



Seaford Town Council

Seaford Town Council Golf & The View Agenda – 27th February 2024

To the Members of the Golf & The View Committee

Councillors S Adeniji (Chair), S Dubas (Vice Chair), S Ali, R Buchanan, J Lord, J Meek, G Rutland, L Stirton and L Wallraven.

Seaford Head Golf Club Representatives – A Flood and S Doyle

A meeting of the **Golf & The View Committee** will be held **Council Chambers, 37 Church Street, Seaford BN25 1HG** on **Tuesday 27th February 2024** at **7.00pm**, which you are summoned to attend.

Adam Chugg
Town Clerk

21st February 2024

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

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. [Golf & The View Income & Expenditure Report to 31st January 2024](#)

To consider report 158/23 updating on the income and expenditure to 31st January 2024.
(pages 5 to 14).

5. [Course Managers Update Report](#)

To consider report 156/23 providing an update on management and maintenance of the golf course (pages 15 to 19).

6. [Golf Professional's Update Report](#)

To consider report 160/23 providing an update from the Golf Professional service on golf course related matters (pages 20 to 22).

7. [The View Update Report](#)

To consider report 161/23 providing the committee with an update on operations at The View (pages 23 to 26).

8. [Seaford Head Golf Club Update](#)

A standard agenda item to enable the representatives of Seaford Head Golf Club at the meeting to give brief verbal updates on relevant business / activities of the club, for noting only.

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

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

Public Access:

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

1. Attending the meeting in person.

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

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

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

OR

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

Public Access to the Venue:

If you are attending the meeting in person, please arrive from 6.45pm ready for the meeting start at 7.00pm.

Members of the public are able to exit the meeting at any point, although are asked to wait until the end of an agenda item so as to limit distractions for the Committee.

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:	158/23
Agenda Item No:	4
Committee:	Golf & The View Committee
Date:	27th February 2024
Title:	Golf & The View Income & Expenditure Report to 31st January 2024
By:	Lucy Clark, Finance Manager
Purpose of Report:	To update the Committee on the income and expenditure year to date

Recommendations

The Golf & the View Committee is recommended:

1. To note the contents of the report.

1. Summary

- 1.1 Attached in Appendix A is the income and expenditure report for this Committee, relating to the period of 1st April 2023 to 31st January 2024.
- 1.2 Members should note that all income received to 31st January 2024 is included, although expenditure is dependent upon receipt of invoice, many of which are paid in arrears.

2. The Golf Course

- 2.1 Appendix A shows the Income and Expenditure for ten months of the year / 83%. It is pleasing to report that the income has already exceeded this year's budget, with income of £527,700 (102%).
- 2.2 It is also reassuring that the expenditure year to date is slightly less than expected for the time of year, at £368,285 (79.6% of budget).
- 2.3 Significant variances within cost centre 101 are reported in Appendix B

3. The View

- 3.1 As with the Golf, it is pleasing to report that the income has exceeded expectations for this time of year, with an income of £520,857 (97.6%)

- 3.2 The expenditure is broadly in line with expectations, at £576,696 (87%).
- 3.3 Significant variances within the cost centre 103 are reported in Appendix B.
- 3.4 Although some account codes have exceeded their budgets, the underspends elsewhere and exceeded income offset these overspends.

4. Financial Appraisal

- 4.1 This report represents the income and expenditure figures from 1st April 2023 to 31st January 2024. The overall income is 99.8% of budget at £1,048,557, and the expenditure at 82.3% of budget at £1,014,572.
- 4.2 With the lease for The View due to commence from 1st March 2024, expenditure is likely to be lower than budgeted by the year end.

