



**Seaford Town Council Golf & The View Agenda – Tuesday 10<sup>th</sup>  
December 2024**

**To the Members of Golf & The View Committee**

Councillors L Stirton (Chair), G Rutland (Vice Chair), S Ali, C Bristow, R Buchanan,  
J Meek and L Wallraven

Seaford Head Golf Club Representatives – A Flood and S Doyle

A meeting of the Golf & The View Committee will be held in the Council Chambers, 37  
Church Street, Seaford, BN25 1HG on **Tuesday 10<sup>th</sup> 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  
30<sup>th</sup> November 2024

**PLEASE NOTE:**

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- **Members of the public are advised to register to attend to guarantee a place due to a limit on the number of spaces available**
- **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 physically in the meeting room, in accordance with relevant legislation and Seaford Town Council Policy.

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

To consider report 121/24 providing an update from the Golf Professional service on golf course related matters and consider proposed fees for the 2025 – 2026 financial year (pages 5 to 11).

## 5. **[Course Manager's Update Report](#)**

To consider report 124/24 providing an update on management and maintenance of the golf course and consider the proposed machinery replacement plan for the 2025 – 2026 financial year (pages 12 to 19).

## 6. **[Golf & The View Income & Expenditure Report to 31<sup>st</sup> October 2024](#)**

To consider report 123/24 updating the committee on the income and expenditure from 1<sup>st</sup> April 2024 to 31<sup>st</sup> October 2024 (pages 20 to 26).

## 7. **[Golf & The View Draft Budget Report 2025 - 2026](#)**

To consider report 122/24 presenting the Golf & The View draft budget for 2025 - 2026 and projected budgets to 2029 - 2030 (pages 27 to 35).

## 8. **Seaford Head Golf Club Update**

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

## AGENDA NOTES

### **For further information about items on this Agenda please contact:**

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

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

**Circulation:** All Town Councillors and registered email recipients.

### **Public Access:**

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1. Attending the meeting in person.

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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 between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm 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.

Entrance through the rear fire escape of the building will not be allowed.

### **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](mailto: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.



<b>Report No:</b>	<b>121/24</b>
<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Golf &amp; The View</b>
<b>Date:</b>	<b>10<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Golf Professional's Update</b>
<b>By:</b>	<b>Fraser Morley, Golf Professional</b>
<b>Purpose of Report:</b>	<b>To provide an update on golf course related matters and consider proposed fees for the 2025 – 2026 financial year</b>

<b>Recommendations</b>
<b>The Golf &amp; The View Committee is recommended:</b>
<ol style="list-style-type: none"> <li>1. To note the contents of the report.</li> <li>2. To agree the 2025 – 2026 membership fees for renewals and new members (sections 2.7 and 2.8 of the report respectively).</li> <li>3. To agree the 2025 – 2026 green fees (section 3.1 of the report).</li> <li>4. To agree the 2025 – 2025 locker fees (section 5.2 of the report).</li> <li>5. To agree the 2025 – 2026 buggy hire fees (section 6.1 of the report).</li> </ol>

## **1. Information**

### **1.1 Course Conditions and Income:**

**1.2** The year has continued to be steady as we approach the winter, with some favourable and some not so favourable weather. If we take the same amount of income as last year for the rest of the year, we should exceed budget by about 8%. We have seen the green fee and society income support the membership income, which is slightly under budget. The balance of income streams seems to be working and the practice of holding societies to no more than one a day has not had a negative impact on income, but has given a good balance of golfers on the course.

- 1.3 The course is in great condition heading into the winter and after a fairly wet summer, has remained green and lush throughout the playing season. The healthy coverage should hold us in good stead for the more extreme conditions. The greens are draining well so far this season all the rest of the course is starting to saturate.
- 1.4 The course has drawn many positive reviews and accolades from members and visitors.
- 1.5 Buggy bans have only very recently started this year, nearly a month later than last year, seeing us surpass last year's income by over £1,500 already.

## 2. Membership:

- 2.1 Membership renewal again has been steady in an uncertain climate, although we are slightly down on numbers and against budget, however income is around £12,000 up on last year. With an ageing membership profile, there have been several members unable to play this year due to illness and/or injury.

- 2.2 Membership figures:

Membership Type	Current Year	Renewals	New	Last Year Total	Difference
7 Day	97	85	12	92	+5
Senior	121	107	14	129	-8
5 Day	2	1	1	4	-2
Intermediate 2	30	21	9	33	-3
Intermediate 1	10	3	7	5	+5
Youth	5	3	2	6	-1
Junior	72	17	55	42	+30
<b>Totals</b>	<b>337</b>	<b>237</b>	<b>100</b>	<b>311</b>	<b>+26</b>

- 2.3 The breakdown of the members from the table above demonstrates that there is growth in the younger categories. We have seen a great uptake in the junior membership and lessons. Although their golf is free, there is a cost from the unions of £23.50 if they get to the level of having a handicap and playing competitions. We will continue to collect this from the juniors who are at that level and pass it on to the club for payment.

