



Seaford Town Council Community Services Agenda – Thursday 5th December 2024

To the Members of the Community Services Committee

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

A meeting of the **Community Services Committee** will be in the **Council**

Chambers, 37 Church Street Seaford, BN25 1HG on **Thursday 5th**

December 2024 at 7.00pm, which you are summoned to attend.

A handwritten signature in black ink, appearing to be 'SQ'.

Steve Quayle,
Interim Town Clerk
24th November 2024

- **Members of the public are advised to register to attend to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. Projects & Facilities Update Report – December 2024

To consider report 117/24 informing the committee on progress and actions relating to the Town Council's assets and services (pages 5 to 9).

5. Town Council Projects Log as at December 2024

To consider report 116/24 presenting to the Community Services Committee the Town Councils Project Log as at December 2024 (pages 10 to 24).

6. Community Services Income & Expenditure up to 31st October 2024

To consider report 119/24 informing the Community Services Committee of Income and Expenditure up to 31st October 2024 (pages 25 to 37).

7. Community Services Draft 2025-2026 Budget Report

To consider report 115/24 presenting the draft Community Services budget for 2025 – 2026 for consideration by the Committee (pages 38 to 59).

8. 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.

9. Richmond Road Car Park EXEMPT

To consider report 118/24 recommending to Full Council to rectify an administrative error resulting in the official transfer of Richmond Road Car Park from Lewes District Council to Seaford Town Council in 2005 (exempt pages)

Reason for exemption: to consider sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of Reason: under the Freedom of Information Act 2000 s41, disclosure of this report would likely constitute a breach of confidence

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, Interim Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors 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 6.45pm 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 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.



Report No:	117/24
Agenda Item No:	4
Committee:	Community Services
Date:	5 th December 2024
Title:	Projects & Facilities Update Report
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To inform the Committee on progress and actions relating to the Town Council's assets and services

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

1. Dual Waste Bin Rollout & Follow Ups

- 1.1 Seaford Town Council and Lewes District Council (LDC) have been working together to place dual waste bins (general waste and dog waste) at various sites across the Town Council's green spaces.
- 1.2 The sites are:
- The Crouch
 - Seaford Head Golf Course
 - Seaford Head Estate / South Hill Barn
 - The Salts Recreation Ground
 - Martello Fields
 - Other Open Spaces
- 1.3 Following the roll out of this programme, there are a number of follow up actions to be taken:
- (a) Two dual waste bins have been identified as needing relocating in The Crouch,

- (b) A request has been received for an additional waste bin within The Crouch,
- (c) Officers have requested that the dual waste bins on Seaford Head Golf Course and Seaford Head Nature Reserve be swapped back to red dog waste bins, due to being on a Site of Special Scientific Interest (SSSI). This error was due to a miscommunication earlier in the project phase but work is underway to correct this, and
- (d) Officers have requested that the dual waste bins being removed from the golf course and nature reserve be used to replace the bins within The Salts.

1.4 Town Council officers are working with LDC officers to carry out the above works in the coming weeks.

2. Hope Gap Steps

2.1 At its meeting in May 2024, the Community Services Committee passed the following motion:

to confirm the Town Council will leave Hope Gap Steps closed for the summer 2024 season whilst it gathers information ahead of considering short, medium and long term assessment for a more sustainable solution. The short term stage was to commission an expert to identify what the issues are and what solutions are available for presenting to the other stakeholders to ascertain permission likelihood and timeframes, reporting back to this Committee at 6, 9 and 12 months.

2.2 Officers are seeking further advice from Natural England with regards to possible options given the site being within the SSSI. These options will then be presented to the other stakeholders to consider and discuss.

2.3 Officers have also undertaken short-term steps and are working with Natural England to improve the fencing at the top of Hope Gap Steps, which will ensure the safety of visitors to the area.

2.4 A further report will be brought back to the March 2025 Community Services Committee meeting.

3. Golf Course Storage Shed Repairs

3.1 Works have now been completed for the storage shed, which is sited in the middle of the Seaford Head Golf Course.

- 3.2 The works included clearing the perimeter around the shed and a new roof being placed upon the existing shed structure, along with the entrance and access being replaced.
- 3.3 The repair work has resulted in the shed now being weather tight and secure and has ensured the longevity and structural integrity of the shed.

4. Compostable Toilets Relocation

- 4.1 It has been agreed by Committee previously that the compostable toilets would be relocated from the seafront to The Crouch and South Hill Barn courtyard.
- 4.2 Arrangements have been made with the contractors to relocate the compostable toilets in March / April 2025.

5. Martello Changing Places Toilets

- 5.1 Following feedback from users, the Martello Changing Places toilet has now had the keypad code disabled to ensure full accessibility to those who need it.
- 5.2 This facility can now be accessed using a RADAR key only between the hours of 8am - 5pm (out of season hours), after which the unit will automatically self-lock. This is to coincide with the Martello Toilets out of season opening times and cleaning hours.
- 5.3 This change is being trialled whilst officers undertake a consultation working with local user groups to gather feedback on how the facility is performing — what is working well, not so well, and to gather any other suggestions or concerns users may have.
- 5.4 The consultation period will run from Monday 2nd December 2024, through to Friday 31st January 2025. During this time, local user groups, along with previously registered users, will be invited to participate.

6. Filming, Events & Concessions September – December 2024

- 6.1 The figures for filming and events between September and December 2024 are below;

Total Filming Bookings	5	
Total Filming Revenue	£8,550	
Total Event Bookings	12	
	Martello Fields	6

	South Hill Barn	0
	Promenade	1
	The Crouch	1
	The Salts	0
	Street Markets	4
Events		
Key Events Include	Martello Fields	
	Rotary Car Boot Sale	
	Seaford Bonfire Car Boot Sale	
	Scouts Car Boot Sale	
	Seaford Bonfire Event	
Promenade	Sponsored Walk Citizen's Advice	
Street Market	Seaford Street Market Church Street	
Crouch	Quaker's Peace Vigil	

6.2 Seaford Christmas Magic 2024 is being held on Saturday 30th November 2024. The event has seen joined up working between Seaford Town Council, Seaford Traders' Group, Seaford Street Market and Seaford Chamber of Commerce and SCIP (Seaford Contemporary, Illustrators and Printmakers). The event will bring: a Christmas shopping market, local entertainment, free festive workshops, free Santa's grotto, a winter wonderland lantern parade, and the Mayor of Seaford switching on Seaford's Christmas lights.

7. Concessions

7.1 In accordance with the planning permission, the West View Beach Huts have been removed from the promenade in October 2024. Officers are reviewing the project ahead of the 2025 placement and will report back to Committee on this.

7.2 Following the updates to the concession tender process agreed by Full Council in November 2024, officers are working on the schedule for the tender opportunities due to renew from 1st April 2025.

8. Health & Safety Update

8.1 A programme of inspections is carried out each month for the Town Council's assets and green spaces. This programme of works can be

deferred by urgent work required, such as those due to vandalism or health and safety concerns.

8.2 Below is an overview of the key health and safety inspections and maintenance completed in October / November 2024:

- (a) Continued vandalism / graffiti to The Salts men's toilets - obscene graffiti has already been removed and quotes for removal of the remaining graffiti have been received for officers to action.
- (b) The rear of the Martello Beach Huts at Splash Point have been cleaned by the Probation Services personnel, with the remaining Martello Beach Huts towards the Martello Tower yet to be completed.
- (c) Accessible Tiles placed onto the beach at Martello for disabled wheelchair users have been removed and stored for the winter, these will be reinstated in spring 2025.
- (d) The overgrowth at High and Over is being investigated with relevant contractors and volunteers. Once this work has been completed, the view at the end of the pathway will be cleared to provide the fantastic view of the valley.
- (e) An inspection has taken place at the rear of the Scout Hut, within The Salts, which has highlighted concerns with the storage of goal posts and other football training equipment – these will be discussed further with the relevant users.
- (f) The Salts play park inspections have emphasised the need to repair the small children's play area surface and the external table tennis area. These works are scheduled to take place early spring 2025.
- (g) The Town Hall night storage heaters have been tested by an electrician, with one needing to be repaired. This work has taken place.
- (h) The seven Town Council notice boards were inspected during October and all old notices removed – this is an ongoing inspection.

9. Financial Appraisal

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

10. Contact Officer

10.1 The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager



Report No:	117/24
Agenda Item No:	5
Committee:	Community Services
Date:	5th December 2024
Title:	Town Council Projects Log as at December 2024
By:	Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To present the Town Council's Project log as at December 2024

Recommendations
The Committee is recommended:
1. To note the contents of the report and the project log as presented

1. Information

- 1.1** The projects log is a working document that is regularly reviewed and updated by officers. This is presented at each Community Services Committee meeting, for committee to review, comment on and note.
- 1.2** Please see the projects log attached at Appendix A.
- 1.3** Each project has a status which is reviewed every three months or as and when a project is coming to an end.
- 1.4** Projects that are on hold are triaged against urgency, start dates or officer capacity.
- 1.5** New projects are added to the list as they come in – on an open entry basis or consequentially as a result of operational pressures - and are then triaged once a quarter, with a brief going to the Community Services Committee seeking any necessary approvals.