5. Contact Officer

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

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Golf Course and The View</u>							
101	<u>Golf Course</u>						
1000	Golf Course Season Ticket	185,600	196,600	11,000		94.4%	
1001	Golf Course Green Fees M-F	135,017	124,000	(11,017)		108.9%	
1002	Golf Course Green Fees w/eb/h	106,983	90,000	(16,983)		118.9%	
1003	Golf Course Societies	74,304	75,000	697		99.1%	
1004	Golf Course Locker	1,203	2,250	1,047		53.5%	
1007	Golf Course Air Traffic	7,500	7,500	0		100.0%	
1050	Income Rent	85	85	0		100.0%	
1054	Income Other	750	700	(50)		107.1%	
1311	Buggy Hire	16,258	21,000	4,742		77.4%	
	Golf Course :- Income	527,700	517,135	(10,565)		102.0%	0
4000	Salaries & Wages	112,217	138,640	26,423	26,423	80.9%	
4001	Employers NI	11,032	12,855	1,823	1,823	85.8%	
4002	Employers Superannuation	16,538	19,010	2,472	2,472	87.0%	
4009	Recruitment Costs	0	1,000	1,000	1,000	0.0%	
4010	Staff Training	595	2,000	1,405	1,405	29.7%	
4011	Staff Protective Clothing	1,799	1,600	(199)	(199)	112.4%	
4041	Golf Professional Retainer	47,469	68,355	20,886	20,886	69.4%	
4045	Golf Course Player Costs	780	1,600	820	820	48.8%	
4046	Golf Club Membership Fees	16,091	16,520	429	429	97.4%	
4051	Rates	5,925	22,000	16,075	16,075	26.9%	
4052	Water & Sewerage	(115)	2,000	2,115	2,115	(5.7%)	
4060	Refuse	634	275	(359)	(359)	230.5%	
4100	Telecommunications	653	750	97	97	87.0%	
4105	Postage	0	50	50	50	0.0%	
4106	Stationery	68	300	232	232	22.8%	
4110	Advertising & Publicity	1,269	0	(1,269)	(1,269)	0.0%	
4112	Subscriptions	535	560	25	25	95.5%	
4113	Software Support	1,728	1,890	162	162	91.4%	
4114	Licence Fee	75	75	0	0	100.0%	
4115	Insurance	10,485	10,695	210	210	98.0%	
4116	Web Site	90	100	10	10	90.0%	
4156	Bank Charges	5,316	6,500	1,184	1,184	81.8%	
4201	Cleaning & Hygiene	92	500	408	408	18.3%	
4251	Dog Bin Emptying	1,040	1,200	160	160	86.7%	
4261	General Maintenance	33,942	41,000	7,058	7,058	82.8%	
4270	Vehicles & Equipment Maint	17,818	20,000	2,182	2,182	89.1%	
4271	Vehicle & Equipment Lease	49,790	60,220	10,430	10,430	82.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4272 Furniture & Equipment	794	1,000	206		206	79.4%	
4275 Building Maintenance	3,441	1,000	(2,441)		(2,441)	344.1%	2,230
4276 CCTV	0	500	500		500	0.0%	
4279 Fire & Security	607	1,400	793		793	43.3%	
4308 Golf Course Overheads	16,250	19,500	3,250		3,250	83.3%	
4309 Buggy Lease & Maintenance	7,138	9,500	2,362		2,362	75.1%	
4314 Cost of Card Top Up Incentives	4,190	0	(4,190)		(4,190)	0.0%	
Golf Course :- Indirect Expenditure	368,285	462,595	94,310	0	94,310	79.6%	2,230
Net Income over Expenditure	159,415	54,540	(104,875)				
6000 plus Transfer from EMR	2,230						
Movement to/(from) Gen Reserve	161,645						
<u>102 Capital Costs-Golf & The View</u>							
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4301 Public Works Loan Payment	69,591	105,000	35,409		35,409	66.3%	
Capital Costs-Golf & The View :- Indirect Expenditure	69,591	107,000	37,409	0	37,409	65.0%	0
Net Expenditure	(69,591)	(107,000)	(37,409)				
<u>103 The View</u>							
1050 Income Rent	1,000	1,000	0			100.0%	
1054 Income Other	338	0	(338)			0.0%	
1305 Income Golf Course Overheads	16,250	19,500	3,250			83.3%	
