



Seaford Town Council

Seaford Town Council Golf & The View Agenda – 29th August 2023

To the Members of the Golf & The View Committee

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

Seaford Head Golf Club Representatives – A Miller and S Doyle

A meeting of the **Golf & The View Committee** will be held in **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 29th August 2023** at **7.00pm**, which you are summoned to attend.

Adam Chugg

Town Clerk

23rd August 2023

- **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: 2022 - 2023 Year End

To consider report 52/23 updating the Golf & The View Committee on the income and expenditure for the financial year ending 31st March 2023 (pages 5 to 11).

5. Golf & The View Income & Expenditure Report: to 31st July 2023

To consider report 51/23 updating the Golf & The View Committee on the income and expenditure to date (pages 12 to 17).

6. Course Manager's Update Report

To consider report 50/23 providing the Committee with an update on management and maintenance of the golf course maintenance (pages 18 to 22).

7. Golf Professional's Update Report

To consider report 53/23 providing an update from the Golf Professional service on golf course related matters (pages 23 to 25).

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.

9. Exclusion of 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 two items of business for the reasons as set out below.

The resolutions of the items will be recorded publicly in the minutes of this meeting.

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 Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the 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. Greenkeeping Team Review EXEMPT

To consider exempt report 55/23 presenting a review of the greenkeeping team's salary grades and associated recommendations (exempt pages 2 to 8).

Reason for exemption: to provide confidential updates surrounding the Human Resources functions of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

11. The View Operational Update EXEMPT

To consider exempt report 54/23 updating the Committee on business operations at The View (exempt pages 9 to 12).

Reason for exemption of report: to consider commercially sensitive arrangements relating to operations at The View.

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

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:	52/23
Agenda Item No:	4
Committee:	Golf & The View
Date:	29th August 2023
Title:	Golf & The View Income & Expenditure Report: 2022 – 2023 Year End
By:	Andy Beams, Locum Responsible Financial Officer (RFO)
Purpose of Report:	To update the Committee on the income and expenditure for the financial year ending 31st March 2023

Recommendations
The Golf & the View 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, as of 31st March 2023.
- 1.2 Members should note that all income received to 31st March 2023 is included, and year-end adjustments have been made to include all anticipated (but not yet paid) expenditure that relates to the period to the end of the financial year.

2. The Golf Course

2.1 Income:

- 2.1.1 Appendix 1 includes the final totals for the year. The previous report (to 31st January 2023) reported income at 97.1% of budget, anticipated to reach 100% by the year end. The actual year-end figure is £504,903 (103.9% of budget). Members are reminded that income is not evenly spread

throughout the year, with membership fees paid in advance for the whole year and green fees weather and season dependant.

2.1.2 As previously reported, the number of members was not quite as high as expected and membership income (1000/101) was 95.2% of budget. This is thought to be because rising prices in the cost of living has made golf memberships a luxury compared to last year, which was post Covid-19 lockdowns and saw people eager to get out on the golf course. Quite a few members did not renew due to being ill, injured or awaiting operations.

2.1.3 Green fees and societies all exceeded budget with weekday green fees (1001/101) at 102.5%%, weekend/bank holiday green fees (1002/101) 136.8% and societies (1003/101) 110.1%.

2.1.4 Members are reminded that it was intended to have eight buggies instead of six in the year after the refurbishment of the locker rooms. As this did not happen, buggy hire income (1311/101) and locker income (1004/101) fell short of budget.

2.2 Expenditure:

2.2.1 Overall expenditure for the year is £401,885 (92.6% of budget). Salaries (4000/101) and associated staffing costs (4001/101 and 4002/101) are less than budgeted, due to the difficulty in recruiting the extra greenkeeper that was included in the budget provision.

2.2.2 After the VAT Partial exemption calculation was completed for 2019 - 2020, 2020 - 2021 and 2021 - 2022, £21,815.99 was claimed back (4411/101).

3. The View

3.1 Income:

3.1.1 Appendix 1 includes the final totals for the year, with the final total £550,708 (105.6% of budget).

3.1.2 Income from bar (1307/103) and food sales (1308/103) are at 103.6% and 98.7% of budget respectively.

3.1.3 Income from societies food sales (1310/103) is 99.8% and food function sales (1312/103) 119.2% of budget.

3.2 Expenditure:

3.2.1 Year-end expenditure is £649,573 (106.8% of budget). The overspend in salaries and wages (4000/103) is more than offset in savings in the other associated staffing costs, Employer's National Insurance (4001/103) and

Employer's Superannuation (4002/103). The cumulative total of these three cost codes is 97.6% for the year. Pensions were budgeted to meet the cost if staff joined the Local Government Pension Scheme (LGPS), but staff often choose to join the cheaper NEST pension scheme instead.

3.2.2 Due to staff shortages and leave, it has been necessary to use sub-contracted kitchen staff with a total of £16,522 spent during the year.

