	0	(19,852)	162.3%	13,234
Net Income over Expenditure	(43,029)	(31,780)	11,249				
6000 plus Transfer from EMR	13,234						
6001 less Transfer to EMR	8,603						
Movement to/(from) Gen Reserve	(38,399)						
113 Crypt							
1051 Income Insurance Recharge	0	390	390			0.0%	
1057 Income Electricity Recharge	1,539	0	(1,539)			0.0%	
1058 Income Water Recharge	141	0	(141)			0.0%	
1063 Income Gas Recharged	669	0	(669)			0.0%	
Crypt :- Income	2,349	390	(1,959)			602.2%	0
4052 Water & Sewerage	155	0	(155)		(155)	0.0%	
4055 Electricity	1,854	0	(1,854)		(1,854)	0.0%	
4056 Gas	711	0	(711)		(711)	0.0%	
4115 Insurance	283	390	107		107	72.6%	
4275 Building Maintenance	4,884	4,200	(684)		(684)	116.3%	1,414
Crypt :- Indirect Expenditure	7,887	4,590	(3,297)	0	(3,297)	171.8%	1,414
Net Income over Expenditure	(5,538)	(4,200)	1,338				
6000 plus Transfer from EMR	1,414						
Movement to/(from) Gen Reserve	(4,124)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	1,728	3,000	1,272		1,272	57.6%	
South Street :- Indirect Expenditure	<u>1,728</u>	<u>3,000</u>	<u>1,272</u>	<u>0</u>	<u>1,272</u>	<u>57.6%</u>	<u>0</u>
Net Expenditure	<u>(1,728)</u>	<u>(3,000)</u>	<u>(1,272)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	2,749	1,745	(1,004)		(1,004)	157.5%	
4275 Building Maintenance	4,388	4,000	(388)		(388)	109.7%	
Martello Tower :- Indirect Expenditure	<u>7,137</u>	<u>5,745</u>	<u>(1,392)</u>	<u>0</u>	<u>(1,392)</u>	<u>124.2%</u>	<u>0</u>
Net Expenditure	<u>(7,137)</u>	<u>(5,745)</u>	<u>1,392</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	45,495	20,000	(25,495)			227.5%	
1021 Income South Hill Barn	1,168	1,000	(168)			116.8%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	689	0	(689)			0.0%	
1055 Income Memorial Bench	2,993	0	(2,993)			0.0%	
1066 Income Concession	2,503	3,300	797			75.9%	
1200 Income Nature Reserve	594	0	(594)			0.0%	
Seaford Head Estate :- Income	<u>66,691</u>	<u>37,550</u>	<u>(29,141)</u>			<u>177.6%</u>	<u>0</u>
4115 Insurance	445	905	460		460	49.2%	
4156 Bank Charges	3	0	(3)		(3)	0.0%	
4199 Other Expenditure	789	0	(789)		(789)	0.0%	
4250 Memorial Bench	1,701	0	(1,701)		(1,701)	0.0%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	1,146	1,130	(16)		(16)	101.4%	
4261 Grounds Maint non contract	2,262	3,000	738		738	75.4%	
4275 Building Maintenance	1,155	1,000	(155)		(155)	115.5%	
4411 VAT PE Adjustment overclaimed	347	0	(347)		(347)	0.0%	347
4500 Nature Reserve Expenses	18,945	16,900	(2,045)		(2,045)	112.1%	
4501 Filming Expenses	9,099	4,000	(5,099)		(5,099)	227.5%	
Seaford Head Estate :- Indirect Expenditure	<u>36,962</u>	<u>28,035</u>	<u>(8,927)</u>	<u>0</u>	<u>(8,927)</u>	<u>131.8%</u>	<u>347</u>
Net Income over Expenditure	<u>29,729</u>	<u>9,515</u>	<u>(20,214)</u>				
6000 plus Transfer from EMR	347						
Movement to/(from) Gen Reserve	<u>30,076</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seaford							
1011 Income Filming	700	1,000	300			70.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	(757)			0.0%	
1057 Income Electricity Recharge	3,819	3,820	1			100.0%	
1058 Income Water Recharge	166	100	(66)			166.0%	
1066 Income Concession	55,290	43,075	(12,215)			128.4%	
1078 Income Entertainment Area	150	0	(150)			0.0%	
1084 Income Promenade	249	150	(99)			165.8%	
1089 Income Memorial Telescope	4,923	0	(4,923)			0.0%	
