



Seaford Town Council

Seaford Town Council Finance & General Purposes Agenda – 27th June 2023

To the Members of the Finance & General Purposes Committee

Councillors F Hoareau (Chair), R Stirton (Vice Chair), A Shah, L Boorman, C Bristow, R Buchanan, J Lord and L Wallraven.

A meeting of the **Finance & General Purposes Committee** will be held in the

Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Tuesday 27th**

June 2023 at **7.00pm**, which you are summoned to attend.

Adam Chugg

Town Clerk

20th June 2023

- **Public attendance at this meeting will be limited to 10 due to the size of the meeting, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation.**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Receipts, Payments and Bank Reconciliation Reports for February, March, April and May 2023

To consider report 15/23 advising of Receipts, Payments and Bank Reconciliations for February, March, April and May 2023 (pages 5 to 8).

5. Finance Report to 31st May 2023

To consider report 16/23 providing an update on the Income and Expenditure from 1st April to 31st May 2023 and highlighting significant variances from budget (pages 9 to 24).

6. Finance & General Purposes Year End Income & Expenditure Report 2022-2023

To consider report 09/23 presenting the year end 2022-2023 financial position for the F&GP Committee. (pages 25-33).

7. 2023 – 2024 Grant Applications

To consider report 18/23 presenting the grant application received for consideration and approval as relevant (pages 34-40)

8. Seaford Football Club Grant

To consider report 19/23 seeking approval to carry forward a grant awarded to Seaford Town Football Club in 2022-2023 to 2023 – 2024 (pages 41-43)

9. Exclusion of the Press & Public

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

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

10. Receipts Due for Payment EXEMPT

To consider exempt report 17/23 informing the Committee of unpaid receipts due on 16th June 2023.

(exempt pages 1 to 6).

Reason for exemption: to progress confidential debtor matters.

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

AGENDA NOTES

For further information about items on this Agenda please contact:

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

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

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

Public Access:

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

1. Attending the meeting in person.

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

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

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

OR

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

Public Access to the Venue:

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

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

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

Public Participation:

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

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

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

Public Comments

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

Health & Safety Measures:

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



Seaford Town Council

Report No:	15/23
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	27th June 2023
Title:	Receipts, Payments and Bank Reconciliation Reports for February, March, April and May 2023.
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for February, March, April and May 2023.

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

1. Information

- 1.1 In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2 The Chair of the Committee is the appointed councillor who will view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager.
- 1.3 In line with the above, the bank reconciliations for February and March 2023 have been checked and verified by the previous Chair of this committee; hard copies are available on request. The bank reconciliations for April and May 2023 will be viewed and verified by the new Chairman of

this committee in due course with any exceptions being reported at the next Finance & General Purposes Committee meeting.

- 1.4 Attached in Appendix A is a table showing the total receipts and payments for the months of February, March, April and May 2023.
- 1.5 Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6 The Finance Manager continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7 For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8 The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month into the Cooperative current account. A total of £15,097.57 has already been received since 1st April 2023.
- 1.9 Since 1st April 2023, a net total of £500,000 has been transferred into the CCLA account leaving a current balance of £2,225,000 at the end of May 2023.
- 1.10 The interest rates have rocketed since this time last year with the rate at the end of May 2023 being 4.4486%.
- 1.11 As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils

2. Financial Appraisal

- 2.1 As of 31st May 2023, the actual monies held in the Cooperative current account were £142,624.94 along with £2,225,000 being held in the CCLA

Account. The balance carried forward in the accounts (Appendix A) includes items that are in the accounts but not yet cleared at the bank.

3. Contact Officer

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

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Feb-23	£ 136,574.34	£ 242,169.82	£ 147,455.06	£ 231,289.10
Mar-23	£ 231,289.10	£ 191,027.84	£ 261,008.58	£ 161,308.36
Apr-23	£ 161,308.36	£ 750,109.90	£ 662,898.02	£ 248,520.24
May-23	£ 248,520.24	£ 180,624.98	£ 279,910.44	£ 149,234.78

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Feb-22	£ 1,875,000.00	£ -	£ 150,000.00	£ 1,725,000.00
Mar-23	£ 1,725,000.00	£ -	£ -	£ 1,725,000.00
Apr-23	£ 1,725,000.00	£ 500,000.00	£ -	£ 2,225,000.00
May-23	£ 2,225,000.00	£ -	£ -	£ 2,225,000.00



Seaford Town Council

Report No:	16/23
Agenda Item No:	5
Committee:	Finance & General Purposes (F&GP)
Date:	27th June 2023
Title:	F&GP Finance Report
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the Income and Expenditure for 1st April to 31st May 2023 for the F&GP Committee and highlight significant variances from budget.

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

1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period of 1st April 2023 to 31st May 2023 for all committees compared to the annual budget.
- 1.2 This report only covers the F&GP Committee as over/under performance against budget on other committees are reported at their own committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.
- 1.3 With regards to the F&GP Committee Income & Expenditure report (shown on pages 7 to 9 of Appendix A), any significant variances are reported in Appendix B.

2. Financial Appraisal

- 2.1 As at 31st May 2023, the F&GP expenditure is £96,832 which is 13.8% of the projected budget. The F&GP income is £543,116 which is 48.9% of the

projected budget. The high income % is due to half the Precept being received in April.

- 2.2** The Full Council actual spend is £433,091, being 16.4% of the budget and the income being £1,067,999 which is 44.1% of the budget. This can largely be explained as along with receiving half the Precept, concession and some rental invoices were invoiced for the whole year in April 2023.

3. Contact Officer

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

15/06/2023

Seaford Town Council 2023/24

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Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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</u> <u>Salts Recreation Ground</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	1,820	2,150	330			84.6%	
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	734	13,400	12,666			5.5%	
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	719	4,500	3,781			16.0%	
1095 Income Tennis Annual Pass	660	4,235	3,575			15.6%	
1096 Income Tennis Pay & Play	284	3,240	2,956			8.8%	
1097 Income Tennis Coaching Fees	0	990	990			0.0%	
Salts Recreation Ground :- Income	31,563	58,485	26,922			54.0%	230
4052 Water & Sewerage	190	9,500	9,310		9,310	2.0%	
4053 Tennis Electric	13	0	(13)		(13)	0.0%	
4054 Salts Cafe Electric	734	0	(734)		(734)	0.0%	
4055 Electricity	18	15,400	15,382		15,382	0.1%	
4095 Tennis Court Expenditure	644	7,675	7,031		7,031	8.4%	
4096 LTA Loan	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	56	300	244		244	18.8%	
4115 Insurance	3,554	3,670	116		116	96.8%	
4155 Professional Fees	0	500	500		500	0.0%	
4250 Memorial Bench	685	0	(685)		(685)	0.0%	
4251 Dog Bin Emptying	364	2,070	1,706		1,706	17.6%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	5,738	74,325	68,587		68,587	7.7%	
4261 Grounds Maint non contract	1,881	5,000	3,119		3,119	37.6%	
4275 Building Maintenance	440	5,000	4,560		4,560	8.8%	
4276 CCTV	0	1,000	1,000		1,000	0.0%	
4283 Playground	32,416	21,000	(11,416)		(11,416)	154.4%	8,500
Salts Recreation Ground :- Indirect Expenditure	46,733	150,190	103,457	0	103,457	31.1%	8,500
Net Income over Expenditure	(15,170)	(91,705)	(76,535)				
6000 plus Transfer from EMR	8,500						
6001 less Transfer to EMR	230						
Movement to/(from) Gen Reserve	(6,900)						