3.2.3 A water bill of £4,776.34 was received in September 2022 and is still being investigated by Castle Water, with the case escalated due to the long timescale.

3.2.4 Cleaning and hygiene (4210/103) and linen cleaning (4202/103) exceeded budget due to the rise in costs, with final totals reported as 119.3% and 164.7% respectively.

3.2.5 Building maintenance (4275/103) exceeded budget due to the age of the building. The following significant necessary repairs have been completed during the year:

- £162 Replacement lights
- £1,230 New urinals & high-pressure jetting
- £346 Replacement ignition device
- £650 Repair sleeper retaining wall.

3.2.6 Food (4303/103) and bar expenditure (4304/103) exceeded budget by the year end due to the rise in costs, with final totals reported as 115.5% and 118.4% respectively.

3.2.7 Catering utensils and equipment (4306/101) contains items that were previously coded to food. The budgets have been adjusted for the 2023 - 2024 financial year.

4. Financial Appraisal

4.1 This report represents the final income and expenditure figures for the year.

5. Contact Officer

The Contact Officer for this report is Andy Beams, Locum RFO.

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

Month No: 12

Golf Course & The View Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf Course and The View								
101 Golf Course								
1000 Golf Course Season Ticket	0	183,652	193,000	9,348			95.2%	
1001 Golf Course Green Fees M-F	4,963	115,874	113,000	(2,874)			102.5%	
1002 Golf Course Green Fees w/eb/h	7,685	98,482	72,000	(26,482)			136.8%	
1003 Golf Course Societies	2,216	77,081	70,000	(7,081)			110.1%	
1004 Golf Course Locker	0	1,009	2,250	1,241			44.9%	
1007 Golf Course Air Traffic	0	7,500	7,500	0			100.0%	
1019 Rechargeable Income	0	179	0	(179)			0.0%	
1050 Income Rent	0	85	85	0			100.0%	
1054 Income Other	0	646	700	54			92.3%	
1077 Income Sale Equipment	0	6,017	4,200	(1,817)			143.3%	
1311 Buggy Hire	0	14,379	23,330	8,951			61.6%	
Golf Course :- Income	14,864	504,903	486,065	(18,838)			103.9%	0
4000 Salaries & Wages	9,054	108,653	121,600	12,947		12,947	89.4%	
4001 Employers NI	831	10,444	11,650	1,206		1,206	89.6%	
4002 Employers Superannuation	1,179	14,154	17,410	3,256		3,256	81.3%	
4009 Recruitment Costs	0	623	800	177		177	77.9%	
4010 Staff Training	0	1,070	2,000	930		930	53.5%	
4011 Staff Protective Clothing	143	1,470	1,500	30		30	98.0%	
4019 Rechargeable Expenditure	0	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	5,425	60,600	65,100	4,500		4,500	93.1%	
4045 Golf Course Player Costs	0	1,916	1,450	(466)		(466)	132.2%	
4046 Golf Club Membership Fees	0	14,506	14,520	14		14	99.9%	
4051 Rates	0	10,365	10,680	315		315	97.1%	
4052 Water & Sewerage	0	1,893	1,800	(93)		(93)	105.2%	
4060 Refuse	613	676	260	(416)		(416)	259.9%	
4100 Telecommunications	65	755	750	(5)		(5)	100.7%	
4105 Postage	0	0	50	50		50	0.0%	
4106 Stationery	198	237	350	113		113	67.8%	
4110 Advertising & Publicity	0	0	500	500		500	0.0%	
4112 Subscriptions	0	510	525	15		15	97.1%	
4113 Software Support	0	1,845	1,900	55		55	97.1%	
4114 Licence Fee	0	75	75	0		0	100.0%	
4115 Insurance	0	10,235	8,890	(1,345)		(1,345)	115.1%	
4116 Web Site	18	108	75	(33)		(33)	144.0%	
4156 Bank Charges	1,158	5,916	5,500	(416)		(416)	107.6%	
4201 Cleaning & Hygiene	121	232	500	268		268	46.3%	
4251 Dog Bin Emptying	89	1,071	1,330	259		259	80.6%	