- 2.4** For new members, we continue to offer our usual 15 months for the price of 12 incentive, to encourage a new influx of golfers to the course.
- 2.5** **Appendix 1** shows the membership costs and green fees across other local courses this year. We are very well placed on membership and green fees compared to our local competition. Costs are rising across the sector in every department, and it is credit to our team that we have a consistently quality golf course despite lower budgets than private courses generally.
- 2.6** The golf club fees are at £75 and this covers each member’s handicap and affiliation fees, as well as club costs, which are included in the fees and collected by the Town Council on Seaford Head Golf Club’s behalf.
- 2.7** It is proposed the renewing members fees are set at the current year’s new membership fees. The proposed fees for **renewals** in 2025 - 2026 are therefore as follows:

<b>Membership Type - Renewal</b>	<b>Current Cost</b>	<b>Proposed Cost</b>	<b>Increase**</b>
7 Day Adult	£940	£980	4%
5 Day Adult	£739	£770	4%
5 Day Concession	£655	£685	4%
Intermediate 2 (30-39)	£690	£720	4%
Intermediate 1 (22-29)	£460	£485	5%
Youth	£269	£287	6%
Junior	Free*	Free*	-

- 2.8** The proposed fees for **new members** in 2025 - 2026 are as follows;

<b>Membership Type – New Members</b>	<b>Current Cost</b>	<b>Proposed Cost</b>	<b>Increase</b>
7 Day Adult	£980	£1,020	4%
5 Day Adult	£770	£800	4%
5 Day Concession	£685	£715	4%
Intermediate 2 (30-39)	£720	£750	4%
Intermediate 1 (22-29)	£485	£505	4%
Youth	£287	£300	4%
Junior	Free*	Free*	-

\* affiliate fees apply for handicap

\*\* the variance in percentage increase is as a result of rounding to the nearest whole figure

2.1 Our aim is to retain the current level of members to allow a good balance of golfers with visitors, members, matches and societies.

### 3. Green Fees

3.1 The proposed new prices for **green fees** for 2025 – 2026 are:

<b>Green Fees (Monday to Fridays)</b>	<b>2024</b>	<b>2025</b>	<b>Increase</b>
Mid-Week Adult 18 Holes	£33.00	£34.00	3%
Mid-Week Adult Day	£50.00	£52.00	4%
Mid-Week County Card	£28.00	£29.00	3%
Mid-Week Concession 18 Holes (over 60)	£25.00	£26.00	4%
Mid-Week Concession Day	£42.00	£44.00	5%
Mid-Week Twilight (after 3pm)	£21.00	£22.00	5%
Mid-Week Junior 18 Holes (Under age 18)	£10.00	£10.00	0%
Mid-Week Guest Rate	£25.00	£26.00	4%
Mid-Week Reciprocal	£15.00	£15.00	0%
<b>Green Fees (Weekends &amp; Bank Holidays)</b>			
Weekend Adult 18 Holes	£38.00	£39.00	3%
Weekend Adult Day	£60.00	£62.00	3%
Weekend Concession 18 Holes (over 60)	£29.00	£30.00	3%
Weekend Concession Day	£48.00	£50.00	4%
Weekend Twilight (after 3pm)	£24.00	£25.00	4%
Weekend 18 Holes (Under age 18)	£12.00	£12.00	0%

3.2 These represent a 3-5% increase\* in green fees across the board, with the exception of youth green fees.

\* the variance in percentage increase is as a result of rounding to the nearest whole figure

3.3 Wildwoods, Mid Sussex and Cottessmore have agreed to continue the reciprocal fees of £15. This still gives excellent value and should see us



bring in an extra £2,000 in revenue with the same amount of visiting golfers from those courses.

#### 4. Societies:

- 4.1 We are on track to achieve budget for this year and the spreading out of the groups has worked well again this year. Weather has started to affect the back end of the year's groups, but all have re-arranged, so loss of revenue has been avoided.
- 4.2 The fee for societies is a combination of the appropriate green fee (as per 3.1. above) and the food package cost. The cost of the food package is determined by The View Seaford Ltd, which we are currently waiting on.
- 4.3 New bookings for 2025 are coming in very quickly this year after good feedback on the course and our competitive pricing.

#### 5. Locker Room

- 5.1 The new locker room is open and we envisage hiring all 30 of the lockers this year. It is proposed that the annual locker fees remain unchanged, as 2025 – 2026 will be the first full year of the lockers being available.
- 5.2 To confirm, the proposed new **locker fees** for 2025 – 2026 are as follows:

Locker Fees	2024	2025	Increase
Small - annual	£35.00	£35.00	0%
Large - annual	£75.00	£75.00	0%

#### 6. Buggies

- 6.1 Please see below for the proposed new **buggy hire fees** for 2025 – 2026 are as follows:

Hire Fees	2024	2025	Increase
Visitors / non-members	£27.50	£30.00	8%*
Members	£22.50	£25.00	10%

\* the variance in percentage increase is as a result of rounding to the nearest whole figure

- 6.2 This would bring us into parity with most golf courses in the area while still cheaper than some. This cost is split between golfers when two or more people are using the buggy and will increase revenue from the very popular buggies without causing more wear to the course.