1306 Income Golf Club Room Hires	6,381	2,000	(4,381)			319.1%	
1307 Income Bar Sales	174,412	172,000	(2,412)			101.4%	
1308 Income Food Sales	197,224	232,000	34,776			85.0%	
1310 Income - Society Food	37,456	35,000	(2,456)			107.0%	
1312 Function Food Sales	87,357	72,000	(15,357)			121.3%	
1316 Events Income - The View	440	300	(140)			146.7%	
The View :- Income	520,857	533,800	12,943			97.6%	0
4000 Salaries & Wages	241,856	295,570	53,714		53,714	81.8%	
4001 Employers NI	12,265	16,840	4,575		4,575	72.8%	
4002 Employers Superannuation	10,496	18,585	8,089		8,089	56.5%	
4003 Sub-contracted Staff	41,240	6,000	(35,240)		(35,240)	687.3%	
4009 Recruitment Costs	2,695	1,000	(1,695)		(1,695)	269.5%	
4010 Staff Training	448	1,000	552		552	44.8%	
4012 Staff Expenses	0	150	150		150	0.0%	
4016 Staff Uniform	60	100	40		40	59.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Timesheet & Rota Software	226	240	14		14	94.3%	
4051 Rates	1,971	7,000	5,029		5,029	28.2%	
4052 Water & Sewerage	10,284	9,000	(1,284)		(1,284)	114.3%	
4055 Electricity	16,687	24,000	7,313		7,313	69.5%	
4056 Gas	3,319	4,000	681		681	83.0%	
4060 Refuse	3,420	3,900	480		480	87.7%	
4100 Telecommunications	3,301	3,200	(101)		(101)	103.2%	
4105 Postage	10	50	40		40	20.3%	
4106 Stationery	545	800	255		255	68.1%	
4107 Photocopier	541	560	19		19	96.5%	
4110 Advertising & Publicity	90	2,500	2,410		2,410	3.6%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	1,090	1,210	120		120	90.1%	
4114 Licence Fee	1,153	1,050	(103)		(103)	109.9%	
4115 Insurance	3,220	3,355	135		135	96.0%	
4116 Web Site	278	230	(48)		(48)	120.8%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4156 Bank Charges	5,613	6,000	387		387	93.6%	
4196 Functions Expenditure-The View	2,397	800	(1,597)		(1,597)	299.7%	
4199 Other Expenditure	27	0	(27)		(27)	0.0%	
4201 Cleaning & Hygiene	16,179	20,000	3,821		3,821	80.9%	
4202 Linen Cleaning	4,110	3,600	(510)		(510)	114.2%	
4270 Vehicles & Equipment Maint	5,088	4,000	(1,088)		(1,088)	127.2%	
4272 Furniture & Equipment	961	2,000	1,039		1,039	48.1%	
4275 Building Maintenance	3,942	5,000	1,058		1,058	78.8%	
4276 CCTV	110	500	390		390	22.0%	
4279 Fire & Security	1,020	1,250	230		230	81.6%	
4303 Food Expenditure	113,952	135,600	21,648		21,648	84.0%	
4304 Bar Expenditure	63,128	68,800	5,672		5,672	91.8%	
4306 Catering Utensils & Equip	3,386	2,000	(1,386)		(1,386)	169.3%	
4311 Pest Control	1,585	2,000	415		415	79.3%	
4313 Stock Take	0	1,100	1,100		1,100	0.0%	
4314 Cost of Card Top Up Incentives	0	5,000	5,000		5,000	0.0%	
The View :- Indirect Expenditure	576,696	663,065	86,369	0	86,369	87.0%	0
Net Income over Expenditure	(55,839)	(129,265)	(73,426)				
Golf Course and The View :- Income	1,048,557	1,050,935	2,378			99.8%	
Expenditure	1,014,572	1,232,660	218,088	0	218,088	82.3%	
Net Income over Expenditure	33,986	(181,725)	(215,711)				
plus Transfer from EMR	2,230						
Movement to/(from) Gen Reserve	36,216						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,048,557	1,050,935	2,378			99.8%	
Expenditure	1,014,572	1,232,660	218,088	0	218,088	82.3%	
Net Income over Expenditure	<u>33,986</u>	<u>(181,725)</u>	<u>(215,711)</u>				
plus Transfer from EMR	2,230						
Movement to/(from) Gen Reserve	<u>36,216</u>						