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Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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	638	2,550	1,913			25.0%	
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	173	10,500	10,327			1.6%	
Crouch Recreation Ground :- Income	2,397	15,955	13,558			15.0%	0
4052 Water & Sewerage	(494)	4,500	4,994		4,994	(11.0%)	
4115 Insurance	886	915	29		29	96.8%	
4250 Memorial Bench	1,085	0	(1,085)		(1,085)	0.0%	
4251 Dog Bin Emptying	260	1,410	1,150		1,150	18.4%	
4260 Grounds Maintenance Contract	2,271	31,900	29,629		29,629	7.1%	
4261 Grounds Maint non contract	285	3,000	2,715		2,715	9.5%	
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	4,628	49,425	44,797	0	44,797	9.4%	0
Net Income over Expenditure	(2,231)	(33,470)	(31,239)				
107 Martello Fields							
1050 Income Rent	5,637	5,000	(637)			112.7%	
Martello Fields :- Income	5,637	5,000	(637)			112.7%	0
4251 Dog Bin Emptying	208	1,130	922		922	18.4%	
4260 Grounds Maintenance Contract	1,031	14,785	13,754		13,754	7.0%	
4261 Grounds Maint non contract	0	2,000	2,000		2,000	0.0%	
Martello Fields :- Indirect Expenditure	1,239	17,915	16,676	0	16,676	6.9%	0
Net Income over Expenditure	4,398	(12,915)	(17,313)				
108 Other Open Spaces							
1050 Income Rent	0	90	90			0.0%	
Other Open Spaces :- Income	0	90	90			0.0%	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	350	0	(350)		(350)	0.0%	
4251 Dog Bin Emptying	416	2,255	1,839		1,839	18.4%	
4260 Grounds Maintenance Contract	1,844	23,785	21,941		21,941	7.8%	
4261 Grounds Maint non contract	2,430	7,000	4,570		4,570	34.7%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	5,094	34,610	29,516	0	29,516	14.7%	0
Net Income over Expenditure	(5,094)	(34,520)	(29,426)				
<u>113 Crypt</u>							
1051 Income Insurance Recharge	0	300	300			0.0%	
1057 Income Electricity Recharge	131	0	(131)			0.0%	
1063 Income Gas Recharged	216	0	(216)			0.0%	
Crypt :- Income	347	300	(47)			115.7%	0
4055 Electricity	(15)	0	15		15	0.0%	
4056 Gas	216	0	(216)		(216)	0.0%	
4115 Insurance	289	300	11		11	96.4%	
4275 Building Maintenance	455	500	45		45	91.0%	
Crypt :- Indirect Expenditure	945	800	(145)	0	(145)	118.2%	0
Net Income over Expenditure	(598)	(500)	98				
<u>114 South Street</u>							
4275 Building Maintenance	150	2,000	1,850		1,850	7.5%	
South Street :- Indirect Expenditure	150	2,000	1,850	0	1,850	7.5%	0
Net Expenditure	(150)	(2,000)	(1,850)				
<u>115 Martello Tower</u>							
4115 Insurance	3,256	2,890	(366)		(366)	112.7%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
Martello Tower :- Indirect Expenditure	3,256	6,890	3,634	0	3,634	47.3%	0
Net Expenditure	(3,256)	(6,890)	(3,634)				
<u>116 Seaford Head Estate</u>							
1011 Income Filming	2,500	25,000	22,500			10.0%	
1021 Income South Hill Barn	0	1,000	1,000			0.0%	
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1066 Income Concession	795	3,180	2,385			25.0%	
1200 Income Nature Reserve	198	0	(198)			0.0%	
Seaford Head Estate :- Income	8,493	42,430	33,937			20.0%	0
4115 Insurance	454	470	16		16	96.7%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Professional Fees	625	0	(625)		(625)	0.0%	
4250 Memorial Bench	945	0	(945)		(945)	0.0%	
4251 Dog Bin Emptying	208	1,130	922		922	18.4%	
4260 Grounds Maintenance Contract	98	1,205	1,107		1,107	8.1%	
4261 Grounds Maint non contract	100	3,000	2,900		2,900	3.3%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4500 Nature Reserve Expenses	20,110	18,000	(2,110)		(2,110)	111.7%	
4501 Filming Expenses	500	9,500	9,000		9,000	5.3%	
Seaford Head Estate :- Indirect Expenditure	23,040	34,305	11,265	0	11,265	67.2%	0
Net Income over Expenditure	(14,547)	8,125	22,672				
<u>117 Seafront</u>							
1011 Income Filming	725	200	(525)			362.5%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1057 Income Electricity Recharge	489	12,000	11,511			4.1%	
1058 Income Water Recharge	18	200	182			8.8%	
1066 Income Concession	40,917	59,060	18,143			69.3%	
1084 Income Promenade	0	200	200			0.0%	
Seafront :- Income	42,859	71,660	28,801			59.8%	710
4052 Water & Sewerage	18	200	182		182	8.8%	
4055 Electricity	0	12,000	12,000		12,000	0.0%	
4115 Insurance	925	965	40		40	95.9%	
4250 Memorial Bench	60	0	(60)		(60)	0.0%	
4253 Shelters	429	0	(429)		(429)	0.0%	
4254 Martello Entertainments Area	0	2,625	2,625		2,625	0.0%	
4261 Grounds Maint non contract	1,657	10,000	8,343		8,343	16.6%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	756	2,500	1,744		1,744	30.3%	
4501 Filming Expenses	0	40	40		40	0.0%	
Seafront :- Indirect Expenditure	3,845	28,430	24,585	0	24,585	13.5%	0
Net Income over Expenditure	39,014	43,230	4,216				
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	38,304						
<u>118 Beach Huts</u>							
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%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1066 Income Concession	1,600	3,900	2,300			41.0%	
1094 Income Seasonal Beach Huts	12,200	15,260	3,060			79.9%	
Beach Huts :- Income	54,711	60,335	5,624			90.7%	0
4051 Rates	854	4,445	3,591		3,591	19.2%	
4055 Electricity	24	300	276		276	7.9%	
4110 Advertising & Publicity	0	250	250		250	0.0%	
4115 Insurance	572	600	28		28	95.3%	
4258 Seasonal Beach Hut Revenue Exp	6,815	14,500	7,685		7,685	47.0%	
4275 Building Maintenance	431	2,000	1,569		1,569	21.5%	
Beach Huts :- Indirect Expenditure	8,695	22,095	13,400	0	13,400	39.4%	0
Net Income over Expenditure	46,017	38,240	(7,777)				
<u>119 Old Town Hall</u>							
1050 Income Rent	398	1,600	1,202			24.9%	
1051 Income Insurance Recharge	184	190	6			96.8%	
Old Town Hall :- Income	582	1,790	1,208			32.5%	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	338	400	62				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	450	(50)			111.1%	
Seaford in Bloom :- Income	500	450	(50)			111.1%	0
4402 Seaford in Bloom	0	5,800	5,800		5,800	0.0%	
Seaford in Bloom :- Indirect Expenditure	0	5,800	5,800	0	5,800	0.0%	0
Net Income over Expenditure	500	(5,350)	(5,850)				
<u>125 Allotments</u>							
1050 Income Rent	1,254	1,150	(104)			109.1%	
Allotments :- Income	1,254	1,150	(104)			109.1%	0
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,254	650	(604)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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	(432)	6,000	6,432		6,432	(7.2%)	
4115 Insurance	406	425	19		19	95.5%	
4276 CCTV	0	8,755	8,755		8,755	0.0%	
CCTV :- Indirect Expenditure	(27)	15,180	15,207	0	15,207	(0.2%)	0
Net Expenditure	27	(15,180)	(15,207)				
<u>135 Community Service Events</u>							
1054 Income Other	0	25	25			0.0%	
1070 Armed Forces Day Income	130	200	70			65.0%	
1075 Income Christmas Event	0	3,000	3,000			0.0%	
1083 Income Street Market	528	440	(88)			120.0%	
Community Service Events :- Income	658	3,665	3,007			18.0%	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	0	2,000	2,000		2,000	0.0%	
Community Service Events :- Indirect Expenditure	62	22,665	22,603	0	22,603	0.3%	0
Net Income over Expenditure	596	(19,000)	(19,596)				
<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%	
4274 Projects Expenditure	14	36,000	35,986		35,986	0.0%	
4421 Martello Toilets Capital Costs	0	220,000	220,000		220,000	0.0%	
4424 South Hill Barn Development	0	20,000	20,000		20,000	0.0%	
Projects Pool :- Indirect Expenditure	(8,180)	301,000	309,180	0	309,180	(2.7%)	144
Net Income over Expenditure	9,062	(301,000)	(310,062)				
6000 plus Transfer from EMR	144						
6001 less Transfer to EMR	882						