## **7. Financial Appraisal**

- 7.1** Committee is being asked to consider the fees being charged for the golf course in the 2025 – 2026 financial year.
- 7.2** The fees proposed within this report have been used as the basis for the 2025 – 2026 draft budget figures, which appear elsewhere on the agenda.
- 7.3** If Committee were to suggest any changes to the proposed fees, this would have an impact on the draft budget figures.

## **8. Contact**

- 8.1** The contact for this report is Fraser Morley, Golf Professional.

Report 121/24 Appendix A

25/11/2024	Golf Club Green Fees	Midweek Green Fee	Midweek Concession/Seniors	Weekend Green Fee	Weekend Concession/Seniors	Midweek Day Ticket	Weekend Day Ticket	Midweek Guest Rate	Midweek Juniors	Weekend Juniors	Midweek Twilight	Weekend Twilight
1	Hollingbury	£24.00		£32.00					£10.00	£12.00	£20.00	£24.00
2	Holtye (9 hole)	£25.00		£30.00				£22.50	£22.50	£22.50		
3	Eastbourne Golfing Park (9 hole)	£27.00	£27.00	£27.00	£27.00	£45.00	£45.00					
4	Wellshurst	£30.00		£35.00		£50.00	£55.00		£10.00	£15.00	£20.00	£25.00
5	Tilgate Forest	£28.00		£34.00								
6	Eastbourne Downs	£30 Winter	£20.00	£33 Winter					£15.00	£15.00	£15.00	£15.00
7	<b>Seaford Head</b>	<b>£33.00</b>	<b>£25.00</b>	<b>£38.00</b>	<b>£29.00</b>	<b>£50.00</b>	<b>£60.00</b>	<b>£25.00</b>	<b>£10.00</b>	<b>£12.00</b>	<b>£21.00</b>	<b>£24.00</b>
8	Willingdon	£35 winter		£35 after 1pm				£25.00	£15.00	£15.00	£20.00	
9	Brighton and Hove (9 hole)	£37.00		£42.00				£28.00	£15.00	£15.00		
10	West Hove	£40.00		N/A				£27.00			£24.50	£27.00
11	Hill Barn	£46.00		£52.00							£28.00	£28.00
12	Pyecombe	£48.00		£53 after 1pm only				£32.00				
13	East Brighton	£50.00		£60.00								
14	Lewes	£50.00		£55.00				£32.50	£17.50	£22.50		
15	Seaford Blatchington	£50.00		£60.00				35	12	15		
16	Mid Sussex	£50.00		£65.00				£25.00	£25.00	£25.00		
17	Royal Eastbourne	£50.00		£60.00				£25.00	£18.00	£18.00	£40.00	£50.00
18	The Dyke	£60.00		£70.00		£80.00					£30.00	£37.50
19	Highwoods	£70.00		£80.00				£35.00	£15.00	£15.00	£50.00	£50.00
20	Pitdown	£110.00		£110.00				£40.00	£30.00	£30.00	£85.00	£85.00

	Golf Club Memberships	7 day	5 Day	Senior	Intermediate	Youth (18-21)	Junior	Winter	Student	Joining Fee	Other
1	Eastbourne Golfing Park (9 hole)	£700.00	£660.00				£280.00				
2	Eastbourne Downs	£840.00	£810.00		£810 (31-34)£720 (27-30) £600 (23-25)	£260 (19-25)	£135.00		£260.00		(jnr under 14) £25
3	Holtye (9hole)	£895.00	£645.00		£539-£819 (25-39)	£409 (18-24)	£180 (£69 under 12)				
4	Wellshurst	£925.00	£752.00		£420 - £735 (22-35)	£315.00	£290.00				
5	<b>Seaford Head</b>	<b>£980.00</b>	<b>£770.00</b>	<b>£655.00</b>	<b>£485 (22-29) £720 (30-39)</b>	<b>£287.00</b>	<b>Free</b>	<b>£450.00</b>			
6	Hollingbury	200 (£1040 - 70 Mw)	Half Green Fees								
7	Brighton and Hove (9 hole)	£1,130.00	£1,050.00		£500 (22-25) £740 (26-29)	£335.00	N/A				
8	Tilgate Forest	£1,188.00	£840.00		£840 (16-24)		£180.00				
9	East Brighton	NPA									
10	Willingdon	£1,332.00	£1,212.00		£340-£1301. (22-35)	£256-314 (19-21)	£183 (£37 under 15)				
11	Lewes	£1,375.00			£470 - £1275 (18-36)		£35.00				
12	Seaford Blatchington	£1,395.00	£1,320.00		22-36 £609-£1117)	269-409 (under 21)	£142 (under 15 £71)		£230.00		
13	Royal Eastbourne	£1,523.50			£385-£1465 (22-35)	£245-£330 (18-21)	130 (under 12 free)				
14	West Hove	£1,556.00	£1,412.00		£644-£1180(21-31)	£481.00	.16 under 14 - 174 under 18				
15	Highwoods	£1,550.00	£1,300.00		£585-£1350 (21-34)	485 (18-20)	£50-£100		£435.00		
16	Hill Barn	£1,600.00	£1,420.00		£930 (25-29)	£580 (18-24)	£105.00				250 joining fee
17	The Dyke	£1,604.00	£1,424.00		£864 - £1164 (23-29)	£329.00	£65.00				
18	Mid Sussex	£1,655.00	£1,455.00		£710 (22-25) £910 (26-29)	£610.00	£185.00				Pm Membership £1035
19	Pyecombe	£1,685.00	£1,436.00		£924 (26-30) £1363 (31-40)	£596 (19-25)	£137 107 16 under)		£437.00		
20	Pitdown	£1,950.00			£780-£1560 (23-39)	340 (18-22)	£180.00			100%	Under 12 £90 Same cost Joining Fee