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

Month No: 12

Golf Course & The View Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	2,444	38,636	38,000	(636)		(636)	101.7%	
4270 Vehicles & Equipment Maint	3,107	18,935	15,700	(3,235)		(3,235)	120.6%	
4271 Vehicle & Equipment Lease	1,125	81,149	79,800	(1,349)		(1,349)	101.7%	
4272 Furniture & Equipment	0	4,577	7,855	3,278		3,278	58.3%	
4275 Building Maintenance	1,369	2,405	2,200	(205)		(205)	109.3%	
4276 CCTV	0	0	500	500		500	0.0%	
4279 Fire & Security	0	1,099	1,300	201		201	84.6%	
4308 Golf Course Overheads	10,165	21,165	12,000	(9,165)		(9,165)	176.4%	
4309 Buggy Lease & Maintenance	587	8,202	7,500	(702)		(702)	109.4%	
4411 VAT PE Adjustment overclaimed	0	(21,816)	0	21,816		21,816	0.0%	(21,816)
4903 Term Maintenance	(192)	0	0	0		0	0.0%	
Golf Course :- Indirect Expenditure	37,501	401,885	434,070	32,185	0	32,185	92.6%	(21,816)
Net Income over Expenditure	(22,637)	103,019	51,995	(51,024)				
6000 plus Transfer from EMR	0	(21,816)						
Movement to/(from) Gen Reserve	(22,637)	81,203						
102 Capital Costs-Golf & The View								
4301 Public Works Loan Payment	35,386	104,977	105,000	23		23	100.0%	
4411 VAT PE Adjustment overclaimed	0	(6,461)	0	6,461		6,461	0.0%	(6,461)
Capital Costs-Golf & The View :- Indirect Expenditure	35,386	98,515	105,000	6,485	0	6,485	93.8%	(6,461)
Net Expenditure	(35,386)	(98,515)	(105,000)	(6,485)				
6000 plus Transfer from EMR	0	(6,461)						
Movement to/(from) Gen Reserve	(35,386)	(104,977)						
103 The View								
1050 Income Rent	0	1,000	1,000	0			100.0%	
1305 Income Golf Course Overheads	10,165	21,165	12,000	(9,165)			176.4%	
1306 Income Golf Club Room Hires	138	3,004	500	(2,504)			600.8%	
1307 Income Bar Sales	14,863	182,074	175,800	(6,274)			103.6%	
1308 Income Food Sales	19,451	224,739	227,700	2,961			98.7%	
1310 Income - Society Food	533	32,434	32,500	66			99.8%	
1312 Function Food Sales	11,822	85,820	72,000	(13,820)			119.2%	
1316 Events Income - The View	52	471	200	(271)			235.5%	
The View :- Income	57,024	550,708	521,700	(29,008)			105.6%	0
4000 Salaries & Wages	22,385	278,844	267,155	(11,689)		(11,689)	104.4%	
4001 Employers NI	1,442	18,316	20,105	1,789		1,789	91.1%	

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

Month No: 12

Golf Course & The View Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employers Superannuation	1,406	17,207	35,000	17,793		17,793	49.2%	
4003 Sub-contracted Staff	2,291	16,522	0	(16,522)		(16,522)	0.0%	
4009 Recruitment Costs	0	2,854	0	(2,854)		(2,854)	0.0%	
4010 Staff Training	0	0	1,500	1,500		1,500	0.0%	
4012 Staff Expenses	0	0	180	180		180	0.0%	
4016 Staff Uniform	0	0	500	500		500	0.0%	
4017 Timesheet & Rota Software	(226)	226	215	(11)		(11)	105.3%	
4051 Rates	0	3,331	3,435	104		104	97.0%	
4052 Water & Sewerage	446	7,797	5,000	(2,797)		(2,797)	155.9%	
4055 Electricity	3,230	21,876	21,000	(876)		(876)	104.2%	
4056 Gas	876	4,220	5,000	780		780	84.4%	
4060 Refuse	224	3,668	3,900	232		232	94.0%	
4100 Telecommunications	187	3,177	3,200	23		23	99.3%	
4105 Postage	0	1	100	99		99	0.9%	
4106 Stationery	50	834	1,000	166		166	83.4%	
4110 Advertising & Publicity	0	1,104	5,000	3,896		3,896	22.1%	
4112 Subscriptions	75	75	75	0		0	100.0%	
4113 Software Support	(54)	1,199	1,300	101		101	92.3%	
4114 Licence Fee	0	1,031	1,000	(31)		(31)	103.1%	
4115 Insurance	0	3,195	3,200	5		5	99.8%	
4116 Web Site	15	234	215	(19)		(19)	108.6%	
4156 Bank Charges	1,000	6,705	5,200	(1,505)		(1,505)	128.9%	
4196 Functions Expenditure-The View	107	2,489	0	(2,489)		(2,489)	0.0%	
4201 Cleaning & Hygiene	868	20,289	17,000	(3,289)		(3,289)	119.3%	
4202 Linen Cleaning	910	4,940	3,000	(1,940)		(1,940)	164.7%	
4270 Vehicles & Equipment Maint	415	3,098	4,000	902		902	77.5%	
4272 Furniture & Equipment	1,124	4,888	9,950	5,062		5,062	49.1%	2,673
4275 Building Maintenance	940	3,891	2,500	(1,391)		(1,391)	155.6%	
4276 CCTV	0	131	500	369		369	26.2%	
4279 Fire & Security	0	1,192	1,550	358		358	76.9%	
4303 Food Expenditure	14,117	134,310	116,270	(18,040)		(18,040)	115.5%	
4304 Bar Expenditure	5,204	68,693	58,015	(10,678)		(10,678)	118.4%	
4306 Catering Utensils & Equip	235	4,137	1,000	(3,137)		(3,137)	413.7%	
4307 Bar Utensils & Equip	0	123	250	127		127	49.3%	
4311 Pest Control	0	1,935	2,000	65		65	96.7%	
4313 Stock Take	0	500	1,050	550		550	47.6%	
4314 Cost of Card Top Up Incentives	591	5,903	4,000	(1,903)		(1,903)	147.6%	
4903 Term Maintenance	0	637	4,000	3,363		3,363	15.9%	
The View :- Indirect Expenditure	57,857	649,573	608,365	(41,208)	0	(41,208)	106.8%	2,673
Net Income over Expenditure	(833)	(98,865)	(86,665)	12,200				
6000 plus Transfer from EMR	0	2,673						
Movement to/(from) Gen Reserve	(833)	(96,192)						