Golf & The View Committee Meeting - 27th February 2024
Income & Expenditure Variance Report

		Previously Reported	Current Update
101	Golf Course		
1000	Golf Course Season Ticket	18/08/23: Membership income is 93.8% of budget & has exceeded the total income figure for previous year. The ongoing cost of living challenges have resulted in memberships reducing, a pattern reflected at many golf clubs. 05/12/23: Membership income is 94% of budget and has exceeded the total income figure for the previous year.	27/02/24: Membership income (1000/101) is 94.4% of budget and is not expected to increase further before the year end. However, the income figure of £185,600 has exceeded the total income figure for the previous year as £183,652.
1001	Golf Course Green Fees M-F	18/08/23: Green fees are in line with expectations with weekday green fees at 52.8%, w/end & bank hols green fees at 64.7% and society income slightly lower at 47.6%. 05/12/23: Green fees are higher than expectations with weekday green fees already at 93.3%, weekend/BH green fees at 98.1% and society income at 82.5%.	27/02/24: Green fees have exceeded expectations with weekday green fees (1001/101) at 108.9%, weekend/bank holiday green fees (1002/101) at 118.9% and society income (1003/101) at 99.1%. It is thought the weather in the winter months has been more settled than in the previous year. These figures will increase further during February and March.
1002	Golf Course Green Fees w/end & b/hols	18/08/23: as above 05/12/23: as above	27/02/24: as above
1003	Golf Course Societies	18/08/23: as above 05/12/23: as above	27/02/24: as above
1004	Golf Course Locker		27/02/24: The locker income is only at 53.5% due to the new lockers being installed, which are anticipated to be in place by the end of March 24.
1311	Buggy Hire		27/02/24: The buggy hire is lower than expected however this may pick up if the weather allows during February and March.
4000	Salaries & Wages	18/08/23: Salaries, associated staffing costs are all within budget ranging from 24.1% to 27.8%.	
4010	Staff Training		27/02/24: whilst the expenditure is low for this time of year, the budget is likely to spend in full by the end of the year for apprenticeship costs and some planned training courses.
4011	Staff Protective Clothing	05/12/23: This is 82.2% of budget due to necessary purchases for the new Assistant Greenkeeper position.	27/02/24: this has now gone slightly over budget due the reasons given previously.
4041	Golf Professional Retainer	18/08/23: As per salaries explanation.	
4046	Golf Club Membership Fees	18/08/23: This is a one-off annual payment already paid this year for golf club membership fees. 05/12/23: as previously reported.	
4051	Rates		27.02.24: Rates are fully paid at almost 75% under budget due to the Golf Club being eligible for the 23/24 Retail, Hospitality and Leisure Business Rates Relief scheme.
4052	Water & Sewerage		27.02.24: Water & Sewage (4052/101) will be under budget at the year end due to us changing water companies to Business Stream and are now in credit for where we were over charged during the switch over.
4060	Refuse	05/12/23: this is overbudget due to Lewes District Council (LDC) changing increasing their fees significantly after the budget for 2023 2024 had been set. The refuse is now collected by Veolia who were cheaper than LDC but still higher than budget. It is expected to spend in the region of £825 by the year end.	27/02/24: as previously reported.
4110	Advertising & Publicity		27/02/24: This unbudgeted amount relates to the purchase of the Tee Signs. This cost will actually help to generate an income through advertising on these signs with £2,600 income being budgeted for 24/25.
4112	Subscriptions	05/12/23: Annual fees already paid this year.	27/02/24: as previously reported.
4113	Software Support	05/12/23: these costs largely relates to Office365 costs where Microsoft submit their annual invoices in October of each year and have also increased their prices by 12%. There are still costs for Club V Management systems to come in January, which may take the account slightly overbudget by the year end.	27/02/24: as previously reported, although the costs for Club V Management systems are still being negotiated.
4114	Licence Fee	05/12/23: Annual fees already paid this year.	27/02/24: as previously reported.
4115	insurance	18/08/23: This is annual cost which was paid in April. 05/12/23: As previously reported.	
4116	Website	05/12/23: Annual fees already paid this year.	27/02/24: as previously reported.
4201	Cleaning & Hygiene		27/02/24: this budget is only being used for cleaning consumables. The cleaning of the building is included within the Overheads budget code (4308).

		Previously Reported	Current Update
4275	Building Maintenance	05/12/23: this account has gone overbudget due to the installation of the new dual swing doors to the downstairs changing rooms. It is possible that this account will be overbudget by £500 by the year end.	27/02/24: as previously reported. Whilst the I&E report shows that there is a £2,441 overspend, £2,230 of this was spent from EMR.
4276	CCTV		27/02/24: the budget of £500 related to CCTV installation in the car park. This has currently been put on hold and unless any repairs are required to the greenkeepers CCTV, it is unlikely to be spent by the year end.
4314	Cost of Card Top Up Incentives		27/02/24: this cost relates to the members 10% discount for food at The View.