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	8,324						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	60	1,000	940		940	6.0%	
Planning & Highways :- Indirect Expenditure	60	1,000	940	0	940	6.0%	0
Net Expenditure	(60)	(1,000)	(940)				
Community Services :- Income	149,884	261,310	111,426			57.4%	
Expenditure	89,784	704,195	614,411	0	614,411	12.7%	
Net Income over Expenditure	60,100	(442,885)	(502,985)				
plus Transfer from EMR	8,644						
less Transfer to EMR	1,822						
Movement to/(from) Gen Reserve	66,922						
Finance & General Purposes							
<u>201 Administration</u>							
1054 Income Other	0	100	100			0.0%	
1062 Income Telephone Recharge	147	610	463			24.0%	
1176 Precept	530,805	1,061,609	530,804			50.0%	
1190 Interest Received	6,317	12,000	5,683			52.6%	
Administration :- Income	537,269	1,074,319	537,050			50.0%	0
4000 Salaries & Wages	55,262	403,620	348,358		348,358	13.7%	
4001 Employers NI	4,520	35,140	30,620		30,620	12.9%	
4002 Employers Superannuation	9,050	69,085	60,035		60,035	13.1%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	95	4,000	3,905		3,905	2.4%	
4012 Staff Expenses	77	800	724		724	9.6%	
4015 Office Refreshments	5	150	145		145	3.1%	
4100 Telecommunications	869	4,900	4,031		4,031	17.7%	
4105 Postage	59	250	191		191	23.4%	
4106 Stationery	258	1,300	1,042		1,042	19.9%	
4107 Photocopier	0	1,500	1,500		1,500	0.0%	
4108 Recycling & Shredding	60	400	340		340	15.0%	
4110 Advertising & Publicity	0	2,000	2,000		2,000	0.0%	
4112 Subscriptions	3,806	5,500	1,694		1,694	69.2%	
4113 Software Support	7,224	10,000	2,776		2,776	72.2%	
4114 Licence Fee	0	55	55		55	0.0%	
4115 Insurance	1,733	1,845	112		112	93.9%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Web Site	90	1,900	1,810		1,810	4.7%	
4118 IT Hardware	1,127	3,600	2,473		2,473	31.3%	
4154 Land Registry Fees	0	100	100		100	0.0%	
4155 Professional Fees	1,902	5,000	3,098		3,098	38.0%	
4156 Bank Charges	186	1,800	1,614		1,614	10.4%	
4157 Audit Fees	(2,594)	3,020	5,614		5,614	(85.9%)	
4180 Room Hire	40	0	(40)		(40)	0.0%	
4199 Other Expenditure	0	1,000	1,000		1,000	0.0%	
4272 Furniture & Equipment	597	1,500	903		903	39.8%	
Administration :- Indirect Expenditure	84,365	558,965	474,600	0	474,600	15.1%	0
Net Income over Expenditure	452,904	515,354	62,450				
<u>205 Premises - Church Street</u>							
1050 Income Rent	5,417	9,200	3,783			58.9%	
Premises - Church Street :- Income	5,417	9,200	3,783			58.9%	0
4050 Rent payable	9,890	20,000	10,110		10,110	49.4%	
4051 Rates	1,660	8,695	7,035		7,035	19.1%	
4059 Church Street Service Charges	(5,393)	15,000	20,393		20,393	(36.0%)	
4201 Cleaning & Hygiene	0	100	100		100	0.0%	
4270 Vehicles & Equipment Maint	74	450	376		376	16.5%	
4275 Building Maintenance	1,106	1,500	394		394	73.8%	
4276 CCTV	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	7,338	46,245	38,907	0	38,907	15.9%	0
Net Income over Expenditure	(1,921)	(37,045)	(35,124)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	27,350	27,350			0.0%	
1051 Income Insurance Recharge	430	445	15			96.6%	
Premises - Hurdis House :- Income	430	27,795	27,365			1.5%	0
4115 Insurance	446	450	4		4	99.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4301 Public Works Loan Payment	0	15,005	15,005		15,005	0.0%	
Premises - Hurdis House :- Indirect Expenditure	446	17,455	17,009	0	17,009	2.6%	0
Net Income over Expenditure	(16)	10,340	10,356				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Civic Expenses</u>							
4013 Members Expenses	0	150	150		150	0.0%	
4014 Member Training	350	2,000	1,650		1,650	17.5%	
4106 Stationery	7	200	193		193	3.3%	
4113 Software Support	1,173	2,510	1,337		1,337	46.7%	
4115 Insurance	59	65	6		6	90.8%	
4118 IT Hardware	0	500	500		500	0.0%	
4180 Room Hire	150	500	350		350	30.0%	
4181 Civic - Mayors Allowance	84	1,500	1,416		1,416	5.6%	
4182 Catering & Hospitality	14	200	186		186	7.0%	
4183 Civic - Awards	149	200	51		51	74.5%	
4184 Civic - other	2,122	12,500	10,378		10,378	17.0%	
4188 Town Crier Expenses	0	200	200		200	0.0%	
4189 Young Mayor	45	250	205		205	17.9%	
4190 Election Costs	0	30,610	30,610		30,610	0.0%	
Civic Expenses :- Indirect Expenditure	4,152	51,385	47,233	0	47,233	8.1%	0
Net Expenditure	(4,152)	(51,385)	(47,233)				
<u>215 Grants</u>							
4401 Grants	0	25,000	25,000		25,000	0.0%	
4406 SFA-CAB	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	30,000	30,000	0	30,000	0.0%	0
Net Expenditure	0	(30,000)	(30,000)				
Finance & General Purposes :- Income	543,116	1,111,314	568,198			48.9%	
Expenditure	96,301	704,050	607,749	0	607,749	13.7%	
Movement to/(from) Gen Reserve	446,815						