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

Month No: 12

Golf Course & The View Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf Course and The View :- Income	71,888	1,055,611	1,007,765	(47,846)			104.7%	
Expenditure	130,743	1,149,973	1,147,435	(2,538)	0	(2,538)	100.2%	
Net Income over Expenditure	(58,856)	(94,362)	(139,670)	(45,308)				
plus Transfer from EMR	0	(25,604)						
Movement to/(from) Gen Reserve	(58,856)	(119,966)						
Grand Totals:- Income	71,888	1,055,611	1,007,765	(47,846)			104.7%	
Expenditure	130,743	1,149,973	1,147,435	(2,538)	0	(2,538)	100.2%	
Net Income over Expenditure	(58,856)	(94,362)	(139,670)	(45,308)				
plus Transfer from EMR	0	(25,604)						
Movement to/(from) Gen Reserve	(58,856)	(119,966)						



Seaford Town Council

Report No:	51/23
Agenda Item No:	5
Committee:	Golf & The View Committee
Date:	18th August 2023
Title:	Golf & The View Income & Expenditure Report to 31st July 2023
By:	Andy Beams, Locum Responsible Financial Officer (RFO)
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 as Appendix 1 is the income and expenditure report for this Committee, as of 31st July 2023.
- 1.2 Members should note that all income received to 31st July 2023 is included, although expenditure is dependent upon receipt of invoice, many of which are paid in arrears.

2. The Golf Course

2.1 Income:

- 2.1.1 Appendix 1 includes income for the first four months (one-third / 33% of the year) and shows total income as £358,521 (69.3%). Members are reminded that income is not evenly spread throughout the year, with membership fees paid in advance for the whole year and green fees being weather and season dependant.
- 2.1.2 Membership income (1000/101) is 93.8% of budget and has exceeded the total income figure for the previous year. The ongoing cost of living

challenges have resulted in golf memberships reducing, a pattern reflected at many golf clubs.

- 2.1.3 Green fees are in line with expectations with weekday green fees (1001/101) at 52.8% and weekend/bank holiday green fees (1002/101) 64.7%. Society income is slightly lower (1003/101) at 47.6%.

2.2 Expenditure:

- 2.2.1 Overall expenditure year to date is £194,222 (42.0% of budget). This includes one-off annual payments already paid this year for golf club membership fees (4046/101) and insurance (4115/101).
- 2.2.2 Salaries (4000/101), associated staffing costs (4001/101 and 4002/101) and golf professional retainer costs are all within budget, ranging from 24.1% to 27.8%.

3. The View

3.1 Income:

- 3.1.1 Appendix 1 includes income for the first one-third of the year and is £230,487 (43.2%).
- 3.1.2 Income from bar (1307/103) and food sales (1308/103) are at 48.6% and 38.3% of budget respectively.
- 3.1.3 Income from societies food sales (1310/103) is 51.0% and food function sales (1312/103) 41.2% of budget.

3.2 Expenditure:

- 3.2.1 Year to date expenditure is £240,868 (36.3% of budget). Salaries and wages (4000/103), Employer's National Insurance (4001/103) and Employer's Superannuation (4002/103) are all in line with expectations at 30.9%, 29.3% and 28.0% respectively.
- 3.2.2 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.
- 3.2.3 Utility costs for water and sewerage (4052/103) remain above budget at 67.0%, although electricity (4055/103) and gas (4056/103) are within budget at 24.3% and 23.8% respectively.
- 3.2.4 The adjusted budgets for cleaning and hygiene (4210/103) and linen cleaning (4202/103) have brought expenditure back in line with expectations at 30.2% and 32.4% respectively.

4. Financial Appraisal

4.1 This report represents the income and expenditure figures for the first one-third of the financial year.

5. Contact Officer

The Contact Officer for this report is Andy Beams, Locum RFO.