		Previously Reported	Current Update
103	The View		
1054	Income Other		27/02/24: this income related to damage costs and projector hire.
1306	Income Golf Club Room Hires	05/12/23: this has significantly exceeded budget currently standing at 235%. This is due to a change of how room hires are charged, which was implemented after the 2023 - 2024 budget was set.	27/02/24: this income is now at 319.1% for the same reasons given previously.
1307	Income Bar Sales	18/08/23: Income bar is at 48.6%. 05/12/23: Bar sales are at 83.8% of budget and is expected to reach their target by the year end.	27/02/24: income bar has already exceeded its target and is currently 101.4% of budget.
1308	Income Food Sales	18/08/23: Income food is at 38.3%. 05/12/23: Food sales are at 64.5% of budget and is expected to reach their target by the year end.	27/02/24: income food is now 85% and still expected to reach target by the year end.
1310	Income Society Food	05/12/23: this is already at 96.5% of budget and is expected to exceed target by the year end.	27/02/24: income society food has now exceeded its target and is currently 107% of budget.
1312	Function Food Sales		27/02/24: income function food has now exceeded its target and is currently 121.3% of budget.
1316	Events Income - The View	05/12/23: this largely relates to the monthly Jazz Nights, which have already exceeded budget at 125.3%.	27/02/24: as previously reported, this largely relates to the monthly Jazz Nights, the exceeded budget is now at 146.7%.
4000	Salaries & Wages	18/08/23: Salaries and wages, employers NI and employers Pension are all in line with expectations at 30.9%, 29.3% and 28% respectively.	27/02/24: salaries and wages continue to be in line with expectations at 81.8%.
4001	Employers NI	18/08/23: as above	27/02/24: Employer NI is slightly under budget due to staff changes.
4002	Employers Superannuation	18/08/23: as above	27/02/24: Pensions are under budget due to staff changes.
4003	Sub-contracted Staff	18/08/23: Payments to sub-contracted staff have exceeded the budget for the year and amount to £15,761 (262.7% of budget) due to the reliance on agency staff to cover staffing shortages to ensure service delivery is maintained. 05/12/23: have exceeded the budget for the year and are already at 269.5% of budget. This is due to the reliance on agency staff to cover staff absences and shortages to ensure service delivery is maintained. With the exception of a General Manager, a full suite of staff are now in place which should see the need for these costs to reduce.	27/02/24: As previously reported.
4009	Recruitment Costs	05/12/23: has exceeded budget, largely due to costs associated with recruiting the new Head Chef.	27/02/24: As previously reported.
4017	Timesheet & Rota Software	05/12/23: This is a one-off annual payment already paid for this year.	27/02/24: As previously reported.
4051	Rates		27.02.24: As with the Golf Club, rates are fully paid at almost 75% under budget due to The View being eligible for the 23/24 Retail, Hospitality and Leisure Business Rates Relief scheme.
4052	Water & Sewerage	18/08/23: Water & Sewerage remain above budget at 67% 05/12/23: Is higher than budget due to realisation that bills were being based on the estimated meter readings when the budget was set for 2023 - 2024. The meter location was in question but has now been located, with regular readings being taken to ensure that bills are being raised correctly.	27/07/24: As previously reported. It is likely that actual cost will be in the region of £12,000 by year end.
4055	Electricity	18/08/23: Electric & gas are within budget at 24.3% and 23.8% respectively.	
4056	Gas	18/08/23: as above	
4100	Telecommunications		27/07/24: This is over budget due to the need for an additional staff mobile.
4110	Advertising & Publicity		27/07/24: This is under budget due to advertising by social media rather in the local magazine.
4113	Software Support	05/12/23: these costs largely relate to costs for Office365 where Microsoft submit their annual invoices in October of each year and have also increased their prices by 12%.	
4114	Licence Fee	05/12/23: This is a one-off annual payment already paid for this year.	
4115	insurance	05/12/23: This is a one-off annual payment already paid for this year.	
4116	Website		27/02/24: This is overbudget due to changes made to the website during the year.

		Previously Reported	Current Update
4196	Functions Expenditure - The View		27/02/24: This is overbudget due to the Christmas Party disco costs but is offset by the overbudget income received for Function Food Sales.
4201	Cleaning & Hygiene	18/08/23: The adjusted budgets for cleaning & hygiene and linen cleaning have brought expenditure back in line with expectations at 30.2% and 32.4% respectively.	
4202	Linen Cleaning	18/08/23: as above	27/02/24: use of the linen company was more than anticipated thus going over budget. The overbudget income offsets this overspend.
4270	Vehicles & Equip Maintenance	05/12/23: these costs are almost at 100% of budget due to there being issues with the dishwasher and requiring costly new pumps. It is projected that this account code may go £500 overbudget by the year end.	27/02/24: as previously reported although the overspend of £500 was underestimated and could be in the region of £1,500.
4306	Catering Utensils & Equip	05/12/23: it is likely that this account will be £500 overbudget by the year end due to the need for new dinner ware and cutlery, which was not identified until after budget setting.	27/02/24: as previously reported although the overspend of £500 was underestimated and could be in the region of £1,800.



Seaford Town Council

Report No:	156/23
Agenda Item No:	5
Committee:	Golf & The View
Date:	27th February 2024
Title:	Course Manager's Update Report
By:	Simon Lambert, Course Manager
Purpose of Report:	To provide the Committee with an update on golf course maintenance

Recommendations
The Golf & The View Committee is recommended:
1. To note the contents of this report.