<b>Report No:</b>	<b>124/24</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Golf &amp; The View</b>
<b>Date:</b>	<b>10<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Course Manager's Update Report</b>
<b>By:</b>	<b>Simon Lambert, Course Manager</b>
<b>Purpose of Report:</b>	<b>To provide the Committee with an update on golf course maintenance and consider the proposed machinery replacement plan for the 2025 – 2026 financial year</b>

<b>Recommendations</b>
<b>The Golf &amp; The View Committee is recommended:</b>
<ol style="list-style-type: none"> <li>1. To note the contents of this report.</li> <li>2. To approve the machinery replacement plan for 2025 – 2026, that being entering into two additional five-year machinery leases (sections 5.5 – 5.11 of the report).</li> </ol>

## **1. Information**

### **1.1 Overview:**

**1.2** The period since the last report has been a good one for greenkeeping. We have seen great definition of the course, with the conditions helping us to keep good surfaces for play. Golf has continued to be popular, and this has meant the course has had to withstand a good level of play through the summer. As the weather has changed for the autumn, the course has handled the play well, although some areas of high wear will need extra works and protection in the winter to ensure they continue to thrive for future years. We have experienced many different types of weather during

the last few months but hopefully, following the storms of early November, we will move into a more settled winter.

### **1.3 Seven Sisters National Nature Reserve**

**1.4** Parts of the golf course and Seaford Head Nature Reserve have provisionally been included in the area being considered to become part of the Seven Sisters National Nature Reserve (NNR). Following consideration at the November Climate Change Sub-Committee meeting, January Full Council will be considering whether to join the NNR and to define the boundaries of the land being included. As part of this process, it is important to ensure that that the golf course does not encounter any additional layers of restrictions which might hinder its running, while still helping to improve the wider area and Site of Special Scientific Interest (SSSI) chalk grassland as we have been doing.

### **1.5 Other Uses of the Golf Course**

**1.6** The golf course site is becoming ever popular with visitors of all types. This is something that is happening over the whole of the Seaford Head area. We have noticed that people are beginning to increase the use of the golf course for walking, dog walking, running, and all sorts of other pastimes. To provide examples, we became aware of an 11-a-side football match taking place on a fairway, people bringing small children on bikes and scooters, pushchairs walking up fairways towards golfers, as well as local residents allowing children to play football on the greens, often unsupervised. Some of these examples are uncommon but demonstrate some of the various issues we deal with most weeks. These types of uses are unsafe and concerning, as a golf course can be a dangerous place if not used correctly. We have also noted that the dog mess around the site is increasing and we are more regularly dealing with the effects of it.

**1.7** In order to try to mitigate the above, we are looking at signage and routes. The footpaths that cross the course have signs advising to look the correct way when crossing to ensure golf is clear. We also have some signs advising of the dangers and asking people to stay on the footpaths. Unfortunately, some have been removed and thrown in the bushes. As we move forward with this issue, it is important to manage the safety of anyone on the site but also vital to keep providing a great golfing experience for

members and visitors. The increasing traffic is not only limited to the golf course, but the dangers and problems within the golf course are more pronounced than other areas of Seaford Head.

- 1.8** East Sussex County Council have previously confirmed that the Golf Course is not common land and that public footpaths (in purple below) must be kept to and not diverted from.