Detailed Income & Expenditure by Budget Heading 17/08/2023

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Golf Course</u>								
1000 Golf Course Season Ticket	0	184,446	196,600	12,154			93.8%	
1001 Golf Course Green Fees M-F	0	65,492	124,000	58,508			52.8%	
1002 Golf Course Green Fees w/eb/h	0	58,246	90,000	31,754			64.7%	
1003 Golf Course Societies	0	35,730	75,000	39,271			47.6%	
1004 Golf Course Locker	0	1,196	2,250	1,054			53.1%	
1007 Golf Course Air Traffic	0	3,750	7,500	3,750			50.0%	
1050 Income Rent	0	0	85	85			0.0%	
1054 Income Other	0	750	700	(50)			107.1%	
1311 Buggy Hire	0	8,913	21,000	12,088			42.4%	
Golf Course :- Income	0	358,521	517,135	158,614			69.3%	0
4000 Salaries & Wages	0	36,797	138,640	101,843		101,843	26.5%	
4001 Employers NI	0	3,404	12,855	9,451		9,451	26.5%	
4002 Employers Superannuation	0	4,578	19,010	14,432		14,432	24.1%	
4009 Recruitment Costs	0	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	60	110	2,000	1,890		1,890	5.5%	
4011 Staff Protective Clothing	0	895	1,600	705		705	55.9%	
4041 Golf Professional Retainer	0	18,988	68,355	49,367		49,367	27.8%	
4045 Golf Course Player Costs	0	780	1,600	820		820	48.8%	
4046 Golf Club Membership Fees	0	16,091	16,520	429		429	97.4%	
4051 Rates	593	2,961	22,000	19,039		19,039	13.5%	
4052 Water & Sewerage	0	0	2,000	2,000		2,000	0.0%	
4060 Refuse	0	206	275	69		69	74.7%	
4100 Telecommunications	0	227	750	523		523	30.3%	
4105 Postage	0	0	50	50		50	0.0%	
4106 Stationery	0	0	300	300		300	0.0%	
4110 Advertising & Publicity	0	1,269	0	(1,269)		(1,269)	0.0%	
4112 Subscriptions	0	535	560	25		25	95.5%	
4113 Software Support	0	1,578	1,890	312		312	83.5%	
4114 Licence Fee	0	75	75	0		0	100.0%	
4115 Insurance	0	10,485	10,695	210		210	98.0%	
4116 Web Site	0	90	100	10		10	90.0%	
4156 Bank Charges	638	3,240	6,500	3,260		3,260	49.8%	
4201 Cleaning & Hygiene	0	0	500	500		500	0.0%	
4251 Dog Bin Emptying	104	520	1,200	680		680	43.3%	
4261 General Maintenance	1,952	17,228	41,000	23,772		23,772	42.0%	
4270 Vehicles & Equipment Maint	234	11,837	20,000	8,163		8,163	59.2%	
4271 Vehicle & Equipment Lease	0	49,790	60,220	10,430		10,430	82.7%	
4272 Furniture & Equipment	0	350	1,000	650		650	35.0%	
4275 Building Maintenance	0	255	1,000	745		745	25.5%	

Detailed Income & Expenditure by Budget Heading 17/08/2023

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4276 CCTV	0	0	500	500		500	0.0%	
4279 Fire & Security	0	433	1,400	967		967	31.0%	
4308 Golf Course Overheads	0	6,500	19,500	13,000		13,000	33.3%	
4309 Buggy Lease & Maintenance	587	2,935	9,500	6,565		6,565	30.9%	
4314 Cost of Card Top Up Incentives	0	2,065	0	(2,065)		(2,065)	0.0%	
Golf Course :- Indirect Expenditure	4,168	194,222	462,595	268,373	0	268,373	42.0%	0
Net Income over Expenditure	(4,168)	164,299	54,540	(109,759)				
<u>102 Capital Costs-Golf & The View</u>								
4155 Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4301 Public Works Loan Payment	0	17,103	105,000	87,897		87,897	16.3%	
Capital Costs-Golf & The View :- Indirect Expenditure	0	17,103	107,000	89,897	0	89,897	16.0%	0
Net Expenditure	0	(17,103)	(107,000)	(89,897)				
<u>103 The View</u>								
1050 Income Rent	0	500	1,000	500			50.0%	
1054 Income Other	0	325	0	(325)			0.0%	
1305 Income Golf Course Overheads	0	6,500	19,500	13,000			33.3%	
1306 Income Golf Club Room Hires	0	2,800	2,000	(800)			140.0%	
1307 Income Bar Sales	0	83,596	172,000	88,404			48.6%	
1308 Income Food Sales	0	88,931	232,000	143,070			38.3%	
1310 Income - Society Food	0	17,856	35,000	17,144			51.0%	
1312 Function Food Sales	0	29,683	72,000	42,317			41.2%	
1316 Events Income - The View	0	296	300	4			98.6%	
The View :- Income	0	230,487	533,800	303,313			43.2%	0
4000 Salaries & Wages	0	91,278	295,570	204,292		204,292	30.9%	
4001 Employers NI	0	4,941	16,840	11,899		11,899	29.3%	
4002 Employers Superannuation	0	5,198	18,585	13,387		13,387	28.0%	
4003 Sub-contracted Staff	1,929	15,761	6,000	(9,761)		(9,761)	262.7%	
4009 Recruitment Costs	0	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	60	60	1,000	940		940	6.0%	
4012 Staff Expenses	0	0	150	150		150	0.0%	
4016 Staff Uniform	0	60	100	40		40	59.6%	
4017 Timesheet & Rota Software	0	226	240	14		14	94.3%	
4051 Rates	197	985	7,000	6,015		6,015	14.1%	
4052 Water & Sewerage	0	6,026	9,000	2,974		2,974	67.0%	
4055 Electricity	0	5,838	24,000	18,162		18,162	24.3%	
4056 Gas	0	950	4,000	3,050		3,050	23.8%	