Golf Course and The View

<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	176,356	196,600	20,244			89.7%	
1001 Golf Course Green Fees M-F	32,930	124,000	91,070			26.6%	
1002 Golf Course Green Fees w/eb/h	31,045	90,000	58,955			34.5%	
1003 Golf Course Societies	15,322	75,000	59,679			20.4%	
1004 Golf Course Locker	1,193	2,250	1,058			53.0%	
1007 Golf Course Air Traffic	1,875	7,500	5,625			25.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	750	700	(50)			107.1%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1311 Buggy Hire	3,413	21,000	17,588			16.3%	
Golf Course :- Income	262,882	517,135	254,253			50.8%	0
4000 Salaries & Wages	18,398	138,640	120,242		120,242	13.3%	
4001 Employers NI	1,702	12,855	11,153		11,153	13.2%	
4002 Employers Superannuation	2,289	19,010	16,721		16,721	12.0%	
4009 Recruitment Costs	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	0	2,000	2,000		2,000	0.0%	
4011 Staff Protective Clothing	499	1,600	1,101		1,101	31.2%	
4041 Golf Professional Retainer	9,494	68,355	58,861		58,861	13.9%	
4045 Golf Course Player Costs	780	1,600	820		820	48.8%	
4046 Golf Club Membership Fees	0	16,520	16,520		16,520	0.0%	
4051 Rates	1,183	22,000	20,817		20,817	5.4%	
4052 Water & Sewerage	0	2,000	2,000		2,000	0.0%	
4060 Refuse	63	275	212		212	23.0%	
4100 Telecommunications	112	750	638		638	15.0%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	0	300	300		300	0.0%	
4110 Advertising & Publicity	1,269	0	(1,269)		(1,269)	0.0%	
4112 Subscriptions	0	560	560		560	0.0%	
4113 Software Support	1,578	1,890	312		312	83.5%	
4114 Licence Fee	0	75	75		75	0.0%	
4115 Insurance	9,404	10,695	1,291		1,291	87.9%	
4116 Web Site	90	100	10		10	90.0%	
4156 Bank Charges	1,355	6,500	5,145		5,145	20.8%	
4201 Cleaning & Hygiene	0	500	500		500	0.0%	
4251 Dog Bin Emptying	208	1,200	992		992	17.3%	
4261 Grounds Maint non contract	12,593	41,000	28,407		28,407	30.7%	
4270 Vehicles & Equipment Maint	5,487	20,000	14,513		14,513	27.4%	
4271 Vehicle & Equipment Lease	45,041	60,220	15,179		15,179	74.8%	
4272 Furniture & Equipment	350	1,000	650		650	35.0%	
4275 Building Maintenance	255	1,000	745		745	25.5%	
4276 CCTV	0	500	500		500	0.0%	
4279 Fire & Security	433	1,400	967		967	31.0%	
4308 Golf Course Overheads	3,250	19,500	16,250		16,250	16.7%	
4309 Buggy Lease & Maintenance	1,174	9,500	8,326		8,326	12.4%	
Golf Course :- Indirect Expenditure	117,008	462,595	345,587	0	345,587	25.3%	0
Net Income over Expenditure	145,874	54,540	(91,334)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Capital Costs-Golf & The View							
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
Capital Costs-Golf & The View :- Indirect Expenditure	17,103	107,000	89,897	0	89,897	16.0%	0
Net Expenditure	(17,103)	(107,000)	(89,897)				
103 The View							
1050 Income Rent	250	1,000	750			25.0%	
1054 Income Other	325	0	(325)			0.0%	
1305 Income Golf Course Overheads	3,250	19,500	16,250			16.7%	
1306 Income Golf Club Room Hires	1,063	2,000	938			53.1%	
1307 Income Bar Sales	41,553	172,000	130,447			24.2%	
1308 Income Food Sales	45,615	232,000	186,385			19.7%	
1310 Income - Society Food	7,289	35,000	27,711			20.8%	
1312 Function Food Sales	12,480	72,000	59,520			17.3%	
1316 Events Income - The View	193	300	108			64.2%	
The View :- Income	112,017	533,800	421,783			21.0%	0
4000 Salaries & Wages	45,827	295,570	249,743		249,743	15.5%	
4001 Employers NI	2,633	16,840	14,207		14,207	15.6%	
4002 Employers Superannuation	2,649	18,585	15,936		15,936	14.3%	
4003 Sub-contracted Staff	5,076	6,000	924		924	84.6%	
4009 Recruitment Costs	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	0	1,000	1,000		1,000	0.0%	
4012 Staff Expenses	0	150	150		150	0.0%	
4016 Staff Uniform	0	100	100		100	0.0%	
4017 Timesheet & Rota Software	226	240	14		14	94.3%	
4051 Rates	394	7,000	6,606		6,606	5.6%	
4052 Water & Sewerage	65	9,000	8,935		8,935	0.7%	
4055 Electricity	1,760	24,000	22,240		22,240	7.3%	
4056 Gas	300	4,000	3,700		3,700	7.5%	
4060 Refuse	296	3,900	3,604		3,604	7.6%	
4100 Telecommunications	888	3,200	2,312		2,312	27.8%	
4105 Postage	10	50	40		40	20.3%	
4106 Stationery	34	800	766		766	4.3%	
4110 Advertising & Publicity	90	2,500	2,410		2,410	3.6%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	793	1,210	417		417	65.5%	
4114 Licence Fee	1,060	1,050	(10)		(10)	101.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	3,220	3,355	135		135	96.0%	
4116 Web Site	49	230	181		181	21.2%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4156 Bank Charges	687	6,000	5,313		5,313	11.5%	
4196 Functions Expenditure-The View	24	800	776		776	3.0%	
4201 Cleaning & Hygiene	2,755	20,000	17,245		17,245	13.8%	
4202 Linen Cleaning	856	3,600	2,744		2,744	23.8%	
4270 Vehicles & Equipment Maint	0	4,000	4,000		4,000	0.0%	
4271 Vehicle & Equipment Lease	0	560	560		560	0.0%	
4272 Furniture & Equipment	474	2,000	1,526		1,526	23.7%	
4275 Building Maintenance	1,545	5,000	3,455		3,455	30.9%	
4276 CCTV	110	500	390		390	22.0%	
4279 Fire & Security	478	1,250	773		773	38.2%	
4303 Food Expenditure	22,349	135,600	113,251		113,251	16.5%	
4304 Bar Expenditure	15,976	68,800	52,824		52,824	23.2%	
4306 Catering Utensils & Equip	588	2,000	1,412		1,412	29.4%	
4311 Pest Control	492	2,000	1,508		1,508	24.6%	
4313 Stock Take	0	1,100	1,100		1,100	0.0%	
4314 Cost of Card Top Up Incentives	1,071	5,000	3,929		3,929	21.4%	
4903 Term Maintenance	120	0	(120)		(120)	0.0%	
The View :- Indirect Expenditure	112,896	663,065	550,169	0	550,169	17.0%	0
Net Income over Expenditure	(879)	(129,265)	(128,386)				
Golf Course and The View :- Income	374,899	1,050,935	676,036			35.7%	
Expenditure	247,006	1,232,660	985,654	0	985,654	20.0%	
Movement to/(from) Gen Reserve	127,893						
Grand Totals:- Income	1,067,899	2,423,559	1,355,660			44.1%	
Expenditure	433,091	2,640,905	2,207,814	0	2,207,814	16.4%	
Net Income over Expenditure	634,807	(217,346)	(852,153)				
plus Transfer from EMR	8,644						
less Transfer to EMR	1,822						
Movement to/(from) Gen Reserve	641,629						

Finance & General Purposes Committee Variance Reporting 2023-24

		Current Update
201	Administration	
1176	Precept	50% of the Precept is received in April with the 2nd half due to be received in early September.
1190	Interest Received	50% of the budgeted income has already been received. If the interest rates continue at their current level, it is likely that approx £38K + would be received by the end of the year.
4112	Subscriptions	The majority of subscriptions are paid out in full at the beginning of the year which is why there is a high % of expenditure spent.
4113	Software Support	The majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.
4115	Insurance	The council's insurance is paid in April of each year so unless there are any changes throughout the year, this budget has now been fully spent.
4157	Audit Fees	The minus amount of expenditure is due to an accrual from last year where we have not yet received the invoice for last year's external audit.
205	Premises Church Street	
1050	Income Rent	58.9% of the budgeted income has been received due to 9 months rent being invoiced. The remaining 3 months rent will be invoiced in December.