Source: [Rights of way and accessing land: Use your right to roam - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-your-right-to-roam)

- 1.9** Golf courses are classed as 'Excepted Land', meaning that only rights of ways must be used to cross the land. Excepted land also includes railways, racecourses, building sites, working quarries, etc.
- 1.10** As part of the NNR discussions, it would be good to clarify what access is anticipated. A united approach to educating users of the dangers and signposting to safe areas would help the situation.
- 1.11** When confronted, some of walkers/users have stated: 'I didn't know the dangers', 'I didn't know where the paths were', 'it's council land so I can go where I want', and 'the other areas are too overgrown'. Some were also following guided walks curated by Sussex Wildlife Trust, so we are investigating this.
- 1.12 17<sup>th</sup> Green / 18<sup>th</sup> Tee Project**
- 1.13** Following the last report and Committee's consideration of the initial project plan in July 2024, investigation work continues on what is required and the cost involved in moving the 17<sup>th</sup> green and 18<sup>th</sup> tees.

- 1.14** We have had a very positive site meeting with Natural England to show them the plans and gather ideas. They offered great insight into the options moving forward and we also looked at the wider area and discussed options to help improve the overall chalk grassland and SSSI. We have a meeting with Natural England and Sussex Wildlife Trust in January to continue these discussions.
- 1.15** Work is therefore continuing to progress the plan to a point where we are in a position to produce full plans and designs.

## **2. Course maintenance:**

- 2.1** Following a busy summer, we are beginning the programme of winter aeration and maintenance to all fine turf areas. This includes solid tining, slitting and the application of low nitrogen fertilisers containing micronutrients and other ingredients to toughen the turf and protect it from disease and frost damage. We have prepared and prepped winter greens should they be needed during flood or frost.
- 2.2** The programme has the added benefit of promoting a healthy soil profile, encouraging and feeding the beneficial bacteria and fungi. These in turn help to break down thatch and nutrients not available to the grass plant. Together these produce a protective web around the plant root system protecting it from pests and disease.
- 2.3** The aim is to continue with these programmes to futureproof the course. Every year more and more chemicals and pesticides are removed from use and if we can reach the point of not relying on them at all, we will be ahead of the game once the chemicals will no longer be readily available.
- 2.4** Aeration work on fairways and walkways have begun and this will continue to take place throughout the winter to help manage any excess water and promote healthy grass growth and air into the soil.
- 2.5** The buggies continue to be popular and we were able to allow their use for a longer period this year.

## **3. Irrigation:**

- 3.1** The irrigation system on the course has performed well this year. The investment in the system has proved to offer a reliable and efficient system, supplying 100% borehole water to the course.

**3.2** The system has been drained for winter to prevent any issues with freezing that may cause damage. This is usually re-pressurised in early April, ready for its use the following season.

**3.3** South East Water has continued its testing of the water supply from the borehole to help them build up a view of the quality of the water sources throughout the South Downs. We have the most coastally borehole being sampled so hopefully this provides good data. We also benefit from this, as the sampling results help us to build the correct fertiliser programme to ensure a healthy grass plant when irrigating.

#### **4. Staff:**

**4.1** One member of the team continues to do well with his greenkeeper training and attends college once every two weeks though term time. They are on course to complete next year, gaining qualifications that will help their progression.

**4.2** All the team attended a one-day training day through the British and International Golf Greenkeepers Association (BIGGA). This focused on mental wellbeing as well as progression within the industry and continuous professional development.

**4.3** Following on from this training day and the appraisals that will take place, we will set training targets and goals for each team member to focus on next year.

#### **5. Machinery:**

**5.1** As we move into autumn and once the temperatures fall, the workloads on the machinery will start slowing down. We will begin to perform some regular maintenance, such as servicing and general repairs as required, while keeping them ready to go for weekly tidy ups as required.

**5.2** The purchase of a new high powered hot pressure washer has been made using funds raised through trade-ins. This will help to keep machinery in top condition and also help to clean and sterilise any machines that have come into contact with dog mess, which is an increasing occurrence.

##### **5.3 Purchased Machinery:**

**5.4** We have replaced two of the three pieces of machinery so far, taking delivery in September and with news of the final piece of machinery being delivered in mid-December after a 12 month wait. At that point, we will be



able to sell the existing machinery. Three offers were sought to sell the existing machinery and we selected the highest bidder, ensuring we get the best prices.

**5.5 Leased Machinery:**

**5.6** Attached is the 5-year plan of machinery replacement. This includes the current purchase prices for equipment (November 2024) and also the current costs for finance leases for these purchase costs. The plan is split into 5 years. It has been adapted since the first 5-year plan. The first plan covered all machinery but was in priority order as some were very old, this meant some years were a lot more expensive than others. This new plan includes all machinery but has been rearranged to spread the costs evenly over the 5 years. Each machine would be paid off and owned after the 5-year finance lease with a peppercorn payment and a small arrangement fee. This allows for us to assess how long each piece of machinery will continue to be used for before replacement is planned again, we will also then gain from any residual trade in values to be used to aid future purchases. It is usually around 6-7 years before maintenance costs and breakdowns become a problem. As we only run one of each machinery its safe and efficient operation is vital to ensure we can continue to provide a great course.