Detailed Income & Expenditure by Budget Heading 17/08/2023

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Refuse	0	1,011	3,900	2,889		2,889	25.9%	
4100 Telecommunications	0	1,615	3,200	1,585		1,585	50.5%	
4105 Postage	0	10	50	40		40	20.3%	
4106 Stationery	0	83	800	717		717	10.4%	
4107 Photocopier	0	186	560	374		374	33.2%	
4110 Advertising & Publicity	0	90	2,500	2,410		2,410	3.6%	
4112 Subscriptions	0	0	75	75		75	0.0%	
4113 Software Support	0	793	1,210	417		417	65.5%	
4114 Licence Fee	0	1,060	1,050	(10)		(10)	101.0%	
4115 Insurance	0	3,220	3,355	135		135	96.0%	
4116 Web Site	9	74	230	156		156	32.4%	
4155 Professional Fees	0	0	5,000	5,000		5,000	0.0%	
4156 Bank Charges	710	2,874	6,000	3,127		3,127	47.9%	
4196 Functions Expenditure-The View	0	26	800	774		774	3.2%	
4201 Cleaning & Hygiene	144	6,033	20,000	13,967		13,967	30.2%	
4202 Linen Cleaning	0	1,165	3,600	2,435		2,435	32.4%	
4270 Vehicles & Equipment Maint	1,478	2,653	4,000	1,347		1,347	66.3%	
4272 Furniture & Equipment	0	786	2,000	1,214		1,214	39.3%	
4275 Building Maintenance	0	1,545	5,000	3,455		3,455	30.9%	
4276 CCTV	0	110	500	390		390	22.0%	
4279 Fire & Security	0	754	1,250	496		496	60.3%	
4303 Food Expenditure	3,733	51,710	135,600	83,890		83,890	38.1%	
4304 Bar Expenditure	1,580	31,536	68,800	37,264		37,264	45.8%	
4306 Catering Utensils & Equip	0	972	2,000	1,028		1,028	48.6%	
4307 Bar Utensils & Equip	80	80	0	(80)		(80)	0.0%	
4311 Pest Control	0	1,039	2,000	961		961	51.9%	
4313 Stock Take	0	0	1,100	1,100		1,100	0.0%	
4314 Cost of Card Top Up Incentives	0	0	5,000	5,000		5,000	0.0%	
4903 Term Maintenance	0	120	0	(120)		(120)	0.0%	

The View :- Indirect Expenditure	9,921	240,868	663,065	422,197	0	422,197	36.3%	0
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Net Income over Expenditure	(9,921)	(10,381)	(129,265)	(118,884)				
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Grand Totals:- Income	0	589,008	1,050,935	461,927			56.0%	
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Expenditure	14,089	452,192	1,232,660	780,468	0	780,468	36.7%	
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Net Income over Expenditure	(14,089)	136,816	(181,725)	(318,541)				
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Movement to/(from) Gen Reserve	(14,089)	136,816						
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Seaford Town Council

Report No:	50/23
Agenda Item No:	6
Committee:	Golf & The View
Date:	29th August 2023
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 After a cold and dry start to the summer with north easterly winds we have now entered a better grass growing period. We saw elevated temperatures with little rain through June and into July. This led to the course beginning to dry out and growth slowing. The greens and tees have the advantage of irrigation and moisture levels were kept good in these areas. The fairways and rough tends to burn off, leaving the site with a classic chalk downland look.

1.3 As we moved through July and into August, we saw the temperature reduce and along with it came some regular (maybe too much) rain that over the month has slowly greened up the course and brought back some growth. We have taken this opportunity to put some definition and shape back to the fairways and rough, as well as some of the out of play areas.