		Current Update
4050	Rent Payable	The expenditure is showing at 50% due to our rent being invoiced for 6 months.
4059	Church Street Service Charges	The expenditure is showing a credit amount which is due to an accrual from last year for the service charges not yet invoiced.
4275	Building Maintenance	The majority of the budget has been spent on work to the internal offices to accommodate additional staff. The offices are now at their maximum capacity.
206	Hurdis House	
1051	Income Insurance	27.06.23 - the annual insurance recharge is invoiced in April of each year. There is not further income expected in this account.
4115	Insurance	27.06.23 - as explained in the 201 Cost Ctr, the insurance is invoiced in April of each year and so there should be no further costs against this budget.
210	Civic Expenses	
4113	Software Support	27.06.23 - the majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.
4115	Insurance	27.06.23 - as previously explained.
4183	Civic - Awards	27.06.23 - the majority of this budget is for awards at the Town Forum.



Seaford Town Council

Report No:	09-23
Agenda Item No:	6
Committee:	Finance & General Purposes (F&GP)
Date:	27th June 2023
Title:	F&GP Committee Year End Income & Expenditure Report, 2022-2023
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To present the year end 2022 - 2023 financial position for the F&GP Committee

Recommendations

The Committee is recommended:

1. To note the contents of the report

1. Summary

- 1.1 Attached as Appendix 1 is the income and expenditure report for this Committee showing the final year end (2022 - 2023) figures.
- 1.2 The Town Council's full Precept (the amount of Council Tax that the Town Council requires, £1,044,965) is within the F&GP Committee budget. Overall, the Committee income was £42,750 more than budgeted, expenditure was £502 less than budgeted.
- 1.3 The Committee's net expenditure was £486,062, which was £32,087 less than budget.

2. Budget Information

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

2.2 Administration (201)

1190 - Interest Received - This accounts for most of the additional income. When the budget was set, interest rates were extremely low (0.1906%) and then during the year they have risen from 0.692% to 4.1223%. The Council has received £39,573 against a budget of £250.

4000 Salaries & Wages / 4001 Employer's National Insurance / 4002 Employer's Superannuation (Pension) – The totals of the salaries budgets were above budget by £9,376 / 2%, due to staff changes in the year and the fact that a 2% rise was budgeted for but an average of 7.3% was actually awarded as an annual pay rise (the annual pay rises being determined on a national level, between representatives of the employers and three main unions).

4009 – Recruitment costs - This expenditure is always unknown, so the budget is just an estimate. There was more recruitment than expected in the year, therefore this expenditure was £1,637 more than budget. At the year end, a contingency sum of £5,000 was put into Earmarked Reserves (EMR) for just this situation. A breakdown of the EMRs can be found attached as Appendix 2.

4010 – Staff Training - This budget was underspent by £2,361 – this is largely due to several changes in key personnel and as such, workload demands making training more challenging to properly identify, forward plan and / or undertake. Managers will be working with the Town Council's HR team to identify training needs and opportunities in the coming year, to ensure the continued professional development of all staff is addressed/being made available. At the year end, the training EMR was topped up by £1,059 to £3,000.

4112 – Subscriptions - This budget was underspent because figures were estimates and did not increase as much as expected. Also, the Golf Environment Organisation offered a free subscription after the budget has been set (£225) and four subscriptions were not renewed (Association of Democratic Services Officers, Chartered Institute of Personnel and

Development, the Local Council Review publication and Grants Making Database).

4113 – Software Support – This is over budget mainly due to the new server needing new licenses. This was an unknown expense when the budgets were set. In addition, IRIS (payroll software) has slightly increased its monthly costs.

4155 – Professional Fees – These fees are often unknown when the budget is set, as these relate to professional expert support required by the Town Council (solicitors, surveyors, VAT consultants etc) that cannot always be predicted. An EMR (£21,311) is now available should it be needed.

4411 – VAT PE Adjustment – is a sum paid as part of the annual partial exemption calculation and it is taken from EMR369. 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.

2.3 Premises - Church Street (205)

1053 - Income Grants – This sum was received from Sussex Police towards the new defibrillator at Church Street.

4059 - Church Street Service Charge - This was lower than expected due to some staff splitting their time between home and office working, resulting in reduced cleaning and utilities.

4275 – Building Maintenance - The additional costs were for the defibrillator which was funded as above (1053) from Sussex Police.

4276/1087 – CCTV – New CCTV was installed within the offices and building foyer and £300 was received toward this from Lewes District Council.

2.4 Premises - Hurdis House (206)

1050 – Income rent – This is higher than budget due to the high rate inflation increasing the annual rent by more than anticipated when budgets were set.

4275 – Building Maintenance - This expenditure is for various building works that needed doing on the building. In the past there has not been a budget on this nominal code but there is for 2023 - 2024.

4411 – VAT PE Adjustment – is a sum paid as part of the partial exemption calculations and it is taken from EMR369 (see the explanation within 2.1 above, for more detail on partial exemption calculations).

2.5 Civic Expenses (210)

4180 – Room Hire - This expenditure is for the hire of rooms to hold Full Council and committee meetings. The Council did not need to do this as much as originally thought, with The View being used as much as possible when the Chambers were unsuitable.

4190 – Election Costs – This was budgeted to transfer to EMR to spread the cost of elections.

4184 – Civic Other – This budget was underspent as £1,985 for the Former Mayor badges came from the Civic EMR355.

3. Earmarked Reserves (EMRs)

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

3.2 Community Infrastructure Levy (CIL) refers to the Town Council's proportion of monies received from local developments towards the upkeep and/or improvement of the local infrastructure. The CIL received in 2022 -

2023 was from the former Newlands School site Development. Due to having restrictions on its use, the Council will be considering the priorities for the use of CIL funds at a future Full Council meeting.