2. Financial Appraisal

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

3. Contact Officer

3.1 The Contact Officer for this report is Sharan Brydon, Assets & Projects Manager

Town Council's Project Log – December 2024

Sorted by 'Status', then 'Committee Report' and 'Completion Forecast'

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
1	Maintenance	CCTV Salts /Golf Pro/Martello Toilet & Cafe	Changing the provision and maintenance	Community Services	2024/25	ACTIVE
2	Events	Christmas Lights Tender	Looking at the contract for the installation, storage and derig of the Christmas Lights	Community Services	2024/25	ACTIVE
3	Events	Christmas Magic 2024	Working with various groups to look at the design and delivery of the event for 2024	Community Services	2024/25	ACTIVE
4	Community	Review West View Beach Hut Offering concessions & Rental units	Look into viability study	Community Services	2024/25	ACTIVE
5	Community	Dog Waste Bins	Project Roll Out in Progress	Community Services December	2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
6	Maintenance	Hope Gap Steps	Fence repairs required at top of the steps; reviewing with NE. Along with seeking advice on acceptable steps for work to be carried out at this location as a SSSI site.	Community Services December	2024/25	ACTIVE
7	Lease/Contracts	Martello Museum Lease	Lease renewal	Full Council	2024/25	ACTIVE
8	Community	Crouch Working Group	Reviewing arrangements with gates, floodlights and advertisements - STFC	Full Council 2024	2024/25	ACTIVE
9	Open Spaces	NNR	National Nature Reserve paper to FC	Full Council Jan-25	2024/25	ACTIVE
10	Community	Bid Writer	Framework for options to attract external funding for project work		2024/25	ACTIVE
11	Concessions	Bönningstedt Sauna concession	To include within concession tenders 2025		2024/25	ACTIVE
12	Community	Cycle Racks at The Salts	Project proposal by member of the public with part funding		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
13	Community	Fields in Trust	Protecting green areas		2024/25	ACTIVE
14	Events	Mou Agreements	Review MOU Memorandum of Understandings		2024/25	ACTIVE
15	Maintenance	Servicing Contracts	Contract to maintain our assets		2024/25	ACTIVE
16	Concessions	Tenders Policy	To start tender process with updated tender policy approved by FC November 2024 for renewal of x5 concession sites		2024/25	ACTIVE
17	Community	West View Beach Huts Rental	Review of rental duration and charge		2024/25	ACTIVE
18	Maintenance	Asbestos Compliance	Asbestos inspection - follow up sticker placement 90% completed		2024/25	ACTIVE
19	Maintenance	Bönningstedt Wall	Temporary protection in place		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
		Remedial Works	pending remedial works to the wall			
20	Maintenance	Compostable Toilets Roll Out	Relocation of compostables at other locations being investigated		2024/25	ACTIVE
21	Community	High and Over	Maintenance plan		2024/25	ACTIVE
22	Community	Salts and Crouch Signage	Welcome sign for the Salts to include all user groups using the recreational area		2024/25	ACTIVE
23	Maintenance	Servicing contracts (Legionella)	Routine Legionella inspections being arranged.		2024/25	ACTIVE
24	The View	The View - Leak Repairs	Soffit repairs to be undertaken following the safe roof access system being checked and certificated for use.		2024/25	ACTIVE
25	Lease/Contracts	Toilet Cleaning Tender	Cleaning contracts tender (agreed CSC March 24)		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
26	Maintenance	Verge cutting impact assessment	Climate change		2024/25	ACTIVE
27	Community	South Hill Barn - Stage 1	To undertake traffic management , services and consultation surveys		2025/2026	ACTIVE
28	Maintenance	South Hill Barn Remedial Works (including drainage)	Remedial works to be included into main barn development programme (Including damage pipe works under courtyard)		2025/2026	ACTIVE
29	Maintenance	Seaford Head Signage	Partnership approach (LDC/ESCC and agencies) to agree simple clear signage at Seaford Head	Community Services	2025/26	ACTIVE
30	Maintenance	Martello Tower Maintenance	Heritage surveyor's report received regarding remedial works. Soffit safety work and investigative surveys are the priority which need Historic England consent.	Full Council	2025/26	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
31	Community	Lifeguards Hut & Provision	Provision for new Lifeguards post along promenade between Martello & Splash Point	Full Council January	2025/26	ACTIVE
32	Community	Mercread Centre	Cycle rack, green compost, outdoor storage/container and community garden		2025/26	ACTIVE
33	Concessions	Street Market License	Looking at revising the street trading policy and licensing documentation		2025/26	ACTIVE
34	Maintenance	Promenade Lighting	Repair broken lights along splash point promenade		2025/26	ACTIVE
35	Golf Club	17/18th Hole	Moving the 17/18th hole further away from the cliff edge	Golf & View July	2026/27	ACTIVE
36	Open Spaces	The Salts Playpark Resurfacing	Resurfacing of the under 5s and toddlers area		2026/27	ACTIVE
37	Maintenance	The Salts Tennis Courts	Source contractor to repair 2 floodlights at the courts			ACTIVE
38	Open Spaces	Verge cutting	Ongoing Contract Review & Management - Urban & Review		2024/25	ACTIVE

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
			of Rural with ESCC			
39	Community	Art Linked to Plastic Free Seaford	Artwork to be installed along seafront from local artist			INACTIVE
40	Events	Signs & Barriers (Events / Street Trading)	To review existing stock for repair & replenishment		2025	NEW
41	Community	Bus Shelters	3 living bus shelters being offered to Town Council from the County Council		2024/25	NEW
42	Community	Leases for Assets	Lease management systems		2024/25	NEW
43	Community	Motor Home Parking	Project to consider Motor Home parking & signage		2024/25	NEW
44	Community	Fitness Licence Green Spaces Map	Create spaces map for applications		2024/25	NEW
45	Community	Allotments	New space requested for allotments	Community Services	2025/26	NEW

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
46	Community	Swift Boxes	Swift Boxes to be placed on STC assets	Community Services	2025/26	NEW
47	Open Spaces	The Salts Play parks	New Gym at The Salts, renewing of any items in both playgrounds that parts cannot be sourced		2025/26	NEW
48	Open Spaces	Assets Strategy	Looking at creating a solid strategy and list of all open space assets and their commercial viability		2025/26	NEW
49	Community	Skate Park Shelter	Replacement shelter at the skatepark		2025/26	NEW
50	Assets	South Street Toilet	Costings and options for south street toilets - (agreed 7th December 2023)		2025/26	NEW
51	Assets	Assets Log	Establish an asset log		2025/26	NEW
52	Assets	Salts Toilets	Refurbish project plan - (agreed 7th December 2023)		2026/2027	NEW
53	Community	Rain Garden at the Salts Play Park	A rain garden in case of flooding at the play park		2026/27	NEW

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
54	Community	Martello Beach Hut Licence Conditions - Review	Beach hut licence conditions to be reviewed and updating.			NEW
55	Open Spaces	Community Orchard	Brighton Permaculture planting bid for Seaford	Community Services	2024/25	ON HOLD
56	Community	Pop Up Concessions Policy	Look into Pop Up concessions policy	Community Services	2024/25	ON HOLD
57	Maintenance	Compostable Toilets Ongoing Maintenance	Maintenance of compostable toilet facilities	Community Services	2024/25	ON HOLD
58	Maintenance	Finger Posts	Project brief to be designed and rolled out		2024/25	ON HOLD
59	Maintenance	Garage Project	Maintenance Stores inventory		2024/25	ON HOLD
60	Maintenance	Prom Repairs	No immediate need to repair prom - keep under review		2024/25	ON HOLD
61	Maintenance	Seafront Bins Litter Signs	New signs for seafront bins about taking litter home.		2024/25	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
62	Open Spaces	Queen Elizabeth Field	Public consultation on renaming Martello Fields		2024/25	ON HOLD
63	Community	Space for Street Art	Scope briefing being carried out for the project.		2024/25	ON HOLD
64	Concessions	Sponsorship and launch new Martello Cafe facility	Looking at getting initial sponsorship for the new site		2024/25	ON HOLD
65	Community	STC assets Signage & Plaques	Ensuring our assets have full signage		2024/25	ON HOLD
66	Assets	Place Lane toilets	Discussion with LDC on cleaning and Asset Adoption		2024/25	ON HOLD
67	Open Spaces	Filming Strategy	Look at creating a filming strategy, to include marketing assets for maximum commercial viability		2024/25	ON HOLD
68	Events	Water Refill Sponsorship	Source sponsorship for new water refill station in Martello Fields.		2024/25	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
69	Community	Defibrillators	Add Bishopstone unit to assets and inspection schedule - once advised installed		2024/25	ON HOLD
70	Events	Events & Risks	Reviewing Events policy and hiring out of open spaces and to create an events risk pack	Community Services	2025/26	ON HOLD
71	Community	Tennis Marketing	Marketing courts to wider public (noted May 2024 CSC)	Community Services	2025/26	ON HOLD
72	Maintenance	Memorial Benches	Audit of memorial benches in Seaford	Community Services December	2025/26	ON HOLD
73	Community	Memorial Policy	Seaford Town Council Memorial policy	Full Council	2025/26	ON HOLD
74	Events	Boat Sponsorship	Sponsorship in place until 2025.		2025/26	ON HOLD
75	Concessions	Edinburgh Road Electrics	Currently insufficient draw to add any further concession or Beach Huts. This includes the Ice Cream Concession.		2025/26	ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
			To be reviewed.			
76	Assets	Martello Beach Huts	Community Mural on the back of Martello Beach Huts		2025/26	ON HOLD
77	Community	New Water Refill Station	Replacing the water refill station on Frankie's Kiosk with a standalone station elsewhere on the promenade		2025/26	ON HOLD
78	Community	Rewilding/Naturing Areas	Project to consider rewilding/renaturing STC's green spaces - LDC policy presentation		2025/26	ON HOLD
79	Maintenance	Grounds Maintenance	Working Group to be set up summer 2025. Contract ends 2026	Community Services 2025	2026/27	ON HOLD
80	Community	Parish Online	Considered, and there is potential to a future review based on an increase of staff capacity.			ON HOLD
81	Community	Rainbow Bench	Placement of a rainbow memorial bench			ON HOLD

	PROJECT AREA	PROJECT NAME	DESCRIPTION	COMMITTEE REPORT	COMPLETION FORECAST	STATUS
82	Community	Salts Sports Pitches	Investment into all weather sports pitches and hub			ON HOLD



Report No:	119/24
Agenda Item No:	6
Committee:	Community Services
Date:	5th December 2024
Title:	Community Services Income & Expenditure Report up to 31st October 2024
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To inform the Community Services Committee of Income and Expenditure up to 31st October 2024

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

1. Information

- 1.1** Attached in Appendix A is the detailed income and expenditure for the period of 1st April – 31st October 2024 for the Community Services Committee, compared with the annual budget.
- 1.2** The significant variances are attached in Appendix B.
- 1.3** Although some account codes have exceeded their budgets, the underspends elsewhere and higher-than-expected income offset these overspends.