1.4 The program of little and often has proved to work well this year on the greens. We have continued to do the regular maintenance such as spiking,

verti cutting, feeding and grooming with very minor impact to the golfer and playing surfaces. We have been following a program of fertilisers that are organic and low in salts. This gives us even and controlled growth with the added benefit of helping to encourage desirable grasses such as Bents Species, that in the future will require less feeding, watering and input of fertilisers.

- 1.5** 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 breakdown 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. The goal is to continue with these programs and futureproof ourselves. Every year more and more chemicals and pesticides are removed from use. We will be ahead of the game when a point comes where there will no longer be chemicals available. At the point of writing this, the year has been pesticide free on the golf course, not requiring fungicides to control turf diseases.
- 1.6** To create the soil biology products, we use the 'Compost tee' system. This involves the brewing of our own liquid feed that is designed to feed the soil and add beneficial bacteria and fungi. The process involves brewing a 200L mix of water, liquid seaweed and some added compost and fungal additives for 24-48 hours, before spraying out onto the greens and other weaker areas. This brewing process creates high numbers of live chosen fungi and bacteria, which are required to help create an ideal soil environment.
- 1.7** Investigation work continues on what is required and the cost involved in moving the 17th green and 18th tees. We have had various site meetings in house. A member of the office team has joined in working on the project and has been looking into what permissions will be required and to help get the project moving. We have made initial contacts with a specialist in golf course design as well as sending photos and information. We hope to have a site meeting soon to discuss our options from a design point of view and begin the process of being able to present some options to the relevant stakeholders.

- 1.8** The buggies have continued to be popular after a late start to their use due to a cold wet spring. The wear and tear on the course is carefully managed to protect the course. We will be improving some funnel points and paths ways as winter projects when the cutting season finishes.
- 1.9** As we move through September, we will be looking at winter projects that will help improve the course. We already plan to cut and clear areas of scrub and rough as previous years to help promote wildflowers and native plants. Over winter, projects will include levelling tees, the waste turf from these will be used to rebuild bunker edges and faces using a technique to create a revetted bunker. This is a good way of recycling waste and building a strong live bunker face that knits together to maintain an edge.
- 1.10 Irrigation:**
- 1.11** The system has worked well this year during the dry periods, supplied by 100% borehole water with no mains top up needed. Following on from a spring inspection, we have raised and levelled 50% of the sprinkler heads to ensure efficiency and waste. Each green consists of 5-6 sprinkler heads and each tee has a minimum of 4. These are supplied by large pumps pressurising the system when required from our 156 cubic meter tank supplied by our 45 meter deep borehole. Each sprinkler block, usually 2 or 3 at a time, is controlled by a computer controlled program that allows us to program for wind directions, temperatures, evapotranspiration rates and growth requirements. All these help along with some hand hose watering to ensure we only use the required amount and minimise waste. We also take regular moisture readings in % to allow us to keep the levels correct for a healthy plant.
- 1.12** We also apply monthly wetting agents and surfactants that allow us to make the most efficient applications of water. These aid penetration and also manage the water in the soil. These products hold an optimum level of water at the root while allowing the surface to dry, preventing evaporation and maintaining a firm green for putting.
- 1.13** To help improve our efficiency further, a piece of equipment called a 'POGO' has been released, that takes moisture readings and maps out the green. This would show colour graphs and charts that when taken regularly would help to identify potential problems and plan ahead for any drier or hot

periods, protecting the health and quality of the turf. We would also be able to build up an understanding of any drainage issues and their location on each green. I will collect more information and costings with the potential of adding it to next year's budget.

- 1.14** Moving forward, the roof irrigation needs to be addressed. The use and requirements of the roof should be considered first, such as its other uses like solar panels. Following this, it will require some remedial works as well as a meter put in so we can measure the amount of mains water that is used to water the green roof.
- 1.15 Staff:**
- 1.16** One team member has completed a quality of cutting course learning different ways of achieving various heights, levels and quality of cuts by adapting the unit setup, speeds and factor set options on our machinery.
- 1.17** One member is currently doing an Advanced Apprenticeship in Sports Turf through Hadlow College. This involves on the job training, presenting reports on current works and will lead to final tests both practical and written. He is doing well and visits college every 6 weeks to help build his portfolio and ensure that the work is up to date.
- 1.18** All members of the greenkeeping team have completed an online Equality, Diversity and Inclusion course. We are looking into similar courses to help our continued professional development.
- 1.19** The review of the greenkeeping job descriptions and scales has progressed and a report and recommendations are being presented for approval elsewhere on this agenda, prior to Full Council approval.
- 1.20** It is hoped that following on from this, we will be able to recruit an additional greenkeeper. An additional team member will help to not only maintain but take big steps forward in our presentation. This will also allow me time to complete tasks and reports that should present and gain recognition for all the great environmental and sustainable decisions we make and have adopted in our management of this sensitive but wonderful site.
- 1.21 Machinery:**
- 1.22** Regular maintenance has been carried out throughout the summer season. This includes greasing, cleaning, adjusting and the sharpening and replacement of blades. We have suffered a few breakdowns that have been

mostly dealt with in house. Examples are bearing replacements and some hydraulic leaks. One form of maintenance we are unable to do is cylinder grinding, as specialist equipment is required. The greens mower units are having this done at the point of writing this report. This involves the units going offsite to a specialist, this usually only takes a few days.