4. Financial Appraisal

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

5. Contact Officer

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

27/04/2023

Seaford Town Council 2022/23

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

Month No: 12

F&GP Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>							
<u>201 Administration</u>							
1054 Income Other	0	100	100			0.0%	
1062 Income Telephone Recharge	621	525	(96)			118.3%	
1176 Precept	1,044,965	1,044,965	0			100.0%	
1190 Interest Received	39,573	250	(39,323)			15829.1	
Administration :- Income	<u>1,085,159</u>	<u>1,045,840</u>	<u>(39,319)</u>			103.8%	<u>0</u>
4000 Salaries & Wages	363,190	352,250	(10,940)		(10,940)	103.1%	
4001 Employers NI	31,048	31,880	832		832	97.4%	
4002 Employers Superannuation	63,423	64,155	732		732	98.9%	
4009 Recruitment Costs	2,137	500	(1,637)		(1,637)	427.5%	
4010 Staff Training	1,639	4,000	2,361		2,361	41.0%	
4011 Staff Protective Clothing	50	0	(50)		(50)	0.0%	
4012 Staff Expenses	500	500	0		0	99.9%	
4015 Office Refreshments	43	150	107		107	28.4%	
4100 Telecommunications	4,322	4,400	78		78	98.2%	
4105 Postage	228	400	172		172	57.1%	
4106 Stationery	1,286	1,000	(286)		(286)	128.6%	
4107 Photocopier	1,376	1,500	124		124	91.7%	
4108 Recycling & Shredding	285	285	0		0	100.0%	
4110 Advertising & Publicity	1,436	750	(686)		(686)	191.4%	
4112 Subscriptions	4,844	5,900	1,056		1,056	82.1%	
4113 Software Support	10,296	9,000	(1,296)		(1,296)	114.4%	
4114 Licence Fee	55	55	0		0	100.0%	
4115 Insurance	1,753	1,780	27		27	98.5%	
4116 Web Site	1,093	1,700	607		607	64.3%	
4118 IT Hardware	7,649	8,000	351		351	95.6%	
4154 Land Registry Fees	96	100	4		4	96.0%	
4155 Professional Fees	6,643	5,000	(1,643)		(1,643)	132.9%	
4156 Bank Charges	1,519	1,500	(19)		(19)	101.3%	
4157 Audit Fees	3,514	3,000	(514)		(514)	117.1%	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	275	1,000	725		725	27.5%	
4272 Furniture & Equipment	1,910	3,000	1,090		1,090	63.7%	
4411 VAT PE Adjustment overclaimed	3,224	0	(3,224)		(3,224)	0.0%	3,224
Administration :- Indirect Expenditure	<u>513,833</u>	<u>501,905</u>	<u>(11,928)</u>	<u>0</u>	<u>(11,928)</u>	102.4%	<u>3,224</u>
Net Income over Expenditure	<u>571,326</u>	<u>543,935</u>	<u>(27,391)</u>				
6000 plus Transfer from EMR	3,224						
Movement to/(from) Gen Reserve	<u>574,550</u>						

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Premises - Church Street</u>							
1050 Income Rent	8,150	7,800	(350)			104.5%	
1053 Income Grants	1,435	0	(1,435)			0.0%	
1087 Income CCTV	300	0	(300)			0.0%	
Premises - Church Street :- Income	9,885	7,800	(2,085)			126.7%	0
4050 Rent payable	19,780	20,500	720		720	96.5%	
4051 Rates	8,281	8,956	675		675	92.5%	
4059 Church Street Service Charges	16,421	18,000	1,579		1,579	91.2%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	318	400	82		82	79.4%	
4275 Building Maintenance	2,025	1,000	(1,025)		(1,025)	202.5%	
4276 CCTV	1,410	0	(1,410)		(1,410)	0.0%	
4903 Term Maintenance	279	500	221		221	55.7%	
Premises - Church Street :- Indirect Expenditure	48,512	49,656	1,144	0	1,144	97.7%	0
Net Income over Expenditure	(38,627)	(41,856)	(3,229)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	24,870	23,735	(1,135)			104.8%	
1051 Income Insurance Recharge	421	400	(21)			105.2%	
Premises - Hurdis House :- Income	25,291	24,135	(1,156)			104.8%	0
4115 Insurance	436	400	(36)		(36)	109.1%	
4155 Professional Fees	800	1,000	200		200	80.0%	
4275 Building Maintenance	1,095	0	(1,095)		(1,095)	0.0%	
4301 Public Works Loan Payment	15,002	15,005	3		3	100.0%	
4411 VAT PE Adjustment overclaimed	1,881	0	(1,881)		(1,881)	0.0%	1,881
Premises - Hurdis House :- Indirect Expenditure	19,214	16,405	(2,809)	0	(2,809)	117.1%	1,881
Net Income over Expenditure	6,077	7,730	1,653				
6000 plus Transfer from EMR	1,881						
Movement to/(from) Gen Reserve	7,958						
<u>210 Civic Expenses</u>							
1080 Income Jubilee Event	90	0	(90)			0.0%	
1081 Young Mayor Income	100	0	(100)			0.0%	
Civic Expenses :- Income	190	0	(190)				0
4013 Members Expenses	6	100	94		94	6.3%	
4014 Member Training	640	1,500	860		860	42.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Stationery	0	200	200		200	0.0%	
4113 Software Support	2,357	2,500	143		143	94.3%	
4115 Insurance	58	200	142		142	28.9%	
4118 IT Hardware	595	0	(595)		(595)	0.0%	
4180 Room Hire	334	2,550	2,216		2,216	13.1%	
4181 Civic - Mayors Allowance	1,019	1,500	481		481	67.9%	
4182 Catering & Hospitality	13	200	187		187	6.5%	
4183 Civic - Awards	113	200	87		87	56.3%	
4184 Civic - other	3,995	3,000	(995)		(995)	133.2%	1,985
4188 Town Crier Expenses	40	200	160		160	20.0%	
4189 Young Mayor	140	250	110		110	55.8%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	<u>9,309</u>	<u>22,400</u>	<u>13,091</u>	<u>0</u>	<u>13,091</u>	<u>41.6%</u>	<u>1,985</u>
Net Income over Expenditure	<u>(9,119)</u>	<u>(22,400)</u>	<u>(13,281)</u>				
6000 plus Transfer from EMR	1,985						
Movement to/(from) Gen Reserve	<u>(7,134)</u>						
<u>215 Grants</u>							
4401 Grants	20,000	20,000	0		0	100.0%	
4406 SFA-CAB	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(25,000)</u>	<u>(25,000)</u>	<u>0</u>				
Finance & General Purposes :- Income	1,120,525	1,077,775	(42,750)			104.0%	
Expenditure	615,868	615,366	(502)	0	(502)	100.1%	
Net Income over Expenditure	<u>504,657</u>	<u>462,409</u>	<u>(42,248)</u>				
plus Transfer from EMR	7,089						
Movement to/(from) Gen Reserve	<u>511,746</u>						
Grand Totals:- Income	1,120,525	1,077,775	(42,750)			104.0%	
Expenditure	615,868	615,366	(502)	0	(502)	100.1%	
Net Income over Expenditure	<u>504,657</u>	<u>462,409</u>	<u>(42,248)</u>				
plus Transfer from EMR	7,089						
Movement to/(from) Gen Reserve	<u>511,746</u>						

Seaford Town CouncilEarmarked Reserves 2022-2023

A/C code	Reserve Details	Opening Balance 01/04/2022	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance 31/03/2023	Notes	Committee
320	Elections	16,138	£10,000.00			£26,138.16	Built up over the years to spread the cost of 4 yearly elections.	F&GP
321	Building Maintenance	20,000				£20,000.00	Contingency to meet unexpected liability on all buildings	Shared
335	Recruitment Costs	£0.00	£5,000.00			£5,000.00	To fund unknown recruitment costs	F&GP
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
353	Professional Fees	£20,000.00			£8,544.07	£11,455.93	Contingency to meet unknown Liabilities <u>2022/23</u> Gabion wall	Shared
355	Civic Expenses	£2,000.00	£1,227.00		£1,985.00	£1,242.00	Contingency e.g. for Mayors chain/ Freedom of the Town <u>2022/23</u> £1,985 - Past Mayors badges	F&GP
361	CIL Receipts *	£80,510.84	£378,975.72			£459,486.56	Income received from CIL monies - Restricted use <u>2022/23</u> up to £10,000 for tennis courts contingency £378,975.72 from Newlands Development <u>2023/24</u> CILrs will be considering the priorities for the use of CIL funds at a future Full Council meeting.	Shared
363	Capital Receipts *	£152,683.23	£50,571.50		£69,549.23	£133,705.50	Can only be used for Capital Expenditure. <u>2022-2023</u> Martello Toilets £68,913.23 used for Capital element of loans	Shared
366	Seafront Improvement Plan (SIP)	£34,810.58	£68,913.23		£16,412.03	£87,311.78	For expenditure on SDP <u>2022-2023</u> Martello Toilets £68,913.23 from Capital receipts used to fund loans	CS
369	VAT PE Calculation	£9,245.83	£30,234.13		£19,980.40	£19,499.56	Sum received after partial exemption calculation	Shared
370	Training	£1,941.00	£1,059.00			£3,000.00	surplus budget for future liability	Shared
371	Mayors Allowance	£180.93	£481.44	£180.93		£481.44	surplus budget due to Mayoral year end and financial year mis timings	F&GP
372	Utilities	£5,000.00				£5,000.00	for future liabilities due to uncertain electricity and gas costs	Shared
	TOTAL EMR	£517,576.52	£551,644.02	£180.93	£119,143.68	£794,829.98		