1. Information

1.1 Overview:

1.2 We have seen a more unsettled period of weather move in after a January of cold and frosts. This has proved difficult to get works done on the course, but we have managed to move forward with maintenance works such as tee block making and painting.

1.3 We have also cleared and removed the mezzanine floor from the machinery shed. The addition of an additional container has allowed for this to happen, saving around £7,000 that would have been incurred to bring the mezzanine floor up to standard. The additional space created for moving and working in the shed with the pillars removed has also proved helpful.

1.4 The last month has seen us progress into the rebuilding of bunkers and levelling tees. We have completed the stripping and reshaping of the 13th tee using thickly cut turf from that to rebuild the 5th bunkers allowing for a more suitable shape and design to fit the site and environment. This was then turfed with new tee grade turf.

- 1.5** At the time of writing the report the 12th tee is being stripped, levelled and then the existing turf being reused. This is a process we hope to use in following winters to help re-level the tee areas while reducing waste. The use of existing turf where possible saves money but also allows the turf to match the area and hopefully reestablish quickly as its use to the environment.
- 1.6** The last few weeks, as is normal over the last few years, has seen an increase in grub activity on the course. This leads to damage being caused by crows and badgers stripping the turf to find food. Once this activity reduces, we will begin to repair these areas through turfing and seeding and Top dressing. Other areas which show signs of stress from high traffic and use will have work done on them such as aeration, over seeding and Top dressing, as required. With a good level of water in the ground, we hope for a good spring with lush growth to help recover these areas quickly.
- 1.7** Following my last report, investigation work continues on what is required and the cost involved in moving the 17th green and 18th tees. We have had a visit by the architect and various meetings and calls to discuss the requirements. The architect will be providing an annotated design to form a proposal to present to all stakeholders and move forward with the project and planning. We have budgeted funds for 2024 - 2025 to allow for more detailed plans and designs and for any required changes once the initial design has been presented.
- 1.8 Course Maintenance**
- 1.9** The spring is hopefully just round the corner and we have begun to plan for spring maintenance. This will include renovations on the greens and also the shaping and cutting of the wildflower areas. These have been developed over the last 5 years and now offer great definition. Yearly adjustments allow for changes in the maintenance plan, as well as thinning and clearing that encourages more wildflowers to establish.
- 1.10** We have followed the programme of winter aeration and maintenance to all fine turf areas. This includes solid tining, slitting and the application of low nitrogen fertilisers, containing micro nutrients and other ingredients to toughen the turf and protect from disease and frost damage. The temp greens have been in use during frost periods and very wet conditions.

- 1.11** We have continued the application of soil biology products. This helps maintain a healthy soil profile encouraging and feeding the beneficial bacteria and fungi. These in turn help to break down thatch and nutrients not available to the grass plant. These together produce a protective web around the plant root system protecting it from pests and disease.
- 1.12** Aeration work on fairways and walkways have taken place throughout the winter to help manage any water and also promote healthy grass growth and air into the soil. This will continue into spring where we will also add seed and sand to help recover areas in need of extra help.
- 1.13** The buggies have been out of use for the winter period for the safety of the users due to course conditions. They will be back in use at the earliest point following an improvement in the conditions. We also have new shell to top up and improve the pathways ready for the buggy use. This is ongoing as the weather allows.
- 1.14 Irrigation:**
- 1.15** The system has been shut down for the winter period. The valve boxes and pop ups will be trimmed prior to re commissioning and pressurising ready for the new season, this will happen at the end of March/early-April, as weather allows. We have some minor repairs such as hose points and valves that will be replaced as part of the re commissioning in spring.
- 1.16** Moving through the year we will continue lifting and levelling of sprinklers to ensure efficient and correct operating minimising waste and run off.
- 1.17** As part of the start up this year we will carry out water testing on the borehole water supply. This will ensure that the quality of the water is appropriate and will allow for any required alterations in the fertiliser and for the application program to balance any missing or increased levels of minerals and nutrients.
- 1.18** Moving forward the View's roof irrigation stills needs addressing and various options have been discussed. Remedial works are required to ensure that it is maintained correctly - this is in the hands of the Projects and Facilities team.
- 1.19 Staff:**
- 1.20** All greenkeeping staff have completed 1 day First Aid training with two others completing a 3 day course, ensuring that we have appropriate levels

of cover for the risks associated with the larger equipment and dangers on site and its conditions.