**5.7** Following on from discussions with former RFOs the finance lease model makes for the best purchase option for replacement machinery. The costs are spread over 5 years with very competitive rates sourced. We also benefit from being able to keep the machinery for a small fee, usually 0.5% of the purchase cost. This allows us to keep running the machinery after the lease period has expired, and then choose when to replace again keeping any residual value through trade-in or sale of the old equipment.

**5.8** The programme plan is assessed each year prior to budgeting to ensure we have the most accurate information to work through future years.

**5.9** The programme plan has identified 2 pieces of machinery to ideally replace in 25/26 budget. The rough mower- Toro 4000D and the tees mower- Toro 3100. Prices have been obtained and the most competitive used to request indicative lease costs. These were used to help set the budget. The current equipment being replaced has trade in value and it is expected that this will

provide a buffer for any variations in costs at the point of delivery, and provide a surplus when traded in. Delivery times are coming down following a wait time of 12 months last year so it is expected that we will not be waiting as long as we did for the 2024 - 2025 orders.

**5.10** The sale of the equipment this year when complete will make a total of £23,500. This income covers the purchase cost of the replacement Toro Workman GTX allowing us to save money in purchasing an Ex- Demo approximately £5,000 less than new.

**5.11** The condition of our modern machinery is a long term investment that enables our relatively small greenkeeping team to work efficiently and effectively to produce a quality and competitive product.

## **6. Financial Appraisal**

**6.1** The costs of moving and rebuilding the 17<sup>th</sup> green and 18<sup>th</sup> tee are being investigated.

**6.2** Committee is being asked to agree entering into a five-year lease for two additional pieces of equipment, committing to an additional £26,175.67 per year for the next five years.

**6.3** As set out in Appendix A, this cost has been used to set the proposed budget for 2025 – 2026 (that appears elsewhere on this agenda), along with the costs of the current machinery lease agreements that have been entered into in previous years. This would take the total cost of machinery leases for 2025 – 2026 to £73,422.67.

## **7. Contact Officer**

**7.1** The Contact Officer for this report is Simon Lambert, Course Manager.

Report 124/24 Appendix A  
 Golf Course Lease Programme  
 2025 - 2026 Review

Black = previously approved and spend incurred  
 Orange italic = previously approved but spend not yet incurred  
 Purple bold = to be considered by Committee for approval  
 Blue italic = indicative figures for consideration by Committee in future years' budgets

Start date	Equipment purchase	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
19/20	• Toro Greenmaster Tri flex 3400 • Toro procore 648 Aerator • chassis & cassettes	£ 16,386.34								
20/21	• Toro GM3500 Mower	£ 7,580.23	£ 7,580.23							
22/23	• Pro Team Demount Sprayer • Greens Pro Roller • John Deere XUV86M Utility Vehicle	£ 9,821.99	£ 9,821.99	£ 9,821.99						
24/25	• Toro HDX Workman & Toro Pro Pass Top Dresser • Toro 5610 Reel Master (Fairway Mower)	£ 29,844.78	£ 29,844.78	£ 29,844.78	£ 29,844.78	£ 29,844.78				
25/26	• Toro Groundsmaster 4000-D Mower • Toro Reelmaster 3100-D mower		£ 26,175.67	£ 26,175.67	£ 26,175.67	£ 26,175.67	£ 26,175.67			
26/27	• Greens Mower Toro 3400 • Toro Pro Core • Greentek Fairway Spiker & Slitter • Verticutting and scaryfying units			£ 28,033.00	£ 28,033.00	£ 28,033.00	£ 28,033.00	£ 28,033.00		
27/28	• John Deere 2036R Tractor + Bucket • Toro 3500 • Toro Greens Roller				£ 21,568.61	£ 21,568.61	£ 21,568.61	£ 21,568.61	£ 21,568.61	
	<b>Yearly total commitment:</b>	£ 63,633.34	£ 73,422.67	£ 93,875.44	£ 105,622.06	£ 105,622.06	£ 75,777.28	£ 49,601.61	£ 21,568.61	£ -



<b>Report No:</b>	<b>123/24</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Golf &amp; The View Committee</b>
<b>Date:</b>	<b>10<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Golf &amp; The View Income &amp; Expenditure Report to 31<sup>st</sup> October 2024</b>
<b>By:</b>	<b>Lucy Clark, Responsible Financial Officer</b>
<b>Purpose of Report:</b>	<b>To update the Committee on the income and expenditure from 1<sup>st</sup> April 2024 to 31<sup>st</sup> October 2024</b>

<b>Recommendations</b>
<b>The Golf &amp; The View Committee is recommended:</b>
<ol style="list-style-type: none"> <li>1. To note the contents of the report.</li> <li>2. To approve the earmarking of the expected year-end underspend from the Professional Fees budget within Cost Centre 103, specifically for works required to move the 17<sup>th</sup> Hole and 18<sup>th</sup> Tee.</li> </ol>

## 1. Summary

- 1.1 Attached in **Appendix A** is the income and expenditure report for this Committee, covering the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> October 2024. This represents seven months, or 58%, of the financial year.
- 1.2 Significant variances for all three cost centres are explained in **Appendix B**.