2. Financial Appraisal

- 2.1** This report represents the income and expenditure figures from 1st April 2024 to 31st October 2024.
- 2.2** The overall income budget has been exceeded achieving 101.9% / £259,236.
- 2.3** As previously reported, this is primarily due to rents being invoiced and paid earlier in the year, alongside some payments being made on a quarterly basis. Additionally, the surplus relates to unexpected filming and rental

income. Income budgets are always set prudently to account for the uncertainty of these types of income.

2.4 The overall expenditure stands at 92.9% of the annual budget, totalling £490,573 out of the £528,026 budgeted for the year.

2.5 As previously reported, this high expenditure is predominantly due to the Martello Toilet refurbishment, which totals £251,007 between 1st April to 31st October 2024. It has been previously agreed that the cost of these works will be met from Earmarked Reserves, which is carried out when undertaking the financial year end process. Therefore, if these costs were removed, the expenditure year to date would stand at 44.06%.

3. Contact Officer

3.1 The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 1

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	230	0		100.0%	230	
1050	Income Rent	2,189	2,180	(9)		100.4%		
1051	Income Insurance Recharge	1,933	1,854	(79)		104.2%		
1057	Income Electricity Recharge	3,218	8,610	5,392		37.4%		
1058	Income Water Recharge	4,021	4,988	967		80.6%		
1066	Income Concession	25,000	24,000	(1,000)		104.2%		
1073	Sports Pitch Hire & Green Fees	3,839	5,000	1,161		76.8%		
1095	Income Tennis Annual Pass	2,860	3,025	165		94.5%		
1096	Income Tennis Pay & Play	2,857	3,500	643		81.6%		
	Salts Recreation Ground :- Income	46,146	53,387	7,241		86.4%	230	
4018	Water Refill Maint	279	0	(279)	(279)	0.0%	279	
4052	Water & Sewerage	4,320	12,600	8,280	8,280	34.3%		
4053	Tennis Electric	97	404	307	307	24.0%		
4054	Salts Cafe Electric	3,218	8,434	5,216	5,216	38.2%		
4055	Electricity	386	674	288	288	57.2%		
4095	Tennis Court Expenditure	1,003	7,282	6,279	6,279	13.8%		
4096	LTA Loan	3,750	1,875	(1,875)	(1,875)	200.0%		
4100	Telecommunications	212	355	143	143	59.8%		
4115	Insurance	3,773	3,735	(38)	(38)	101.0%		
4155	Professional Fees	0	1,000	1,000	1,000	0.0%		
4201	Cleaning & Hygiene	7,489	16,725	9,236	9,236	44.8%		
4250	Memorial Bench	0	500	500	500	0.0%		
4251	Dog Bin Emptying	1,274	2,611	1,337	1,337	48.8%		
4252	Additional Litter Pick	0	1,000	1,000	1,000	0.0%		
4260	Grounds Maintenance Contract	35,479	74,500	39,021	39,021	47.6%		
4261	General Maintenance	3,286	6,100	2,814	2,814	53.9%		
4275	Building Maintenance	3,302	5,000	1,698	1,698	66.0%		
4276	CCTV	480	850	370	370	56.5%		
4283	Playground	70	20,000	19,930	19,930	0.3%		
	Salts Recreation Ground :- Indirect Expenditure	68,416	163,645	95,229	0	95,229	41.8%	279
	Net Income over Expenditure	(22,269)	(110,258)	(87,989)				
6000	plus Transfer from EMR	279						
6001	less Transfer to EMR	230						
	Movement to/(from) Gen Reserve	(22,221)						

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 2

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground							
1050 Income Rent	1,913	2,550	638			75.0%	
1051 Income Insurance Recharge	724	668	(56)			108.4%	
1058 Income Water Recharge	694	600	(94)			115.7%	
1073 Sports Pitch Hire & Green Fees	11,339	10,500	(839)			108.0%	
Crouch Recreation Ground :- Income	14,670	14,318	(352)			102.5%	0
4052 Water & Sewerage	2,365	3,000	635		635	78.8%	
4115 Insurance	1,015	931	(84)		(84)	109.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	910	1,778	868		868	51.2%	
4260 Grounds Maintenance Contract	17,052	28,400	11,348		11,348	60.0%	
4261 General Maintenance	6,499	5,000	(1,499)		(1,499)	130.0%	6,050
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4283 Playground	125	5,000	4,875		4,875	2.5%	
Crouch Recreation Ground :- Indirect Expenditure	27,965	49,609	21,644	0	21,644	56.4%	6,050
Net Income over Expenditure	(13,295)	(35,291)	(21,996)				
6000 plus Transfer from EMR	6,050						
Movement to/(from) Gen Reserve	(7,245)						
107 Martello Fields							
1050 Income Rent	5,196	5,000	(196)			103.9%	
Martello Fields :- Income	5,196	5,000	(196)			103.9%	0
4018 Water Refill Maint	258	0	(258)		(258)	0.0%	258
4115 Insurance	6	0	(6)		(6)	0.0%	
4251 Dog Bin Emptying	728	1,425	697		697	51.1%	
4260 Grounds Maintenance Contract	7,670	14,317	6,647		6,647	53.6%	
4261 General Maintenance	165	2,000	1,835		1,835	8.3%	
Martello Fields :- Indirect Expenditure	8,827	17,742	8,915	0	8,915	49.7%	258
Net Income over Expenditure	(3,631)	(12,742)	(9,111)				
6000 plus Transfer from EMR	258						
Movement to/(from) Gen Reserve	(3,373)						
108 Other Open Spaces							
1050 Income Rent	90	90	0			100.0%	
Other Open Spaces :- Income	90	90	0			100.0%	0

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 3

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 Water Refill Maint	73	0	(73)		(73)	0.0%	73
4052 Water & Sewerage	149	200	51		51	74.3%	
4115 Insurance	51	50	(1)		(1)	102.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,456	2,844	1,388		1,388	51.2%	
4260 Grounds Maintenance Contract	27,300	45,248	17,948		17,948	60.3%	
4261 General Maintenance	5,782	7,200	1,418		1,418	80.3%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	34,810	58,102	23,292	0	23,292	59.9%	73
Net Income over Expenditure	(34,720)	(58,012)	(23,292)				
6000 plus Transfer from EMR	73						
Movement to/(from) Gen Reserve	(34,648)						
<u>113 Crypt</u>							
1057 Income Electricity Recharge	805	0	(805)			0.0%	
1058 Income Water Recharge	126	0	(126)			0.0%	
1063 Income Gas Recharged	658	0	(658)			0.0%	
Crypt :- Income	1,590	0	(1,590)				0
4052 Water & Sewerage	126	0	(126)		(126)	0.0%	
4055 Electricity	805	0	(805)		(805)	0.0%	
4056 Gas	364	0	(364)		(364)	0.0%	
4115 Insurance	304	305	1		1	99.6%	
4275 Building Maintenance	0	3,000	3,000		3,000	0.0%	
4279 Fire & Security	137	75	(62)		(62)	182.0%	
Crypt :- Indirect Expenditure	1,735	3,380	1,645	0	1,645	51.3%	0
Net Income over Expenditure	(146)	(3,380)	(3,234)				
<u>114 South Street</u>							
4201 Cleaning & Hygiene	8,834	15,165	6,331		6,331	58.3%	
4275 Building Maintenance	160	2,000	1,840		1,840	8.0%	
South Street :- Indirect Expenditure	8,994	17,165	8,171	0	8,171	52.4%	0
Net Expenditure	(8,994)	(17,165)	(8,171)				

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 4

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Martello Tower							
4115 Insurance	3,419	3,420	1		1	100.0%	
4275 Building Maintenance	2,325	15,000	12,675		12,675	15.5%	
Martello Tower :- Indirect Expenditure	5,744	18,420	12,676	0	12,676	31.2%	0
Net Expenditure	(5,744)	(18,420)	(12,676)				
116 Seaford Head Estate							
1011 Income Filming	18,850	20,000	1,150			94.3%	
1021 Income South Hill Barn	347	1,000	653			34.7%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1066 Income Concession	2,512	3,480	968			72.2%	
1200 Income Nature Reserve	567	0	(567)			0.0%	
Seaford Head Estate :- Income	32,275	37,730	5,455			85.5%	0
4115 Insurance	539	480	(59)		(59)	112.3%	
4155 Professional Fees	3,707	11,000	7,293		7,293	33.7%	
4156 Bank Charges	0	16	16		16	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	728	1,425	697		697	51.1%	
4260 Grounds Maintenance Contract	624	1,344	720		720	46.5%	
4261 General Maintenance	876	3,000	2,124		2,124	29.2%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4279 Fire & Security	322	0	(322)		(322)	0.0%	
4500 Nature Reserve Expenses	21,093	21,450	357		357	98.3%	
4501 Filming Expenses	2,460	4,000	1,540		1,540	61.5%	
Seaford Head Estate :- Indirect Expenditure	30,349	47,215	16,866	0	16,866	64.3%	0
Net Income over Expenditure	1,926	(9,485)	(11,411)				
117 Seafont							
1011 Income Filming	2,000	200	(1,800)			1000.0%	
1025 Income Sponsorship	460	460	0			100.0%	460
1057 Income Electricity Recharge	3,176	12,600	9,424			25.2%	
1058 Income Water Recharge	90	150	60			60.1%	
1066 Income Concession	53,150	64,540	11,390			82.4%	
1084 Income Promenade	199	0	(199)			0.0%	
Seafont :- Income	59,075	77,950	18,875			75.8%	460
4018 Water Refill Maint	235	0	(235)		(235)	0.0%	235
4022 Telescope Expenditure	45	200	155		155	22.5%	