- 1.21 One member of the team has begun a level 2 apprenticeship at Plumpton College. This is needed to bring their training up to a more modern level enabling progression in the future.
- 1.22 Another member has now completed their first year of their Level 3 apprenticeship.
- 1.23 As we move towards the spring, we are looking at completing a number of short online courses to ensure that we are familiar and up to date with Health and Safety related issues such as Manual Handling and Fire Risk and Management. This is an important part of our continued professional development.
- 1.24 **Machinery:**
- 1.25 We have begun the winter / spring maintenance. An external contractor will be brought in to perform servicing of all machinery under warranty while the older machinery will be serviced in house. At the end of March/moving into April, the cutting units and blades will be sent away for re-grinds ensuring a great finish of cut for the season.
- 1.26 Unfortunately, age has caught up with the greens mower units. The cylinders and bearings have reached their serviceable life. This has led to a large parts bill to replace and rebuild the units be ready for the season ahead. This may have led to a possible overspend in the machinery and equipment budget, spending will be monitored and with only filters and oils left to spend prior to April for servicing, it is hoped that any overspend will be minimal. This will be covered with savings made in other codes and it is hoped that it doesn't affect the overall expenditure.
- 1.27 Moving into a new rotation of the machinery replacement program and following approval of the 2024 - 2025 budget we have placed an order for a new Toro workman and top dresser and a new fairway mower. The delivery date is not yet known and is expected to be nearer the end of the year. Year 2 is being drafted now with a view to replacing a provisional order owing to the current build and delivery times of 12 months plus. This will be reported on at the next meeting.

- 1.28** An order has been placed for April, for delivery of electric strimming and blowing equipment. We have allowed for the appropriate amount of battery power to ensure we can perform all tasks using this equipment allowing us to go petrol free. As technology improves with mowing equipment, we will look to incorporate electric or hybrid mowers into the fleet.
- 1.29** The condition of our modern machinery is an investment that enables our relatively small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

2. Financial Appraisal

- 2.1** The costs of moving and rebuilding the 17th green and 18th tees will be investigated once full plans are in place.
- 2.2** The costs of the machinery replacement program for year 2 are being investigated.
- 2.3** Any overspend in the machinery and equipment budget is being managed with savings elsewhere.

3. Contact Officer

- 3.1** The contact officer for this report is Simon Lambert, Course Manager.



Seaford Town Council

Report No:	160/23
Agenda Item No:	6
Committee:	Golf & The View
Date:	27th February 2024
Title:	Golf Professional's Update Report
By:	Fraser Morley, Golf Professional
Purpose of Report:	To provide an update on golf course related matters

Recommendations
The Golf & The View Committee is recommended:
1.To note the contents of the report.

1. Information

1.1 Course Conditions and Income:

Another long winter of wet and very dull weather, however with our course draining so well, we have seen an increase in winter green fee income of over £12k on last year from November to January. This is due to other courses being closed or unplayable and the fact we have not reduced our green fees at this time. The greenkeepers have maintained and protected the course brilliantly, and are constantly improving areas throughout the winter period.

1.2 At the time of writing buggies are not allowed for hire. This has hit our buggy income for the year and although we are down on budget, we are still over £2k up on last year.

1.3 Membership:

1.4 New members have been steadily coming in since 1st January on our 15 for 12 offer. We have seen 18 new members join which is a fantastic return with the poor weather we've experienced over the winter.

1.5 January/February 2024 new membership figures:

Membership Type	Number
7 Day	7
Senior	5
5 Day	0
Intermediate 2	5
Intermediate 1	0
Youth	0
Junior	1
Totals	18

1.6 Renewal letters will be going out in early March and we hope to have a solid uptake in renewals this year. Members have been very happy with the course and the new captain of the club has some new ideas to try and get a club feel back among them.

1.7 Societies:

1.8 Societies have been coming in thick and fast this year so far. The price increase has not deterred any bookings and there has been a general understanding of the increase.

1.9 With nearly 128 bookings already, it looks like a healthy society income ahead for 2024.

2. Other Items

2.1 Overall, we are over 10% up on budget for the year, with March to come. In these difficult times, it is encouraging to see and gives us confidence that our pricing/playing structure is working well.

2.2 New scorecards have turned out well and have brought some new golfers to us and given a residual spend into The View as well. We need to make a couple of minor changes to the design but they have been well received and will save us in printing cost in the future.

2.3 We have been looking at the options for having electric vehicle charging points within the car park at the golf course. Officers are looking at the available providers and different charging unit options. It does look likely that this could be achieved on a fully-funded basis, at no cost to the Town Council. A report will be brought back to Committee at a later date.