1.23 Moving into the next few months, the order of the 5 year replacement program will be drawn up. This will help us to obtain quotes and lease costs for the budgeting process. After completing a 5 year replacement program in 2022, 2024 would be the correct time to begin the process again. This ensures that the machinery is in good working condition to ensure its safe and efficient use. This is vital to ensure we can continue to offer a competitive standard of golf course and all operators are safe. We can also ensure we are up to date with improvements and modifications within the machinery sector. The last replacement program ran by utilising finance leases, which enables us to own the machinery at the end and keep using this for an optimum timeframe identified as an average of 7 years. From previous experiences, we began to see expensive repairs and unexpected breakdowns costing time, money and quality issues in what we can produce.

1.24 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 tee are being investigated.

2.2 The cost of POGO equipment is being investigated.

2.3 The costs of the machinery replacement program are being investigated to produce the new 5 year replacement plan

2.4 The costs of greenkeeping team's grading has been reported elsewhere on the agenda.

3. Contact Officer

The Contact Officer for this report is Simon Lambert, Head Greenkeeper.



Seaford Town Council

Report No:	53/23
Agenda Item No:	7
Committee:	Golf & The View
Date:	29th August 2023
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:

A completely different year weather wise, coming off the back of an extremely wet winter, summer never really got going and it has been unseasonably windy. Even with this, we found ourselves over £30,000 over what we took at the same time last year in the Green Fees, Societies and Buggy income. This would suggest that not only is our course in fantastic condition but our pricing is well placed in the area for these categories.

- 1.2** Feedback from all golfers has been, on the whole, positive although we have had a couple of slow play issues on days that have been extremely busy, such as Good Friday. This can be a side effect of being so popular but on the whole, play has been smooth and enjoyable.

1.3 Membership:

- 1.4** Membership figures have been interesting this year, with a reduction in the most expensive category and increase in the 5 day senior. There is also an increase in Club only members who pay green fees as they go. The most exciting increase is among the junior section, with a healthy increase in

numbers. Having a teaching Professional on board has helped this and we have seen some really keen youngsters starting the game and we can hopefully look at starting a junior section again after many years. Income is up on last year slightly but down on budget.

1.5 Membership figures:

Membership Type	2022	2023
7 Day	103	91
Senior	120	129
5 Day	6	4
Intermediate 2	31	33
Intermediate 1	7	5
Youth	1	4
Junior	17	32
Totals	285	298

1.6 Sadly, we have lost a few members who have passed away and through illness. With the winter ticket becoming available on 1st October, this will help boost the income.

1.7 Societies:

1.8 Societies continue to be very busy, and we have one every day until mid-October. Spreading the groups seems to be working well and not overloading peak days/times on the course.

1.9 The new menu and communication between The View and the Pro Shop have seen a much better uptake in extras for societies.

2. Other items

2.1 After a delay on the new locker room, it is underway after the back room was cleared of clutter. The next step is to move The View items to the back corner room and retouch the room where the new lockers will be going. After new lockers are fitted, the old lockers can be removed and that room made good. That will keep that area and the bar cellar secure from anyone other than staff. All being well, completion will be by the new membership season so we are able to sell all the new lockers.

2.2 Max Farrant (teaching professional) is doing well with lessons and, with the help of the Club's funds, has been able to invest in the Tri-Golf equipment

to get more youngsters into the game. School holidays have been utilised for most of the junior coaching is starting to take off well.

2.3 After the appointment of Max, we quickly lost our shop assistant. Luckily we were able to replace him with the very experienced Matt Smith (1 handicap golfer). This minimum number team has enabled us to have a much better work/life balance overall.

2.4 As a SafeGolf certificate holder, we receive regular recommendations to the terms and conditions of the affiliation. This has aided in ensuring that all necessary safeguarding measures are in place for junior activities and coaching. For example, recently we have sent out consent forms to all the juniors parents/guardians to enable us to have emergency contacts for all the members. This and some rewordings have been updated on our safeguarding documentation on our website. We work closely with the Golf Club to keep this updated annually or whenever needed. As our numbers of juniors has grown, this has come more to the forefront of the responsibilities of the Club and Council.

3. Financial Appraisal

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

4. Contact Officer

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