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 5

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	90	150	60		60	60.1%	
4055 Electricity	4,372	12,600	8,228		8,228	34.7%	
4115 Insurance	1,248	975	(273)		(273)	128.0%	
4201 Cleaning & Hygiene	7,875	18,200	10,325		10,325	43.3%	
4250 Memorial Bench	0	500	500		500	0.0%	
4253 Shelters	1,849	2,400	551		551	77.0%	
4261 General Maintenance	1,598	10,000	8,402		8,402	16.0%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4275 Building Maintenance	400	1,000	600		600	40.0%	
4501 Filming Expenses	0	40	40		40	0.0%	
Seafront :- Indirect Expenditure	17,711	46,215	28,504	0	28,504	38.3%	235
Net Income over Expenditure	41,364	31,735	(9,629)				
6000 plus Transfer from EMR	235						
6001 less Transfer to EMR	460						
Movement to/(from) Gen Reserve	41,139						
118 Beach Huts							
1054 Income Other	806	0	(806)			0.0%	
1057 Income Electricity Recharge	150	50	(100)			300.0%	
1060 Beach Huts Site Licence	28,411	28,411	0			100.0%	
1061 Beach Hut Annual Rent	12,837	12,837	0			100.0%	
1066 Income Concession	0	4,900	4,900			0.0%	
1094 Income Seasonal Beach Huts	10,720	14,550	3,830			73.7%	
Beach Huts :- Income	52,924	60,748	7,824			87.1%	0
4051 Rates	3,429	4,677	1,248		1,248	73.3%	
4052 Water & Sewerage	187	100	(87)		(87)	186.9%	
4055 Electricity	367	300	(67)		(67)	122.2%	
4115 Insurance	588	600	12		12	98.0%	
4258 Seasonal Beach Hut Revenue Exp	8,279	15,225	6,946		6,946	54.4%	
4275 Building Maintenance	1,579	5,000	3,421		3,421	31.6%	
4502 Toilet Hire	744	0	(744)		(744)	0.0%	
Beach Huts :- Indirect Expenditure	15,172	25,902	10,730	0	10,730	58.6%	0
Net Income over Expenditure	37,752	34,846	(2,906)				
119 Old Town Hall							
1050 Income Rent	0	1,600	1,600			0.0%	
1051 Income Insurance Recharge	0	193	193			0.0%	
1066 Income Concession	1,110	0	(1,110)			0.0%	
Old Town Hall :- Income	1,110	1,793	683			61.9%	0

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 6

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Electricity	49	0	(49)		(49)	0.0%	
4115 Insurance	198	193	(5)		(5)	102.6%	
4275 Building Maintenance	1,105	1,300	195		195	85.0%	
Old Town Hall :- Indirect Expenditure	1,352	1,493	141	0	141	90.5%	0
Net Income over Expenditure	(242)	300	542				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,081	6,000	(81)		(81)	101.3%	
Seaford in Bloom :- Indirect Expenditure	6,081	6,000	(81)	0	(81)	101.3%	0
Net Income over Expenditure	(5,581)	(5,500)	81				
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	1,311	1,338	27			98.0%	0
4261 General Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,311	838	(473)				
<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>							
1053 Income Grants	1,361	0	(1,361)			0.0%	
CCTV :- Income	1,361	0	(1,361)				0
4055 Electricity	1,042	3,465	2,423		2,423	30.1%	
4115 Insurance	158	428	270		270	37.0%	
4276 CCTV	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	1,201	12,893	11,692	0	11,692	9.3%	0
Net Income over Expenditure	161	(12,893)	(13,054)				

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 7

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Community Service Events							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	457	1,465	1,008			31.2%	0
4080 D-Day 80	2,691	10,000	7,309		7,309	26.9%	
4115 Insurance	64	65	1		1	98.8%	
4195 Events Expenditure	795	1,180	385		385	67.4%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	5,975	6,000	25		25	99.6%	
Community Service Events :- Indirect Expenditure	9,525	27,245	17,720	0	17,720	35.0%	0
Net Income over Expenditure	(9,068)	(25,780)	(16,712)				
225 Projects Pool							
1014 CIL & S106 Receipts	2,531	0	(2,531)			0.0%	2,531
1053 Income Grants	40,000	0	(40,000)			0.0%	40,000
Projects Pool :- Income	42,531	0	(42,531)				42,531
4095 Tennis Court Expenditure	(3,810)	0	3,810		3,810	0.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4259 Bönningstedt Wall	1,440	0	(1,440)		(1,440)	0.0%	
4274 Projects Expenditure	3,874	16,500	12,626		12,626	23.5%	
4421 Martello Toilets Capital Costs	251,007	0	(251,007)		(251,007)	0.0%	251,007
Projects Pool :- Indirect Expenditure	252,511	21,500	(231,011)	0	(231,011)	1174.5%	251,007
Net Income over Expenditure	(209,980)	(21,500)	188,480				
6000 plus Transfer from EMR	251,007						
6001 less Transfer to EMR	42,531						
Movement to/(from) Gen Reserve	(1,504)						
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	180	1,000	820		820	18.0%	
Planning & Highways :- Indirect Expenditure	180	1,000	820	0	820	18.0%	0
Net Expenditure	(180)	(1,000)	(820)				
Community Services :- Income	259,236	254,319	(4,917)			101.9%	
Expenditure	490,573	528,026	37,453	0	37,453	92.9%	
Net Income over Expenditure	(231,338)	(273,707)	(42,369)				
plus Transfer from EMR	257,901						
less Transfer to EMR	43,221						
Movement to/(from) Gen Reserve	(16,657)						

Continued over page

21/11/2024

Seaford Town Council 2024/2025 Current Year

Page 8

19:13

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	259,236	254,319	(4,917)			101.9%	
Expenditure	490,573	528,026	37,453	0	37,453	92.9%	
Net Income over Expenditure	<u>(231,338)</u>	<u>(273,707)</u>	<u>(42,369)</u>				
plus Transfer from EMR	257,901						
less Transfer to EMR	43,221						
Movement to/(from) Gen Reserve	<u>(16,657)</u>						

Community Services Committee
2024 - 2025

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for Community Services Meetings

		12th September 2024	5th December 2024
105	Salts Recreation Ground		
1025	Income Sponsorship	Fully invoiced for this year	As previously reported
1050	Income Rent		Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £450 Seaford Rugby Club - £1,000 Shredition - £41.25 Total - £2,188.97
1055	Income Insurance Recharge	Fully invoiced for this year	As previously reported
1058	Income Water Recharge	Recharging will be looked at in August	The recharges have been invoiced; however, due to a water leak at one of the meters and a higher-than-usual recharge to the Rugby Club, officers are reviewing whether an adjustment is necessary
1066	Income Concession	Fully invoiced for this year with payments being received in quarterly instalments	Salts Café - £25,000 Total - £25,000 Payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.
4018	Water Refill Maintenance	The expenditure is covered by the Ear Marked Reserve which is topped up with income generated from the sponsorship of the water refill station. This is the same for all Water Refill Maintenance accounts within this Committee.	As previously reported
4096	LTA Loan	The budgeted amount of £1,825 was insufficient, as it should have been £3,650. Only one instalment was budgeted for when it should have been for two. Therefore, the account will show as overbudget by £1,825 by the year end	As previously reported
4115	Insurance	This has been fully paid for the year which is the same for all insurance accounts within this Committee. Whilst some cost centres show insurance as slightly overbudget, these are offset by those that are under budget.	As previously reported
106	The Crouch		
1050	Income Rent		Bowling - £956.25 Football - £956.25 Total - £1,912.50
1051	Income Insurance Recharge	Fully invoiced for this year	As previously reported
1058	Income Water Recharge	The actual to date figure is showing a negative income which is the result of an accrual for the 2023 - 2024 year end. The recharges expected in August should correct this and bring the balance up	Now recharged
1073	Sports Pitch Hire & Green Fees	This account largely relates to the annual bowls fees which will be received by the end of August	Football Training & Games - £927.20 Mini Soccer - £140.80 Bowling Green Fees - £10,271.25 Total - £11,339.25
4115	Insurance	This has been fully paid for this year	As previously reported
4261	General Maintenance	There is an overspend of £6,050 which relates to the Flint Wall. This amount has been covered using funds from the Grounds Maintenance/Open Spaces EMR326, which will result in no impact on the Income & Expenditure (I&E) at the year end	As previously reported
108	Other Open Spaces		
4261	Grounds Maintenance	This shows a higher expenditure percentage for this time of year due to necessary tree works in Normansal Park and High & Over areas.	As previously reported
113	The Crypt		
1057 1058 1063 1063 4052 4055 4056	Income Electric Recharge Income Water Recharge Income Gas Recharge Water & Sewerage Electricity Gas	There are not budgets allocated for these utility income and expenditure because the costs are recharged resulting in a nil balance. However, a discrepancy has been identified where the gas income is higher than the associated expenditure due to a missed accrual at the end of the 2023 - 2024. Specifically, the gas income of £408 should have been accounted for in the 2023 - 2024 financial year, but it was not, resulting in the current mismatch.	As previously reported

		12th September 2024	5th December 2024
4279	Fire & Security		These costs relate to fire extinguisher servicing and were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.
116	Seaford Head Estate		
4279	Fire & Security	These costs were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.	As previously reported
117	Seafrost		
1066	Income Concession		Dane Road - £2,360 Marine Parade - £21,000 Splash Point - £6,500 Martello Kiosk - £12,340 Bonningstedt Sauna - £1,600 Bonningstedt Water Sports - £1,250 West View Kiosk - £8,100 Total - £53,150 Marine Parade, Splash Point, Martello and West View Kiosks have been invoiced in full with total amounts outlined above. However, the payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.
118	Beach Huts		
1054	Income Other		This income relates to an admin fee from the selling of beach huts.
1057	Income Electricity	This income relates to the electricity cards purchased by the Bonningstedt Beach Hut owners. The budget was set conservatively low since its uncertain how many cards will actually be purchased throughout the year.	As previously reported
1066	Income Concession		The budget for four temporary concession huts on the seafront was set prior to the tender process. However, due to an insufficient number of responses during the tender, the decision was made not to erect these huts for 2024 - 2025 resulting in no income being generated from them.
4052	Water & Sewerage	This account is showing as overbudget due to the challenges in setting accurate annual budgets largely due to Castle Water invoicing in advance on estimated readings.	As previously reported
4258	Seasonal Beach Hut Expenditure		This expenditure will be lower than budgeted, as the installation and dismantling of the concession huts was not required.
4502	Toilet Hire	These costs were originally budgeted under the Seasonal Beach Hut Revenue Expenditure account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.	As previously reported
119	Old Town Hall		
1066	Income Concession	This income was initially budgeted under the Income Rent account code. However, since the site is now classified as a concession, the income is being recorded under the correct code.	As previously reported
121	Seaford In Bloom		
1025	Income Sponsorship	Fully invoiced for the year	As previously reported
4402	Seaford In Bloom	The majority of this expenditure occurs in the summer months with the remaining portion being charged in winter.	As previously reported
125	Allotments		
1050	Income Rent	Fully invoiced for the year	As previously reported
134	CCTV		
1053	Income Grants		Funding was awarded to the Town Council as a contribution towards the ongoing maintenance and SIM costs of the public facing CCTV system
4676	CCTV		While we have yet to receive the invoice for the annual maintenance, it is anticipated that, following the installation of the new CCTV system, these costs will be minimal compared to the budget. As a result, we expect to see a significant saving by year-end.