Seaford :- Income	66,764	48,145	(18,619)			138.7%	710
4018 Water Refill Maint	233	0	(233)		(233)	0.0%	233
4022 Memorial Telescope Expenditure	4,425	0	(4,425)		(4,425)	0.0%	
4052 Water & Sewerage	166	500	334		334	33.2%	
4055 Electricity	4,308	3,820	(488)		(488)	112.8%	
4115 Insurance	911	985	74		74	92.5%	
4250 Memorial Bench	5,523	0	(5,523)		(5,523)	0.0%	
4253 Shelters	3,390	2,500	(890)		(890)	135.6%	
4254 Martello Entertainments Area	895	0	(895)		(895)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	4,953	10,000	5,047		5,047	49.5%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	4,164	2,000	(2,164)		(2,164)	208.2%	
4301 Public Works Loan Payment	0	11,600	11,600		11,600	0.0%	
4501 Filming Expenses	140	200	60		60	70.0%	
Seaford :- Indirect Expenditure	29,108	32,205	3,097	0	3,097	90.4%	233
Net Income over Expenditure	37,656	15,940	(21,716)				
6000 plus Transfer from EMR	233						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	37,179						
118 Beach Huts							
1054 Income Other	188	0	(188)			0.0%	
1057 Income Electricity Recharge	65	300	235			21.7%	
1060 Beach Huts Site Licence	30,690	27,625	(3,065)			111.1%	
1061 Beach Hut Annual Rent	12,604	12,090	(514)			104.3%	
1066 Income Concession	4,450	5,150	700			86.4%	
1094 Income Seasonal Beach Huts	15,263	13,300	(1,963)			114.8%	
Beach Huts :- Income	63,259	58,465	(4,794)			108.2%	0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Rates	4,242	5,300	1,059		1,059	80.0%	
4055 Electricity	267	240	(27)		(27)	111.2%	
4115 Insurance	646	1,060	414		414	61.0%	
4258 Seasonal Beach Hut Revenue Exp	12,378	14,500	2,122		2,122	85.4%	
4275 Building Maintenance	2,176	4,000	1,824		1,824	54.4%	
Beach Huts :- Indirect Expenditure	19,709	25,100	5,391	0	5,391	78.5%	0
Net Income over Expenditure	43,550	33,365	(10,185)				
<u>119 Old Town Hall</u>							
1050 Income Rent	1,541	1,540	(1)			100.0%	
1051 Income Insurance Recharge	180	205	25			87.8%	
Old Town Hall :- Income	1,721	1,745	24			98.6%	0
4115 Insurance	180	205	25		25	87.8%	
4155 Professional Fees	900	0	(900)		(900)	0.0%	
4275 Building Maintenance	994	2,000	1,006		1,006	49.7%	
4411 VAT PE Adjustment overclaimed	30	0	(30)		(30)	0.0%	30
Old Town Hall :- Indirect Expenditure	2,104	2,205	101	0	101	95.4%	30
Net Income over Expenditure	(384)	(460)	(76)				
6000 plus Transfer from EMR	30						
Movement to/(from) Gen Reserve	(354)						
<u>121 Seaford in Bloom</u>							
1054 Income Other	0	415	415			0.0%	
Seaford in Bloom :- Income	0	415	415			0.0%	0
4402 Seaford in Bloom	5,329	5,490	161		161	97.1%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,490	161	0	161	97.1%	0
Net Income over Expenditure	(5,329)	(5,075)	254				
<u>125 Allotments</u>							
1050 Income Rent	1,102	1,035	(67)			106.5%	
Allotments :- Income	1,102	1,035	(67)			106.5%	0
4261 Grounds Maint non contract	50	500	450		450	10.0%	
Allotments :- Indirect Expenditure	50	500	450	0	450	10.0%	0
Net Income over Expenditure	1,052	535	(517)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Other Recreation							
4410 Swimming Pool	19,100	10,000	(9,100)		(9,100)	191.0%	9,101
4411 VAT PE Adjustment overclaimed	(1,450)	0	1,450		1,450	0.0%	(1,450)
Other Recreation :- Indirect Expenditure	17,650	10,000	(7,650)	0	(7,650)	176.5%	7,652
Net Expenditure	(17,650)	(10,000)	7,650				