3. Financial Appraisal

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

4. Contact Officer

4.1 The Contact Officer for this report is Fraser Morley, Golf Professional.



Seaford Town Council

Report No:	161/23
Agenda Item No:	7
Committee:	Golf & The View
Date:	27th Feb 2023
Title:	The View Update Report February 2024
By:	Adam Chugg, Town Clerk, and Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To provide the Committee with an update on The View handover preparations and plans for management of the contract

Recommendations
The Golf & The View Committee is recommended:
1. To note the contents of this report.

1. Lease Progress

1.1 As the Committee will know, the 25th January 2024 Full Council meeting passed the following motions:

- (a) It was RESOLVED to NOTE the report and the progress being made towards the new arrangements for The View.
- (b) It was RESOLVED to NOTE the feedback provided on the draft legal documents to be agreed with the new tenants.
- (c) It was RESOLVED to DELEGATE AUTHORITY to the Town Clerk, in consultation with the Mayor and Chair of the Golf & The View Committee, to complete the final negotiations and execute the final documentation, noting that the Mayor may reconvene councillors if necessary.

1.2 The following progress has been confirmed:

- 1.3 Lease updates have been provided to the councillors named above and matters are on track. In addition, a personal guarantor is in place and the financial commitments being made by the tenant have been confirmed. The Town Council's RFO has reviewed these arrangements and is happy for us to proceed.
- 1.4 The 29th February 2024 is 'transfer day' so that the lease can begin on the 1st March 2024. The team across the whole Town Council are to be commended for the work they are doing to achieve this – it has been a great team effort across the whole Town Council.
- 1.5 Some additional works have been necessary, as was confirmed with Full Council.
- 1.6 The necessary arrangements for TUPE, pensions and stock management are all in place.
- 1.7 The Head of Assets, Projects and Services has set up the monitoring arrangements with the tenant post-transfer, and these are set out in the report below.

2. Transfer Preparation

- 2.1 Preparation for The View handover is going well. The operational details have all been agreed and we are addressing IT and equipment inventories.
- 2.2 The golf part of the building is being redecorated with a new locker room and lockers.
- 2.3 The shared areas have been assessed for maintenance requirements and a maintenance programme is in the process of being agreed upon.
- 2.4 The remaining food and drink items in The View on handover day will be invoiced to the incoming tenants.

3. Contract Management after Contract Handover

- 3.1 Regular review, documentation, and communication are essential for successful contract management in the restaurant industry. By effectively managing these contract-related areas, the Town Council can mitigate risks, maintain positive relationships with stakeholders, and achieve operational success.
- 3.2 Seaford Town Council will meet regularly with the leaseholder to discuss the areas below.

- (a) Service Contracts: Discuss agreements with service providers such as cleaning services, maintenance companies, waste management firms, and pest control services. Define responsibilities, service levels, duration, and termination clauses.
- (b) Lease/Rental Agreements: When necessary, manage the lease agreement. Pay attention to rent payments, lease duration, maintenance responsibilities, and any clauses related to alterations or improvements.
- (c) Insurance Contracts: Maintain appropriate insurance coverage for the restaurant, including property insurance, liability insurance, and any other relevant policies.
- (d) Licensing and Permit Agreements: Check necessary licenses and permits for operating the restaurant, such as food service permits, liquor licenses, and entertainment licenses. Comply with regulatory requirements and manage agreements related to these permits.
- (e) TUPE Post-Transfer Liability: Check no situations with staff arising that could be likely to result in certain claims where the Town Council could have some shared liability, namely equal pay claims (for a period of six months after transfer) or discrimination claims (for a period of three months after transfer).
- (f) Events Management: Check that events held comply with licensing hours and minimise neighbourhood disturbance. Check that Golfers can access the View during events.
- (g) Renovation/Construction Contracts: If the restaurant undergoes renovation or construction projects, engage in contracts with contractors, architects, and suppliers. Specify project scope, timelines, budget, quality standards, and dispute resolution mechanisms.
- (h) Dispute Resolution and Compliance: Establish processes for resolving contract disputes, including mediation, arbitration, or legal action if necessary. Ensure compliance with contractual obligations, regulatory requirements, and industry standards.
- (i) KPIs: Measure no. of bookings for Golf Societies. Measure Golf green fees and memberships.

4. Financial implications

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

5. Contact Officer

5.1 The Contact Officers for this report are Adam Chugg, Town Clerk, and Louise Lawrence, Head of Assets, Projects & Services.