		12th September 2024	5th December 2024
225	Projects Pool		
1014	CIL & S106 Receipts	This income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR	As previously reported
1053	Income Grants	This income is a grant from LDC specifically towards the costs of the Changing Places	As previously reported
4095	Tennis Court Expenditure	This is showing as a negative spend due to an accrual for these costs being made at the year end. Once the invoices for these costs are received, then the actual spend will return to zero (therefore all costs for the tennis courts will show in 2022 - 2023)	As previously reported
4259	Bonningstedt Wall	This expense relates to the storage of the timber and steel work of the Bonningstedt Wall. This is likely to double by the year end.	As previously reported
4421	Martello Toilets	Whilst there is no budget showing in the account code for the 2024 - 2025 financial year, this remaining expenditure for the rebuild has been covered using funds from the CIL EMR361 as previously approved and which will result in no impact on the income & expenditure at year end.	As previously reported



Report No:	115/24
Agenda Item No:	7
Committee:	Community Services
Date:	5th December 2024
Title:	Community Services Committee Draft Budget Report 2025 - 2026
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To present the Community Services Draft Budget for 2025 - 2026 and projected budgets to 2029 - 2030

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To comment upon the draft Committee Budget 2025 - 2026 (and projected budgets to 2029 – 2030) and recommend its proposals to the Finance & General Purposes Committee.

1. Background

- 1.1** The Town Council has a statutory duty to set a budget annually, and to use this budget to determine the amount requested as the precept.
- 1.2** Each Committee with budget responsibility formulates its own budget request, which is then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget for the Town Council.
- 1.3** Every effort is made to produce a draft proposal which accurately reflects the likely income and expenditure for the year, with figures based on known costs, inflationary increase and/or the best estimates where absolute figures are unavailable.

2. Summary

- 2.1 Attached to this report, as Appendix A, is the draft Community Services Committee Budget for 2025 - 2026, and the projected budgets to 2029 - 2030.
- 2.2 All budgets have been set on a prudent basis. Income has only been included where certain, expenditure is realistic, and savings have been made and budgets minimised wherever possible.
- 2.3 This report includes explanations for any significant variances compared to the previous year's budget figures.
- 2.4 As part of the budget setting process, the figures have been reviewed by Town Council officers and the Chair of this Committee.
- 2.5 Overall, budgeted income for the Committee has reduced from £254,319 in 2024 - 2025 to £248,425 in 2025 - 2026.
- 2.6 The budgeted expenditure for the Committee has increased from £528,024 in 2024 - 2025 to £568,035 in 2025 - 2026.
- 2.7 The net result is an increase in the Committee requirement from £273,705 in 2024 - 2025 to £319,610 in 2025 - 2026.
- 2.8 Members are asked to note that officers continue to work on some aspects of the budget, and that there may be further amendments as a result of updated information being received in the coming weeks.

3. Budget Information

3.1 Narrative for Cost Centres

1058 and 4052 Water - It has been challenging to budget for water consumption at all sites. The water company does not invoice consistently, often relying on estimated meter readings. These estimates are later adjusted with credits for periods that frequently fall outside the same financial year. This inconsistency makes it difficult to accurately assess annual consumption, so a best estimate has been used.

1051 and 4115 Insurance - a 3% increase has been added to current year figures.

4260 Grounds Maintenance Contract - the contract with Lewes District Council has been increased by adding 3% to current year's figures.

4055 Electricity - the contracts for the Martello Toilets / Changing Places, Cricket Changing Rooms and The Crypt sites have just been renewed

preventing higher tariffs during 2025 - 2026 however, budgets have been based on a 5% increase of the 2024 - 2025 projected outturn. The contract for the West View Kiosk has now been taken over by the concessionaire, reducing the budget within the Seafront cost centre.

4201 Cleaning & Hygiene – this code was previously used for all public toilet cleaning. A new code has been set up as below.

4203 Public Toilet Cleaning – this is the new code set up specifically for the cleaning of The Salts, Martello and South Street toilets. Due to re-negotiations of these works there have been reductions resulting in a saving of £8,590. This code also includes the compostable toilets which are scheduled to be moved to The Crouch and South Hill Barn during 2025, leading to an additional £12,000 being budgeted. Overall, this results in a net increase for toilet cleaning of £3,410 for 2025 - 2026.

4251 Dog Bins – the budget for 2025 - 2026 is based on the projected outturn for 2024 - 2025 plus 3%. Officers are currently looking into this contract which could result in potential reductions.

3.2 105 Salts Recreation Ground

The net expenditure for 2025 - 2026 is £100,698; a reduction of £9,560 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

4095 Tennis Court - an additional £1,000 has been budgeted for floodlight work during 2025 - 2026. As per the terms of the LTA Loan, £5,400 must be budgeted each year to put into a 'sinking fund' for the courts.

4096 LTA Loan – this has increased in line with the repayment plan.

4276 CCTV – a budget of £3,540 has been allocated for replacement CCTV and monthly maintenance costs.

4283 Playground – the budget has been reduced by £10,000 given that there are sufficient funds in the EMR should additional costs be needed.

3.3 106 Crouch Recreation Ground

The net expenditure for 2025 - 2026 is £41,781; an increase of £6,490 on the previous year. The main reason is the additional cleaning of the compostable toilets as mentioned in 3.1.

3.4 107 Martello Fields

The net expenditure for 2025 - 2026 is £12,742 resulting in no significant changes on the previous year.

3.5 108 Other Open Spaces

The net expenditure for 2025 - 2026 is £62,791; an increase of £4,779 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

4260 Grounds Maintenance Contract – this has been decreased as the grass verge cutting has now been separated into its own code.

4268 Grass Verge Cutting - this budget allows for an additional £5,000 on the previous year due to the possibility of the Town Council having to take on additional areas.

3.6 113 The Crypt

The net expenditure for 2025 - 2026 is £10,463; an increase of £7,083 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

4275 Building Maintenance – this is increased by £7,000 due to potential ventilation and monument works being carried out during 2025 - 2026.

3.7 114 South Street Toilets

The net expenditure for 2025 - 2026 is £15,500; a reduction of £1,665 on the previous year. This is largely due to the re-negotiation of works and costs for the toilet cleaning as mentioned in 3.1.

3.8 115 Martello Tower

The net expenditure for 2025 – 2026 is £21,522; an increase of £3,102 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

4275/113 Building Maintenance – important ceiling and repair works have been identified in the museum with a total estimated cost of £30,000. It is anticipated that £12,000 of the current year's budget will not be used during 2024 -25, which can be transferred to an earmarked reserve (EMR) specifically for these works. The budget of £18,000 for 2025 – 2026 is therefore the balance required.

3.9 116 Seaford Head Estate

The net expenditure for 2025 – 2026 is £7,414; a reduction of £2,071 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

1021 South Hill Barn Income – the budget has been decreased due to previous hirers finding other venues and the income not being certain.

1053 Grants Income – the previous budget related to income from the Rural Payment Agency grant which was received over ten years. This came to an end in November and whilst officers are looking into a further application, income is not certain.

4155 Professional Fees – this has been reduced as consultancy fees relating to the South Hill Barn project will be coming from a separate account code under the Projects cost centre.

4500 Nature Reserve Expenses - this budget relates to the Sussex Wildlife Trust Management agreement which is increased annually.

3.10 117 Seafront

The net surplus for 2025 – 2026 is £25,866; a reduction of £5,869 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

1066 Concession Income - this reflects the current concessions. This is slightly lower than the previous year due to some new tenders being awarded with lower fees.

4155 Professional Fees – this budget is allocated for the provision of legal support for new concession licences.

4275 Building Maintenance – the increase gives a more realistic budget for maintenance issues that could arise with the new Changing Places unit and Martello Toilets/Cafe.

4276 CCTV – this budget is allocated for the provision of external CCTV at the Martello Toilets helping to protect the Town Council's new asset.

3.11 118 Beach Huts

The net surplus for 2025 - 2026 is £37,710; an increase of £2,864 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

1060 and 1061 Beach Huts Licenses and Annual Rent – the charges have been increased by 3%, with the exception of the Bönningstedt Beach Hut site licences, which will remain unchanged due to the ongoing issues with the gabion wall.

1094 and 4258 Seasonal Beach Huts – the budget reflects the income and expenditure received in the current year.

4275 Building Maintenance - this budget has decreased to reflect expected expenditure.

3.12 119 Old Town Hall

The net surplus for 2025 – 2026 is £1,160; an increase of £860 on the previous year. In addition to those already covered in 3.1, variances can be explained as follows:

1050 Income Rent – the new concession income has been moved to the concession income code and so there is no further budget allocated to this code.

1051 Insurance Income – insurance is not recharged under a concession licence.

1066 Concession Income – the increase relates to the new tender being awarded on a higher fee.

3.13 121 Seaford in Bloom

The net expenditure for 2025 – 2026 is £5,763 resulting in no significant changes on the previous year.

3.14 125 Allotments

The net surplus for 2025 – 2026 is £850 resulting in no significant changes on the previous year.

3.15 130 Other Recreation

The net expenditure for 2025 – 2026 is £10,000 resulting in no significant changes on the previous year.

3.16 134 CCTV

The net expenditure for 2025 – 2026 is £7,126; a reduction of £5,765 on the previous year. The variances can be explained as follows:

4055 Electricity – the electric for the CCTV cameras has increased by almost 20%. Officers are currently attempting to find a reduced tariff.

4276 CCTV – the newly installed police CCTV cameras have significantly lowered the annual maintenance costs.

3.17 135 Community Services Events

The net expenditure for 2025 – 2026 is £19,595; a reduction of £6,185 on the previous year. The variances can be explained as follows:

1025 Sponsorship – following the decision not to renew the temporary Sponsorship Role, the associated income from this role has been removed from the budget.