6000 plus Transfer from EMR	7,652						
Movement to/(from) Gen Reserve	(9,999)						
134 CCTV							
4055 Electricity	5,588	3,000	(2,588)		(2,588)	186.3%	
4115 Insurance	398	350	(48)		(48)	113.6%	
4276 CCTV	8,154	8,500	346		346	95.9%	
CCTV :- Indirect Expenditure	14,140	11,850	(2,290)	0	(2,290)	119.3%	0
Net Expenditure	(14,140)	(11,850)	2,290				
135 Community Service Events							
1070 Armed Forces Day Income	208	1,000	792			20.8%	
1075 Income Christmas Event	1,766	7,210	5,444			24.5%	
1083 Income Street Market	515	0	(515)			0.0%	
Community Service Events :- Income	2,489	8,210	5,721			30.3%	0
4115 Insurance	61	65	4		4	94.1%	
4195 Events Expenditure	1,007	1,500	493		493	67.2%	
4273 Christmas Lights	7,926	15,000	7,074		7,074	52.8%	
4281 Christmas Event Expenses	8,719	10,300	1,581		1,581	84.7%	
4282 Armed Forces Day Expenditure	1,281	2,000	719		719	64.1%	
4411 VAT PE Adjustment overclaimed	4	0	(4)		(4)	0.0%	4
Community Service Events :- Indirect Expenditure	18,999	28,865	9,866	0	9,866	65.8%	4
Net Income over Expenditure	(16,510)	(20,655)	(4,145)				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	(16,506)						
225 Projects Pool							
1014 CIL & S106 Receipts	378,976	0	(378,976)			0.0%	378,976
1016 Beach Hut Sales	50,572	42,000	(8,572)			120.4%	50,572
1022 CIL Grants	12,165	0	(12,165)			0.0%	
1053 Income Grants	2,000	222,750	220,750			0.9%	2,000
Projects Pool :- Income	443,712	264,750	(178,962)			167.6%	431,547

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Community Services Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Tennis Court Expenditure	21,853	0	(21,853)		(21,853)	0.0%	21,853
4155 Professional Fees	8,544	15,000	6,456		6,456	57.0%	8,544
4257 Seafront Improvement Plan	9,032	20,000	10,968		10,968	45.2%	
4259 Bönningstedt Wall	21,040	0	(21,040)		(21,040)	0.0%	
4274 Projects Expenditure	36,171	20,000	(16,171)		(16,171)	180.9%	1,840
4411 VAT PE Adjustment overclaimed	865	0	(865)		(865)	0.0%	865
4420 Bonn BH Capital Expenditure	636	0	(636)		(636)	0.0%	636
4421 Martello Toilets Capital Costs	16,412	427,550	411,138		411,138	3.8%	16,412
4424 South Hill Barn Development	22,506	10,000	(12,506)		(12,506)	225.1%	
Projects Pool :- Indirect Expenditure	137,058	492,550	355,492	0	355,492	27.8%	50,149
Net Income over Expenditure	306,654	(227,800)	(534,454)				
6000 plus Transfer from EMR	50,149						
6001 less Transfer to EMR	431,547						
Movement to/(from) Gen Reserve	(74,744)						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	360	1,500	1,140		1,140	24.0%	
Planning & Highways :- Indirect Expenditure	360	1,500	1,140	0	1,140	24.0%	0
Net Expenditure	(360)	(1,500)	(1,140)				
Community Services :- Income	727,809	481,550	(246,259)			151.1%	
Expenditure	545,657	876,865	331,208	0	331,208	62.2%	
Net Income over Expenditure	182,152	(395,315)	(577,467)				
plus Transfer from EMR	88,339						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	(170,599)						
Grand Totals:- Income	727,809	481,550	(246,259)			151.1%	
Expenditure	545,657	876,865	331,208	0	331,208	62.2%	
Net Income over Expenditure	182,152	(395,315)	(577,467)				
plus Transfer from EMR	88,339						
less Transfer to EMR	441,090						
Movement to/(from) Gen Reserve	(170,599)						

A/C code	Reserve Details	Opening Balance 01/04/2022	Income/ Transfers from other Reserves	Used to Fund expenditure	Closing Balance 31/03/23	Notes	Committee