* RESTRICTED USE



Seaford Town Council

Report No:	18/23
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	27th June 2023
Title:	2023 – 2024 Grant Applications
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the grant applications received for consideration and approval as relevant

Recommendations

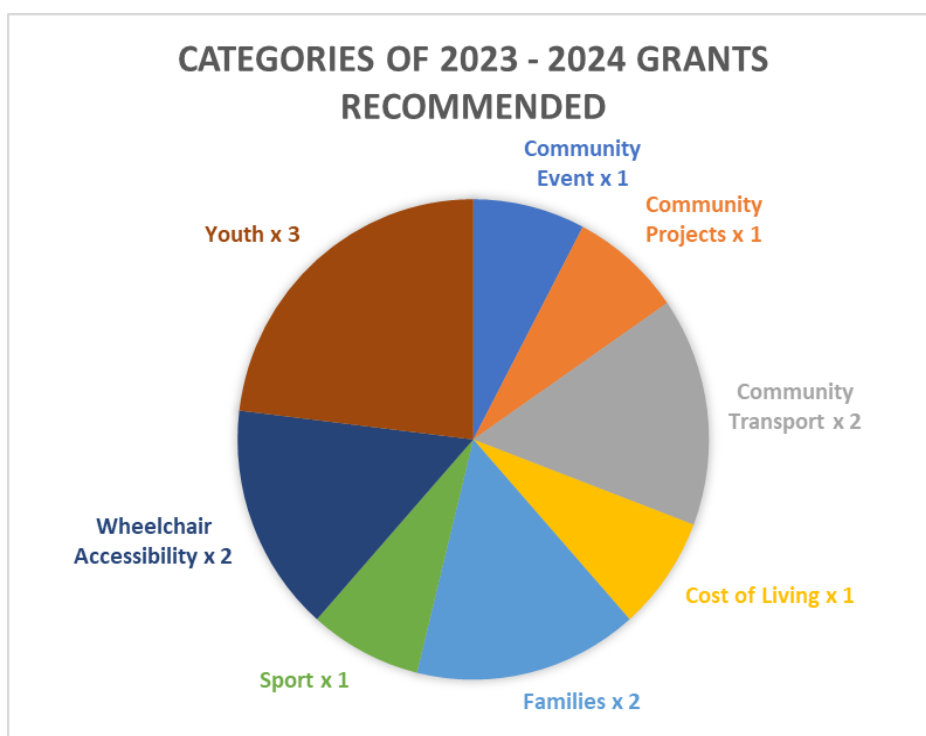
The Committee is recommended:

1. To consider the grant applications detailed in Appendices A and B and note the recommendations of the Town Council's Grants Working Group.
2. To agree the successful grant applicants in the 2023 - 2024 scheme and amounts to be awarded.
3. To note the future work around possible service funding agreements.

1. Information

- 1.1 The Town Council's Discretionary Grant Scheme for 2023 - 2024 opened on 3rd April 2023, offering local community groups, charities or voluntary organisations the opportunity to apply for a financial grant from the Town Council.
- 1.2 There are two types of grants available. Small grants for up to £500 and large grants for over £500, up to a maximum of £3,000.
- 1.3 The closing date for all applications and supporting documents to be returned was 12 noon on 31st May 2023.
- 1.4 The grants scheme was promoted via press releases, the Town Council's website and Facebook, advising those who wished to apply to download an application form direct from the Town Council's website.

- 1.5 The 2023 - 2024 approved budget for both small and large grants is £25,000. 19 applications were received overall, with a total grant request of £46,544.
- 1.6 The Grants Working Group, open to all members of this Committee, met on 13th June 2023 to review the applications received. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.7 The Working Group was able to assess each application individually and take time to consider each application alongside the Town Council's Discretionary Grants Policy.
- 1.8 Due to the oversubscription of the grants pool, the working group had to reduce the amount of most grants awarded and turn down some applicants – this is covered in more detail in the appendices attached.
- 1.9 Following this process, the Working Group recommends that the large grants are awarded as per Appendix A and the small grants are awarded as per Appendix B.
- 1.10 The recommendations from the Working Group are that 13 grants be awarded, utilising the full budget of £25,000.
- 1.11 The chart below gives an indication of the categories of grants that the working group has recommended be awarded:



2. Service Funding Agreements

- 2.1** In addition to the grants pool of £25,000, a further £5,000 was budgeted specifically for the Citizens Advice Bureau (CAB). The Town Council has a three-year funding agreement with CAB meaning that this grant of £5,000 is automatically given.
- 2.2** The current agreement with CAB is due to end on 31st March 2024. Officers will report back to Committee at a future meeting with the options available.
- 2.3** The Grants Working Group has recommended that the Town Council considers offering a service funding agreement to Cuckmere Community Buses (CCB). This will not impact this current year's grant scheme (as per Appendix A, CCB are recommended to receive a grant for this year) and as such, officers will explore this and report back to Committee to consider this recommendation.

3. Financial Appraisal

- 3.1** The budget allocated for this Committee to award as grants is £25,000.
- 3.2** The total amount requested is £46,544. The recommendations from the Grants Working Group utilise the total £25,000 budget.

4. Contact Officer

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

Returned Small Grant Applications (up to £500) for 2023-24

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2023	Recommended Amount to Award 2023
Seaford Community Partnership	For maintenance of the Beach Garden comprising the sunken garden plus two raised gravel gardens either side of it.	£ 500.00	£ -
Seaford Cricket Club	Towards purchasing branded feather flags to be used at events along with the purchase of promotion flyers.	£ 310.00	£ 310.00
		£ 810.00	£ 310.00