4080 VE Day/VJ Day – a lower budget has been allocated for potential costs related to VE and VJ day celebrations in 2025. Any plans would be

on a smaller scale compared to the D-Day celebrations, justifying a reduced budget.

3.18 225 Projects Pool

The net expenditure for 2025 - 2026 is £68,800; an increase of £47,300 on the previous year. The variances can be explained as follows:

4259 Bonningstedt Wall – a budget has been set aside for the potential removal of the concrete blocks / temporary wall once the permanent wall has been rebuilt in 2025.

4274 Projects – the budget is to cover assisting with new lifeguard accommodation at the Martello end of the beach, and moving the compostable toilets to new locations.

4424 South Hill Barn – the budget relates to the South Hill Barn project and the costs for Stage One that were previously agreed by Full Council in November 2024.

3.19 301 Planning & Highways

The net expenditure for 2025 – 2026 is £1,000 resulting in no significant changes on the previous year.

4. Hire Charges

- 4.1 Attached as Appendix B are the proposed new hire charges for 2025 – 2026, which the new budgets have been based upon.
- 4.2 The hire charges have been increased by 3% on the previous year and rounding to the nearest 50 pence.
- 4.3 As highlighted in 3.11, the site licences for the Bönningstedt Beach Huts have been frozen for a further year due to the issues with the Bönningstedt sea defence wall.
- 4.4 Once approved, the new hire charges will be updated within the Events Policy.
- 4.5 The current hire charges are shown in Appendix C for comparison.

5. Earmarked Reserves

- 5.1 Attached at Appendix D is a table showing the EMR movements in the year that relate to this Committee.
- 5.2 Some of the EMRs, such as Building Maintenance and Grounds Maintenance, are shared across the whole of the Town Council's services and are not exclusively for this Committee's use.

- 5.3** Some of the budgets, where appropriate, have been cut to a minimum without any contingency as should a liability arise that is not expected then there will be funds available in these built up EMRs.

6. Financial Appraisal

- 6.1** The Community Services draft budget covers a range of cost centres covering essential facilities and services across the Town Council.
- 6.2** The bottom line shows that overall, this Committee's budget has increased by 16.77% / £45,905 from £273,705 to £319,610.
- 6.3** The budget represents one part of the Town Council's overall budget and must be combined with other Committee budgets to formulate the overall precept requirement.
- 6.4** Officers are still working on other Committee budgets. This is the first Committee to discuss its budget. The overall Town Council budget currently shows that the annual increase to the Band D figure will be approximately £8.75, but this figure will change once the other Committees meet to discuss their budgets and the full Band D base is known.
- 6.5** Every £11,000 increase or decrease in the overall budget affects the Band D by approximately 1%.
- 6.6** It should be noted that as per the NALC Model Financial Regulations and the JPAG Practitioner's Guide, it is important to align the budgets with the Town Council's priorities and operational needs.

7. Contact Officer

- 7.1** The Contact Officer for this report is Lucy Clark, RFO.

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Salts Recreation Ground							
Cost Centre 105							
1025	Income Sponsorship	230	230	-	-	-	-
1050	Income Rent	2,180	2,252	2,352	2,455	2,477	2,477
1051	Income Insurance Recharge	1,854	1,991	2,051	2,112	2,176	2,241
1057	Income Electricity Recharge	8,610	7,234	7,451	7,674	7,904	8,142
1058	Income Water Recharge	4,988	5,138	5,292	5,451	5,614	5,782
1066	Concession Income	24,000	24,000	25,000	26,000	27,000	28,000
1073	Sports Pitch Hire & Green Fees	5,000	5,435	5,598	5,766	5,939	6,117
1095	Tennis Court Income - Annual Pass	3,025	3,135	2,750	2,750	2,750	2,750
1096	Tennis Court Income- Pay & Play	3,500	3,502	3,500	3,500	3,500	3,500
Salts Recreation Ground Income		53,387	52,916	53,993	55,708	57,360	59,009
4052	Water & Sewerage	12,600	13,755	14,168	14,593	15,030	15,481
4053	Tennis Electric	404	366	377	388	400	412
4054	Salts Café Electric	8,434	7,375	7,596	7,824	8,059	8,301
4055	Electricity	674	800	824	849	874	900
4095	Tennis Court Expenditure	7,282	8,582	7,582	7,632	7,932	8,182
4096	LTA loan	1,875	5,125	9,625	12,750	12,750	12,750
4100	Telecommunications	355	348	359	369	380	392
4115	Insurance	3,735	3,886	4,003	4,123	4,247	4,374
4155	Professional Fees	1,000	1,000	1,000	1,000	1,000	1,000
4201	Cleaning & Hygiene	16,725	-	-	-	-	-
4203	Public Toilet Cleaning	-	12,000	12,360	12,731	13,113	13,506
4250	Memorial Bench	500	500	515	530	546	563
4251	Dog Bin Emptying	2,611	2,250	2,317	2,387	2,458	2,532
4252	Additional Litter Pick	1,000	1,000	1,030	1,061	1,093	1,126
4260	Grounds Maintenance Contract	74,500	73,087	75,280	77,538	79,864	82,260
4261	General Maintenance	6,100	5,000	5,150	5,305	5,464	5,628
4275	Building Maintenance	5,000	5,000	5,150	5,305	5,464	5,628
4276	CCTV	850	3,540	556	573	590	608
4283	Playground	20,000	10,000	10,000	10,000	10,000	10,000
Salts Recreation Ground Expenditure		163,645	153,614	157,891	164,957	169,264	173,642

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
	<u>Net (Expenditure) Income</u>	(110,258)	(100,698)	(103,898)	(109,248)	(111,904)	(114,632)
	<u>Crouch Recreation Ground</u>						
	Cost Centre 106						
1050	Income Rent	2,550	2,550	2,550	2,805	2,805	2,805
1051	Income Insurance Recharge	668	746	768	791	815	839
1058	Income Water Recharge	600	2,450	2,524	2,599	2,677	2,757
1073	Sports Pitch Hire & Green Fees	10,500	11,989	12,349	12,719	13,101	13,494
	Crouch Recreation Ground Income	14,318	17,735	18,190	18,915	19,398	19,896
4052	Water & Sewerage	3,000	8,112	8,355	8,606	8,864	9,130
4115	Insurance	931	1,045	1,077	1,109	1,142	1,177
4155	Professional Fees	1,000	1,000	1,000	-	-	-
4203	Public Toilet Cleaning	-	6,000	6,180	6,365	6,556	6,753
4250	Memorial Bench	500	500	515	530	546	563
4251	Dog Bin Emptying	1,778	1,607	1,655	1,705	1,756	1,808
4260	Grounds Maintenance Contract	28,400	29,252	30,130	31,033	31,964	32,923
4261	General Maintenance	5,000	5,000	5,150	5,305	5,464	5,628
4275	Building Maintenance	4,000	3,000	2,000	2,000	2,000	2,000
4283	Playground	5,000	4,000	4,000	4,000	4,000	5,000
	Crouch Recreation Ground Expenditure	49,609	59,516	60,062	60,654	62,293	64,982
	<u>Net (Expenditure) Income</u>	(35,291)	(41,781)	(41,871)	(41,739)	(42,895)	(45,086)
	<u>Martello Fields</u>						
	Cost Centre 107						
1050	Income Rent	5,000	5,351	5,511	5,676	5,847	6,022
	Martello Fields Income	5,000	5,351	5,511	5,676	5,847	6,022
4115	Insurance	-	6	7	7	7	7
4251	Dog Bin Emptying	1,425	1,285	1,324	1,364	1,405	1,447
4260	Grounds Maintenance Contract	14,317	15,801	16,275	16,763	17,266	17,784

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
4261	General Maintenance	2,000	1,000	1,030	1,061	1,093	1,126
4501	Filming Expenses	-	-	-	-	-	-
	Martello Fields Expenditure	17,742	18,093	18,636	19,195	19,771	20,364
	<u>Net (Expenditure) Income</u>	(12,742)	(12,742)	(13,125)	(13,518)	(13,924)	(14,342)
	<u>Other Open Spaces</u>						
	Cost Centre 108						
1050	Income Rent	90	90	90	90	90	90
	Other Open Spaces Income	90	90	90	90	90	90
4052	Water & Sewerage	200	390	402	414	426	439
4115	Insurance	50	53	54	56	57	59
4154	Land Registry Fees	60	60	60	60	60	60
4155	Professional Fees	1,000	-	-	-	-	-
4250	Memorial Bench	500	500	515	530	546	563
4251	Dog Bin Emptying	2,844	2,571	2,648	2,727	2,809	2,894
4260	Grounds Maintenance Contract	45,248	25,307	26,067	26,849	27,654	28,484
4261	General Maintenance	7,200	8,000	8,240	8,487	8,742	9,004
4268	Grass Verge Cutting	-	25,000	27,000	27,810	28,644	29,504
4275	Building Maintenance	1,000	1,000	1,000	1,000	1,000	1,000
	Other Open Spaces Expenditure	58,102	62,881	65,985	67,933	69,939	72,006
	<u>Net (Expenditure) Income</u>	(58,012)	(62,791)	(65,895)	(67,843)	(69,849)	(71,916)
	<u>Crypt</u>						
	Cost Centre 113						
1057	Income Electricity Recharge	-	1,800	1,854	1,910	1,967	2,026
1058	Income Water Recharge	-	315	324	334	344	355
1063	Income Gas Recharge	-	1,148	1,182	1,217	1,254	1,292
	Crypt Income	-	3,263	3,360	3,461	3,565	3,672
4052	Water & Sewerage	-	315	324	334	344	355