## 2. The Golf Course

- 2.1 Actual income to date stands at £510,769, which is 89.6% of annual budget. The higher percentage of budget is primarily attributable to the membership income being received during the first six months of the year.
- 2.2 Golf membership has reached 98.2% of the budget, a figure that is expected to remain until the year end. Whilst this falls slightly short of the full year's target, it marks an improvement from 94.4% for the same period in the previous financial year.

- 2.3 Actual expenditure stands at £297,510 equating to 56.1% of the annual budget, which aligns closely with the expected levels for this period.

### **3. Capital Costs – Golf and The View**

- 3.1 This cost centre contains the Public Works Loan Board (PWLB) repayment for the construction of The View. This cost remains the same each year.
- 3.2 The Professional Fees budget of £20,000 within this cost centre was initially allocated for architect fees related to the project to relocate the 17<sup>th</sup> green. However, it is unlikely that the Town Council will be in a position to utilise this budget within the current financial year.
- 3.3 To ensure continuity of funding for the project, the Committee is asked to approve the proposal to earmark any year-end underspend into a new earmarked reserve set up specifically for this project.

### **4. The View**

- 4.1 The actual income to date stands at £34,631, which is 77% of annual budget. This figure is higher than anticipated for this period primarily due to the rental invoice being raised a month in advance. Additionally, two invoices were issued for the transfer of food and drink stock to the operator. It is expected this will not be paid in full, but this remains uncertain at this time.
- 4.2 Actual expenditure stands at £21,833, equating to 69.6% of the annual budget. While this is slightly higher than the expected level for this time of year, it is due to necessary building works that fall under the Town Council's responsibility, which were completed during the first nine months of the operator's occupancy.

### **5. Financial Appraisal**

- 5.1 The Committee's total income stands at £545,400, representing 88.7% of the annual budget. Total expenditure is £371,832, equating to 54.2% of the annual budget. The net income over expenditure figure is currently £173,568.

### **6. Contact Officer**

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

## Detailed Income &amp; 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
<b><u>Golf Course and The View</u></b>							
<b>101 Golf Course</b>							
1000 Golf Course Season Ticket	197,317	200,841	3,524			98.2%	
1001 Golf Course Green Fees M-F	121,118	140,000	18,882			86.5%	
1002 Golf Course Green Fees w/eb/h	91,176	116,500	25,324			78.3%	
1003 Golf Course Societies	61,881	75,000	13,120			82.5%	
1004 Golf Course Locker	1,109	2,250	1,141			49.3%	
1007 Golf Course Air Traffic	5,625	7,500	1,875			75.0%	
1025 Income Sponsorship	0	3,000	3,000			0.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	1,021	850	(171)			120.1%	
1077 Income Sale Equipment	13,400	0	(13,400)			0.0%	
1100 Income Advertising	0	2,600	2,600			0.0%	
1311 Buggy Hire	18,122	21,400	3,278			84.7%	
Golf Course :- Income	<b>510,769</b>	<b>570,026</b>	<b>59,257</b>			<b>89.6%</b>	<b>0</b>
4000 Salaries & Wages	90,488	165,617	75,129		75,129	54.6%	
4001 Employers NI	8,826	16,576	7,750		7,750	53.2%	
4002 Employers Superannuation	18,188	32,714	14,526		14,526	55.6%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	175	2,100	1,925		1,925	8.3%	
4011 Staff Protective Clothing	1,676	2,100	424		424	79.8%	
4012 Staff Expenses	55	0	(55)		(55)	0.0%	
4041 Golf Professional Retainer	34,351	70,280	35,929		35,929	48.9%	
4045 Golf Course Player Costs	426	1,000	574		574	42.6%	
4046 Golf Club Membership Fees	0	20,016	20,016		20,016	0.0%	
4051 Rates	4,876	25,276	20,400		20,400	19.3%	
4052 Water & Sewerage	0	2,100	2,100		2,100	0.0%	
4060 Refuse	528	866	338		338	60.9%	
4100 Telecommunications	1,864	920	(944)		(944)	202.6%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	73	300	227		227	24.4%	
4110 Advertising & Publicity	0	300	300		300	0.0%	
4112 Subscriptions	710	560	(150)		(150)	126.8%	
4113 Software Support	2,098	2,319	221		221	90.5%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	11,214	11,009	(205)		(205)	101.9%	
4116 Web Site	90	95	5		5	94.7%	
4156 Bank Charges	4,010	8,306	4,296		4,296	48.3%	
4201 Cleaning & Hygiene	526	250	(276)		(276)	210.3%	