321	Building Maintenance	20,000			£20,000.00	Contingency to meet unexpected liability on all buildings	Shared
323	Crypt	£5,075.00		£1,413.96	£3,661.04	Expenditure to be used for Building Works at the Crypt. 2021-2022 £4,000 grant received for maintenance & decorating & replacement windows 2022-2023 £1,413.96 for redecoration works.	CS
326	Grounds Maintenance	£20,000.00	£1,251.00	£1,251.00	£20,000.00	Contingency to meet unexpected liability on all grounds and open spaces 2022/2023 £1,251 replace Tube Rail @ Salts	Shared
327	The Salts CCTV	£1,840.00		£1,840.00	£0.00	Grant received for CCTV £1,840 to be spent 2022/23	CS
329	The Salts Landscaping	£844.55		£844.55	£0.00	2022-23 Fence Repairs	CS
334	Seaford head/South Hill Barn	£31,648.00	£19,828.95		£51,476.95	Earmarked from surplus filming income & SH Barn.	CS
336	Swimming Pool	£9,101.20		£9,101.20	£0.00	Unspent budget earmarked to be used in 2022/23 as per committee decision Capital Maintenance costs spent in 2022/23	CS
340	Vehicles & Equipment	£20,000.00	£5,182.00	£2,672.95	£22,509.05	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared
342	Trees for Seaford *	£10,784.83	£8,372.96	£13,176.30	£5,981.49	Income received from Grants and Resident Donations. Restricted to spend only on Trees	CS
344	Projects Reserve	£16,333.00	£4,148.87		£20,481.87	unspent events & Xmas lights budgets £10,000 electrics at Bönningstedt for ice cream van	CS
345	Memorial Bench Maintenance	£3,681.00			£3,681.00	Contingency to meet maintenance needs of Memorial Benches	CS
353	Professional Fees	£20,000.00		£8,544.07	£11,455.93	Contingency to meet unknown Liabilities 2022/23 £6610.07 Gabian wall	Shared
356	Playgrounds	£10,000.00	£11,054.00		£21,054.00	For replacement equipment	CS
357	Seafront Maintenance	£5,000.00	£5,000.00		£10,000.00	Seafront maintenance 2023/24 lamppost heads & Columns	CS
358	Community Projects	£1,469.75			£1,469.75	Income received from donations for Beach Access Platform to be used for maintenance & repairs.	CS
361	CIL Receipts *	£80,510.84	£378,975.72		£459,486.56	Income received from CIL monies - Restricted use 2022/23 up to £10,000 for tennis courts contingency £378,975.72 from Newlands Development 2023/24 CILs will be considering the priorities for the use of CIL funds at a future Full Council meeting.	Shared
362	Seafront Projects	£9,770.00			£9,770.00	Sum earmarked from profits made on sale of Memorials	CS
363	Capital Receipts *	£152,683.23	£50,571.50	£69,549.23	£133,705.50	Can only be used for Capital Expenditure. 2022-2023 Martello Toilets £68913.23 used for Capital element of loans	Shared
366	Seafront Improvement Plan (SIP)	£34,810.58	£68,913.23	£16,412.03	£87,311.78	2022-2023 Martello Toilets £68913.23 Capital receipts set aside to this EMR in case a loan was taken out for the Martello Toilets. However, no loan has been needed for this project.	CS
367	Water Refill Stations	£2,010.00	£1,170.00	£348.00	£2,832.00	Sponsorship income earmarked to use for maintenance	CS
368	Tennis Courts	£27,508.62	£3,875.00	£21,852.78	£9,530.84	£7,010 unspent loan £20,498.62 surplus grant & loan income not spent 2022/2023 Sports England Grant - £2,000 Earmarked unspent Loan £1875	CS
	TOTAL EMR	£517,576.52	£558,343.23	£147,006.07	£894,407.76		