Returned Large Grant Applications (up to £3,000) for 2023-24

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2023	Recommended Amount to Award 2023	Working Group (WG) Comments
Beachy Head Chaplaincy Team	Towards the cost of fuel expenses for BHCT 4x4 patrol vehicles to continue to provide search and rescue patrols.	£ 3,000.00	£ -	The Grants Policy states not grant to religious groups. Charity not based in Seaford. Oversubscription of grants pool required prioritisation for Seaford-specific activities.
Care for the Carers	To reach more young carers in the Seaford Area by running two activities at the Mecread Youth Centre to include arts and crafts, sport of cooking along with providing advice and support from the team.	£ 2,612.00	£ 767.00	Grant awarded to cover travel costs, venue hire, refreshments and resources, and support and supervision; not the two staffing costs as an ongoing/revenue cost
Cradle Hill P.T.F.A.	Towards providing an outdoor quiet play zone which will be fenced, seated and sheltered. This would also double up as an outside learning area.	£ 3,000.00	\$ 2,815.00	Small reduction to conform to budget.
Cuckmere Community Bus	To help meet ongoing annual running costs and avoid/minimize deficits and help bridge the gap between income and expenditure.	£ 3,000.00	£ 2,000.00	Reduced to reflect previous year's grant awarded. WG making recommendation to enter discussions with Cuckmere Community Buses about a service funding agreement for a set period
Down Syndrome Development Trust (DSDT)	To support 5 Seaford based Children with DS and their families to access our Swimming Activities	£ 1,000.00	£ -	A charity that has been supported by the Council over a number of years - can see that the charity has grown and strengthened itself significantly, resulting in less volunteers but more paid staff, a wider reach than just Seaford, healthy cash balances and access to a number of different funding routes. Oversubscription of grants pool required careful prioritisation of allocation of funds.
Family Support Work (FSW)	Funding towards the Reachout to Positive Activities 2023/24 in Seaford providing a range of activities for Seaford families of a 12 month period for those struggling with the cost-of-living crisis.	£ 1,750.00	£ -	Grants Policy states not grant to religious groups. Charity not based in Seaford and funds are towards ongoing staffing costs. Oversubscription of grants pool required prioritisation for Seaford-specific activities.
Friends of Bishopstone Station CIC	To help fund IT equipment, cleaning costs and accountancy fees relating to our two community projects, Meet up Mondays and Bishopstone Station Community Food Project.	£ 2,150.00	£ 1,400.00	Grant awarded to cover IT equipment, not cleaning costs/provisions or the accountant costs.
GIA (Gardening in Action) CIC	To Support the Peverells Community Garden with providing one year's welfare facilities, part funding of wheelchair matting and a colour laser printer with supplies.	£ 2,747.00	£ 1,786.00	Grant awarded to cover part of wheelchair matting costs, not printer or venue/welfare hire costs.

Returned Large Grant Applications (up to £3,000) for 2023-24

Grants Working Group Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2023	Recommended Amount to Award 2023	Working Group (WG) Comments
Havens Community Hub	To Support the expansion and development of Havens Food Co-Operative Pop Up Pantry Scheme allowing operations to continue and more partnership working to take place	£ 3,000.00	£ 502.00	WG agreed that it felt a grant should be awarded due to the importance of the charitable activities, although could see the charity is district-wide and has access to a variety of funding pools. Grant awarded to part fund advertising and volunteer mileage costs, not overhead or organisational costs. WG recommendation to see advertising/promotion of work within Seaford prioritised before allocating funds to expanding.
Lewes District Churches Homelink	To help to continue the delivery of their Small Grants service.	£ 3,000.00	£ -	Grants Policy states not grant to religious groups. WG was not comfortable with agreeing a grant to then fund a charities own grants scheme.
Mercread Youth Centre	To convert the Main Entrance Door into an Automatic Access door for wheelchair users and general easier access.	£ 3,000.00	£ 2,500.00	Small reduction to conform to budget
Seaford Bonfire Society	To assist with the cost of providing medical emergency professionals along with the assisting the costs of the event security.	£ 3,000.00	£ 2,000.00	Reduction to conform to budget and also reflect the oversubscription of grants pool requiring careful prioritisation of allocation of funds
Seaford Community Events Committee	Towards the cost of the Event Management/Health & Safety Provisions (run by Sussex Events) for Seaford Motorfest 2023.	£ 3,000.00	£ -	Grant not awarded due to event taking place before grant is made and policy stipulating against this. WG recommendation for applicant to consider applying in advance for following year's event i.e. apply in 2024/25 scheme for their June 2025 event, with the ability to spend the grant monies in the preparation stages of the event in the 2024/25 financial year, as per the Grants Policy
St James' Trust (Seaford)	Towards the weekly cost of a mini-bus hire for the Tuesday Lunch Club. The transport is essential to the clubs success as many clients no longer drive and are unable to use public transport.	£ 2,475.00	£ 2,475.00	
Teddy Treats Childrens Charity	Support Local Children to Attend Dance, Singing & Art Activities.	£ 3,000.00	£ 2,815.00	Small reduction to conform to budget
The Youth Counselling Project	To provide sixty sessions of wellbeing support and mental health interventions to six additional children or young people in need in Seaford.	£ 3,000.00	£ 2,815.00	Small reduction to conform to budget

Returned Large Grant Applications (up to £3,000) for 2023-24

Grants Working Group Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2023	Recommended Amount to Award 2023	Working Group (WG) Comments
Waves (Seaford)	To enable improvement and expansion of services during the next twelve Months by offering practical help & emotional support to families and children experiencing short or long-term difficulties. Furthermore, to enable an additional fifty wellbeing/counselling sessions to families and children in need and distress.	£ 3,000.00	£ 2,815.00	Small reduction to conform to budget
Total Requested for 17 Grant Applications		£ 45,734.00	£ 24,690.00	



Seaford Town Council

Report No:	19/23
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	27th June 2023
Title:	Seaford Town Football Club 2022 - 2023 Grant
By:	Lucy Clark, Finance Manager
Purpose of Report:	To seek approval to carry forward a grant awarded to Seaford Town Football Club in 2022 - 2023 to 2023 – 2024

Recommendations
The Committee is recommended:
1. To approve the grant of £1,500 awarded to Seaford Town Football Club in 2022 - 2023 being carried forward to 2023 – 2024, subject to the usual conditions associated with large grants awarded

1. Information

- 1.1 Seaford Town Football Club (STFC) were awarded a grant of £1,500 in the 2022 - 2023 Community Grant Scheme towards purchasing a new vehicle to help with the transport of their youth and senior teams.
- 1.2 Item 7.2 of the Town Council's Discretionary Grants Policy states that *"in the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned to the Council and cannot be added wholly or partly to your reserves"*.
- 1.3 STFC was not able to use this funding during the 2022 – 2023 financial year for the stated purpose, due in part to the change in key personnel within STFC partway through the year.

- 1.4** Town Council Officers have been in discussion with the Co-Chairs of STFC, who have discussed this with the STFC Committee and submitted a request that this grant be rolled forward to 2023 – 2024 to enable STFC to look at progressing the project.
- 1.5** The original grant application in 2022 stated that the project would be part-funded by the grant from the Town Council with the remaining monies being met by the Club from its cash balance. In recent discussions with Town Council Officers, the Club has advised that, whilst it is intending to progress the project to purchase a vehicle, it is no longer in the position to fund the remaining cost itself and would instead be looking to fundraise for the additional monies needed.
- 1.6** These monies would still be treated as a financial grant under the Town Council's Discretionary Grants Policy and as such, the following conditions would still apply:
- (a)** The funds would be ringfenced to be used exclusively for the purpose originally stated,
 - (b)** If the grant was not used by 31st March 2024, or there was a surplus after the purchase has been made, this would then be payable back to the Town Council,
 - (c)** STFC would still be required to promote the Town Council's financial support of the project,
 - (d)** STFC would still be required to attend the next Seaford Town Forum to update on the use of the grant.
- 1.7** Due to having been allocated in the previous financial year, a decision to roll the grant forward to be spent in the current financial year would not impact on the current 2023 – 2024 grants budget.

2. Recommendation

- 2.1** Town Council Officers are recommending that STFC be allowed to keep the grant for a further year to allow them to progress the original project of purchasing a new vehicle to help with the transport of their youth and senior teams. These monies would be subject to the usual conditions associated with large grants awarded. This is understanding of the exceptional circumstances within STFC – the change of key personnel - and enabling STFC additional time to progress this project.

3. Financial Appraisal

- 3.1** If agreed as presented, this would have no impact on this year's budget as the expenditure was incurred in the previous financial year.

4. Contact Officer

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