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
4055	Electricity	-	1,800	1,854	1,910	1,967	2,026
4056	Gas	-	1,148	1,182	1,217	1,254	1,292
4115	Insurance	305	313	323	332	342	352
4275	Building Maintenance	3,000	10,000	10,000	10,000	10,000	10,000
4279	Fire & Security	75	150	155	159	164	169
	Crypt Expenditure	3,380	13,726	13,837	13,953	14,071	14,193
	<u>Net (Expenditure) Income</u>	(3,380)	(10,463)	(10,477)	(10,491)	(10,506)	(10,521)
	<u>South Street Toilets</u>						
	Cost Centre 114						
	South Street Toilet Income	-	-	-	-	-	-
4201	Cleaning & Hygiene	15,165	-	-	-	-	-
4203	Public Toilet Cleaning	-	13,500	13,905	14,322	14,752	15,194
4275	Building Maintenance	2,000	2,000	2,060	2,122	2,185	2,251
	South Street Expenditure	17,165	15,500	15,965	16,444	16,937	17,445
	<u>Net (Expenditure) Income</u>	(17,165)	(15,500)	(15,965)	(16,444)	(16,937)	(17,445)
	<u>Martello Tower</u>						
	Cost Centre 115						
	Martello Tower Income	-	-	-	-	-	-
4115	Insurance	3,420	3,522	3,627	3,736	3,848	3,964
4275	Building Maintenance	15,000	18,000	1,000	1,000	1,000	1,000
	Martello Tower Expenditure	18,420	21,522	4,627	4,736	4,848	4,964
	<u>Net (Expenditure) Income</u>	(18,420)	(21,522)	(4,627)	(4,736)	(4,848)	(4,964)
	<u>Seaford Head Estate</u>						

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Cost Centre 116							
1011	Income Filming	20,000	20,000	20,000	20,000	20,000	20,000
1021	Income South Hill Barn	1,000	300	300	300	300	300
1050	Income Rent	10,000	10,000	10,000	10,000	10,000	10,000
1053	Income Grants	3,250	-	-	-	-	-
1066	Income Concession	3,480	3,500	3,600	3,700	3,800	3,900
Seaford Head Estate Income		37,730	33,800	33,900	34,000	34,100	34,200
4115	Insurance	480	555	572	589	607	625
4155	Professional Fees	11,000	1,000	-	-	-	-
4156	Bank Charges	16	-	-	-	-	-
4203	Public Toilet Cleaning	-	6,000	6,180	6,365	6,556	6,753
4250	Memorial Bench	500	500	500	500	500	500
4251	Dog Bin Emptying	1,425	1,285	1,324	1,364	1,405	1,447
4260	Grounds Maintenance Contract	1,344	1,285	1,324	1,364	1,405	1,447
4261	General Maintenance	3,000	3,000	3,000	3,000	3,000	3,000
4275	Buildings Maintenance	4,000	1,000	1,030	1,061	1,093	1,126
4279	Fire & Security	-	245	252	260	268	276
4500	Nature Reserve Expenses	21,450	22,343	23,013	23,703	24,415	25,147
4501	Filming Expenses	4,000	4,000	4,000	4,000	4,000	4,000
Seaford Head Estate Expenditure		47,215	41,214	41,195	42,206	43,247	44,320
Net (Expenditure) Income		(9,485)	(7,414)	(7,295)	(8,206)	(9,147)	(10,120)
Seaford							
Cost Centre 117							
1011	Income Filming	200	200	200	200	200	200
1025	Income Sponsorship	460	460	-	-	-	-
1057	Income Electricity Recharge	12,600	5,000	-	-	-	-
1058	Income Water Recharge	150	218	225	231	238	245
1066	Income Concession	64,540	63,248	63,098	69,690	73,500	77,370
Seaford Income		77,950	69,126	63,523	70,121	73,938	77,815

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
4022	Telescope Expenditure	200	200	206	212	219	225
4052	Water & Sewerage	150	205	211	217	224	231
4055	Electricity	12,600	6,000	6,180	6,365	6,556	6,753
4115	Insurance	975	1,285	1,324	1,364	1,405	1,447
4155	Professional fees	-	1,000	1,000	1,000	1,000	1,000
4201	Cleaning & Hygiene	18,200	-	-	-	-	-
4203	Public Toilet Cleaning	-	16,000	16,480	16,974	17,484	18,008
4250	Memorial Bench	500	500	515	530	546	563
4253	Shelters	2,400	3,000	3,090	3,183	3,278	3,377
4261	General Maintenance	10,000	10,000	8,000	8,000	8,000	8,000
4270	Vehicles & Equipment Maintenance	150	150	155	159	164	169
4275	Building Maintenance	1,000	2,000	2,060	2,122	2,185	2,251
4276	CCTV	-	2,880	185	191	197	203
4501	Filming Expenses	40	40	40	40	40	40
Seafront Expenditure		46,215	43,260	39,446	40,358	41,298	42,266
Net (Expenditure) Income		31,735	25,866	24,076	29,763	32,640	35,550
Beach Huts							
Cost Centre 118							
1057	Income Electricity Recharge	50	50	52	53	55	56
1060	Beach Hut Site Licence	28,411	28,987	29,857	30,753	31,675	32,626
1061	Beach Hut Annual Rental	12,837	13,222	13,619	14,027	14,448	14,882
1066	Beach Hut Concessions x 4	4,900	4,900	5,000	5,100	5,200	5,300
1094	Income Seasonal Beach Huts	14,550	14,000	14,420	14,853	15,298	15,757
Beach Huts Income		60,748	61,160	62,947	64,786	66,676	68,621
4021	Electricity Top Up Cards	-	-	50	-	-	50
4051	Rates	4,677	5,045	5,197	5,353	5,513	5,679
4052	Water & Sewerage	100	480	494	509	525	540
4055	Electricity	300	1,006	1,036	1,067	1,099	1,132
4115	Insurance	600	606	624	643	662	682

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
4258	Seasonal Beach Hut Revenue Expenditure	15,225	13,500	13,905	14,322	14,752	15,194
4275	Building Maintenance	5,000	1,500	1,500	1,500	1,500	1,500
4502	Toilet Hire	-	1,313	1,353	1,393	1,353	1,393
	Beach Huts Expenditure	25,902	23,450	24,158	24,787	25,403	26,170
	Net (Expenditure) Income	34,846	37,710	38,789	39,999	41,274	42,451
	Old Town Hall						
	Cost Centre 119						
1050	Income Rent	1,600	-	-	-	-	-
1051	Income Insurance Recharge	193	-	-	-	-	-
1066	Income Concession	-	2,664	2,664	3,000	3,000	3,000
	Old Town Hall Income	1,793	2,664	2,664	3,000	3,000	3,000
4115	Insurance	193	204	210	216	223	230
4275	Building Maintenance	1,300	1,300	1,339	1,379	1,421	1,463
	Old Town Hall Expenditure	1,493	1,504	1,549	1,596	1,643	1,693
	Net (Expenditure) Income	300	1,160	1,115	1,404	1,357	1,307
	Seaford In Bloom						
	Cost Centre 121						
1025	Other Income	500	500	500	500	500	500
	Seaford In Bloom Income	500	500	500	500	500	500
4402	Seaford In Bloom	6,000	6,263	6,451	6,645	6,844	7,050
	Seaford In Bloom Expenditure	6,000	6,263	6,451	6,645	6,844	7,050
	Net (Expenditure) Income	(5,500)	(5,763)	(5,951)	(6,145)	(6,344)	(6,550)
	Allotments						

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Cost Centre 125							
1050	Income Rent	1,338	1,350	1,391	1,433	1,476	1,520
	Allotments Income	1,338	1,350	1,391	1,433	1,476	1,520
4261	General Maintenance	500	500	500	500	500	500
	Allotments Expenditure	500	500	500	500	500	500
	<u>Net (Expenditure) Income</u>	838	850	891	933	976	1,020
<u>Other Recreation</u>							
Cost Centre 130							
	Other Recreation Income	-	-	-	-	-	-
4410	Swimming Pool	10,000	10,000	10,000	10,000	10,000	10,000
	Other Recreation Expenditure	10,000	10,000	10,000	10,000	10,000	10,000
	<u>Net (Expenditure) Income</u>	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
<u>CCTV</u>							
Cost Centre 134							
	CCTV Income	-	-	-	-	-	-
4055	Electricity	3,465	4,163	4,288	4,417	4,549	4,686
4115	Insurance	426	163	168	173	178	183
4276	CCTV	9,000	2,800	2,884	(1)	(6,386)	2,971
	CCTV Expenditure	12,891	7,126	7,340	4,589	(1,659)	7,839
	<u>Net (Expenditure) Income</u>	(12,891)	(7,126)	(7,340)	(4,589)	1,659	(7,839)

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
<u>Community Service Events</u>							
Cost Centre 135							
1025	Sponsorship	1,000	-	-	-	-	-
1083	Income Street Market	465	471	485	499	514	530
Community Service Events Income		1,465	471	485	499	514	530
4080	D-Day/Victory Days	10,000	2,000	2,060	2,122	2,185	2,251
4115	Insurance	65	66	68	70	72	74
4195	Events Expenditure	1,180	1,500	1,500	1,500	1,500	1,500
4273	Christmas Lights	10,000	10,000	10,000	10,000	10,000	10,000
4281	Christmas Event Expenditure	6,000	6,500	6,500	6,500	6,500	6,500
Community Service Events Expenditure		27,245	20,066	20,128	20,192	20,257	20,325
<u>Net (Expenditure) Income</u>		(25,780)	(19,595)	(19,643)	(19,692)	(19,743)	(19,795)
<u>Projects Pool</u>							
Cost Centre 225							
Projects Pool Income		-	-	-	-	-	-
4155	Professional Fees	5,000	2,000	-	-	-	-
4259	Bonningstedt Wall	-	15,000	-	-	-	-
4274	Project Expenditure	16,500	11,000	20,000	20,000	20,000	20,000
4424	South Hill Barn Development	-	40,800	-	-	-	-
Projects Pool Expenditure		21,500	68,800	20,000	20,000	20,000	20,000
<u>Net (Expenditure) Income</u>		(21,500)	(68,800)	(20,000)	(20,000)	(20,000)	(20,000)
<u>Planning & Highways</u>							
Cost Centre 301							

Account Code	Cost Centre	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
	Planning & Highways Income	-	-	-	-	-	-
4263	Bus Shelter Maintenance/Cleaning	1,000	1,000	1,030	1,061	1,093	1,126
	Planning & Highways Expenditure	1,000	1,000	1,030	1,061	1,093	1,126
	Net Expenditure (Income)	(1,000)	(1,000)	(1,030)	(1,061)	(1,093)	(1,126)
<u>COMMUNITY SERVICES COMMITTEE SUMMARY</u>							
	Net Expenditure (Income)						
105	Salts Recreation Ground	(110,258)	(100,698)	(103,898)	(109,248)	(111,904)	(114,632)
106	The Crouch Recreation Ground	(35,291)	(41,781)	(41,871)	(41,739)	(42,895)	(45,086)
107	Martello Fields	(12,742)	(12,742)	(13,125)	(13,518)	(13,924)	(14,342)
108	Other Open Spaces	(58,012)	(62,791)	(65,895)	(67,843)	(69,849)	(71,916)
113	Crypt	(3,380)	(10,463)	(10,477)	(10,491)	(10,506)	(10,521)
114	South Street	(17,165)	(15,500)	(15,965)	(16,444)	(16,937)	(17,445)
115	Martello Tower	(18,420)	(21,522)	(4,627)	(4,736)	(4,848)	(4,964)
116	Seaford Head Estate	(9,485)	(7,414)	(7,295)	(8,206)	(9,147)	(10,120)
117	Seafront	31,735	25,866	24,076	29,763	32,640	35,550
118	Beach Huts	34,846	37,710	38,789	39,999	41,274	42,451
119	Old Town Hall	300	1,160	1,115	1,404	1,357	1,307
121	Seaford In Bloom	(5,500)	(5,763)	(5,951)	(6,145)	(6,344)	(6,550)
125	Allotments	838	850	891	933	976	1,020
130	Other Recreation	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
134	CCTV	(12,891)	(7,126)	(7,340)	(4,589)	1,659	(7,839)
135	Community Service Other	(25,780)	(19,595)	(19,643)	(19,692)	(19,743)	(19,795)
225	Projects Pool	(21,500)	(68,800)	(20,000)	(20,000)	(20,000)	(20,000)
301	Planning & Highways	(1,000)	(1,000)	(1,030)	(1,061)	(1,093)	(1,126)
	Total Net Committee Requirement	(273,705)	(319,610)	(262,247)	(261,614)	(259,286)	(274,008)
	Total Committee Income	254,319	248,425	246,555	258,190	266,464	274,875

Account Cost Centre Code	2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Total Committee Expenditure	528,024	568,035	508,802	519,804	525,751	548,883
<u>Total Net Committee requirement</u>	(273,705)	(319,610)	(262,247)	(261,614)	(259,286)	(274,008)
Plus Expenditure from EMR:						
Less Income transferred to EMR: EMR368 - Tennis Courts	(5,400)	(5,400)	(5,400)	(5,400)	(5,400)	(5,400)
	(279,105)	(325,010)	(267,647)	(267,014)	(264,686)	(279,408)

Proposed Hire Charges
Effective from 1 April 2025 - 31 March 2026

Increased by 3% Rounded up to Nearest 50 pence

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT with exception of SHB)				Commercial / Other External Organisations (All Exempt from VAT with exception of SHB)	
	Day Rate	Block Booking Day Rate *	Set Up Rate	Block Booking Set Up Rate *	Day Rate	Set Up Rate
Crouch Gardens - Ornamental	£ 49.50	n/a	£ 25.00	n/a	£ 196.63	£ 98.37
Crouch Gardens - Mini Pitch Area	£ 49.50	n/a	£ 25.00	n/a	£ 197.00	£ 98.50
Martello East Field	£ 186.00	n/a	£ 93.00	n/a	£ 339.50	£ 170.00
Martello West Field	£ 79.50	£ 49.00	£ 40.00	£ 24.50	£ 317.00	£ 158.50
Promenade	n/a	n/a	n/a	n/a	£ 205.00	n/a
Salts Recreation Grounds	£ 128.00	£ 64.00	n/a	n/a	£ 511.50	£ 256.00
South Hill Barn (Prices Include VAT)	£ 41.00	n/a	£ 20.50	n/a	£ 163.50	£ 81.50

Hourly Rates for the above are provided upon request

* Not-for-Profit/Voluntary Group Block Bookings of 5 Plus (paid in advance)

Static Beach Huts (Prices Include VAT)	
Martello - Site Licence	£ 475.50
Martello - Rental Fees	£ 1,587.00
Bonningstedt - Site Licence	£ 551.50

Tennis (Exempt from VAT)	
Annual Pass	£ 57.00
Pay and Play	£ 8.50
Additional Floodlight Fee	£ 2.50

West View Seasonal Beach Huts (Prices Include VAT)			
Season	Mid-Week Hire (Mon-Thurs)	Weekend Hire (Fri-Sun)	Full Week Hire (Fri-Thurs)
Off Peak (May, June, Sept)	£ 62.00	£82.50	£139.50
Peak (July & August)	£ 77.50	£98.00	£170.00

Street Markets	
Church Street	
Every Other Saturday April 25 - March 26	£471.00

Current Hire Charges
Effective from 1 April 2024 - 31st March 2025

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT with exception of SHB)				Commercial / Other External Organisations (All Exempt from VAT with exception of SHB)	
	Day Rate	Block Booking Day Rate *	Set Up Rate	Block Booking Set Up Rate *	Day Rate	Set Up Rate
Crouch Gardens - Ornamental	£ 47.75	n/a	£ 23.90	n/a	£ 190.90	£ 95.50
Crouch Gardens - Mini Pitch Area	£ 47.75	n/a	£ 23.90	n/a	£ 190.90	£ 95.50
Martello East Field	£ 180.25	n/a	£ 90.15	n/a	£ 329.60	£ 164.80
Martello West Field	£ 77.25	£ 47.60	£ 38.65	£ 23.80	£ 307.70	£ 153.90
Promenade	n/a	n/a	n/a	n/a	£ 199.00	n/a
Salts Recreation Grounds	£ 124.15	£ 62.00	n/a	n/a	£ 496.41	£ 248.25
South Hill Barn (Prices Include VAT)	£ 39.60	n/a	£ 19.85	n/a	£ 158.40	£ 79.20

Hourly Rates for the above are provided upon request

* Not-for-Profit/Voluntary Group Block Bookings of 5 Plus (paid in advance)

Static Beach Huts (Prices Include VAT)	
Martello - Site Licence	£ 461.44
Martello - Rental Fees	£ 1,540.43
Bonningstedt - Site Licence	£ 551.05

Tennis (Exempt from VAT)	
Annual Pass	£ 55.00
Pay and Play	£ 8.00
Additional Floodlight Fee	£ 2.00

West View Seasonal Beach Huts (Prices Include VAT)			
Season	Mid-Week Hire (Mon-Thurs)	Weekend Hire (Fri-Sun)	Full Week Hire (Fri-Thurs)
Off Peak (May, June, Sept)	£ 60.00	£80.00	£135.00
Peak (July & August)	£ 75.00	£95.00	£165.00

Street Markets	
Church Street	
Every Other Saturday April 24 - March 25	£457.00

Seaford Town Council Earmarked Reserves 2024 - 2025

A/C code	Reserve Details	Opening Balance 01/04/2024	Income/ Transfers from other Reserves	Used to Fund expenditure	Closing Balance 21/11/2024	Committed (Works Commenced)	Available Balance	Notes TO BE UPDATED	Committee
321	Building Maintenance	£40,000.00			£40,000.00	£ 25,000	£15,000.00	Contingency to meet unexpected liability on all buildings 2024 - 2025 Store Hut Roof Works - £25K	Shared
326	Grounds Maintenance	£25,000.00		£6,050.00	£18,950.00		£18,950.00	Contingency to meet unexpected liability on all grounds and open spaces 2024 - 2025 Grass Cutting £10,000 (if required) Flint Wall to Crouch Community Gardens £6,050 (spent) Cycle Racks £500	Shared
334	Seaford Head/ South Hill Barn	£51,476.95			£51,476.95		£51,476.95	South Hill Barn Works / Hope Gap Steps	CS
340	Vehicles & Equipment	£25,000.00			£25,000.00		£25,000.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared
342	Trees for Seaford *	£5,981.49			£5,981.49		£5,981.49	Income received from Grants and Resident Donations. Restricted to spend only on Trees	CS
344	Projects Reserve	£20,481.87	£10,000.00		£30,481.87		£30,481.87	2024 - 2025 Finger Post signs (not yet delivered)	CS
345	Memorial Bench Maintenance	£3,681.00			£3,681.00		£3,681.00	Contingency to meet maintenance needs of Memorial Benches	CS
353	Professional Fees	£20,561.93			£20,561.93		£20,561.93	Contingency to meet unknown Liabilities	Shared
356	Playgrounds	£31,319.00			£31,319.00		£31,319.00	Maintenance of playground and equipment	CS
357	Seafront Maintenance	£10,000.00			£10,000.00		£10,000.00	Seafront maintenance	CS
358	Community Projects	£1,469.75			£1,469.75		£1,469.75	Beach Access Platform - to be used for maintenance & repairs.	CS
361	CIL Receipts *	£450,731.10	£69,358.83	£251,007.44	£269,082.49		£269,082.49	Income received from Community Infrastructure Levies received - Restricted use- to be discussed at Full Council 2023-2024 £16,594.73 was used for the Martello Toilets 2024-2025 £251,007 (including grant) - spent on the Martello Toilets with £1,300 still to use Income: £29,359 from Neighbourhood CIL £40,000 Changing Places Grant from LDC	Shared
362	Seafront Projects	£9,770.00			£9,770.00		£9,770.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area	CS
367	Water Refill Stations	£3,795.95	£690.00	£844.00	£3,641.95		£3,641.95	Sponsorship income earmarked to use for maintenance	CS
368	Tennis Courts	£20,330.84	£5,400.00		£25,730.84		£25,730.84	Contingency of £5,400 to be budgeted annually	CS
369	VAT PE Calculation	£58,365.56			£58,365.56		£58,365.56	Sum received after partial exemption calculations	Shared
370	Training	£3,000.00			£3,000.00		£3,000.00	Surplus budget for future liability	Shared
372	Utilities	£5,000.00			£5,000.00		£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
	TOTAL EMR	£785,965.44	£85,448.83	£257,901.44	£613,512.83	£25,000.00	£588,512.83		

* RESTRICTED USE