10:30

## Detailed Income &amp; 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
4251 Dog Bin Emptying	728	1,514	786		786	48.1%	
4261 General Maintenance	32,465	45,000	12,535		12,535	72.1%	
4270 Vehicles & Equipment Maint	14,942	21,000	6,058		6,058	71.2%	
4271 Vehicle & Equipment Lease	46,098	62,650	16,552		16,552	73.6%	
4272 Furniture & Equipment	4,787	4,000	(787)		(787)	119.7%	
4275 Building Maintenance	2,777	2,500	(277)		(277)	111.1%	
4276 CCTV	0	250	250		250	0.0%	
4279 Fire & Security	525	655	130		130	80.2%	
4308 Golf Course Overheads	8,360	20,000	11,640		11,640	41.8%	
4309 Buggy Lease & Maintenance	6,580	9,250	2,670		2,670	71.1%	
<b>Golf Course :- Indirect Expenditure</b>	<b>297,510</b>	<b>530,148</b>	<b>232,638</b>	<b>0</b>	<b>232,638</b>	<b>56.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>213,258</b>	<b>39,878</b>	<b>(173,380)</b>				
<b>102 Capital Costs-Golf &amp; The View</b>							
4155 Professional Fees	0	20,000	20,000		20,000	0.0%	
4301 Public Works Loan Payment	52,488	105,000	52,512		52,512	50.0%	
<b>Capital Costs-Golf &amp; The View :- Indirect Expenditure</b>	<b>52,488</b>	<b>125,000</b>	<b>72,512</b>	<b>0</b>	<b>72,512</b>	<b>42.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(52,488)</b>	<b>(125,000)</b>	<b>(72,512)</b>				
<b>103 The View</b>							
1050 Income Rent	30,000	45,000	15,000			66.7%	
1093 Income Rates	1,622	0	(1,622)			0.0%	
1307 Income Bar Sales	1,850	0	(1,850)			0.0%	
1308 Income Food Sales	1,159	0	(1,159)			0.0%	
<b>The View :- Income</b>	<b>34,631</b>	<b>45,000</b>	<b>10,369</b>			<b>77.0%</b>	<b>0</b>
4051 Rates	1,622	0	(1,622)		(1,622)	0.0%	
4052 Water & Sewerage	(150)	0	150		150	0.0%	
4055 Electricity	(115)	0	115		115	0.0%	
4056 Gas	2	0	(2)		(2)	0.0%	
4100 Telecommunications	86	0	(86)		(86)	0.0%	
4107 Photocopier	(38)	0	38		38	0.0%	
4115 Insurance	2,958	3,355	397		397	88.2%	
4116 Web Site	60	0	(60)		(60)	0.0%	
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4202 Linen Cleaning	121	0	(121)		(121)	0.0%	
4270 Vehicles & Equipment Maint	626	5,000	4,375		4,375	12.5%	
4275 Building Maintenance	14,288	11,000	(3,288)		(3,288)	129.9%	500
4276 CCTV	111	0	(111)		(111)	0.0%	

## Detailed Income &amp; 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
4279 Fire & Security	572	0	(572)		(572)	0.0%	
4316 The View Transition Costs	1,690	10,000	8,310		8,310	16.9%	
The View :- Indirect Expenditure	<b>21,833</b>	<b>31,355</b>	<b>9,522</b>	<b>0</b>	<b>9,522</b>	<b>69.6%</b>	<b>500</b>
<b>Net Income over Expenditure</b>	<b>12,798</b>	<b>13,645</b>	<b>847</b>				
6000 plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<b>13,298</b>						
Golf Course and The View :- Income	<b>545,400</b>	<b>615,026</b>	<b>69,626</b>			<b>88.7%</b>	
Expenditure	<b>371,832</b>	<b>686,503</b>	<b>314,671</b>	<b>0</b>	<b>314,671</b>	<b>54.2%</b>	
<b>Net Income over Expenditure</b>	<b>173,568</b>	<b>(71,477)</b>	<b>(245,045)</b>				
plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<b>174,068</b>						
Grand Totals:- Income	<b>545,400</b>	<b>615,026</b>	<b>69,626</b>			<b>88.7%</b>	
Expenditure	<b>371,832</b>	<b>686,503</b>	<b>314,671</b>	<b>0</b>	<b>314,671</b>	<b>54.2%</b>	
<b>Net Income over Expenditure</b>	<b>173,568</b>	<b>(71,477)</b>	<b>(245,045)</b>				
plus Transfer from EMR	500						
<b>Movement to/(from) Gen Reserve</b>	<b>174,068</b>						



**Golf & The View**  
**2024 - 25**

1000 Codes = Income  
4000 Codes = Expenditure

<b>Financial Variance Report for Golf and The View Meetings</b>		
<b>10th December 2024</b>		
<b>101</b>	<b>Golf Course</b>	58%
<b>1000</b>	Golf Course Season Ticket	The income received to date is likely to remain at this figure by the year end. It is slightly underbudget due to several members unable to play this year due to illness and/or injury
<b>1001</b>	Golf Course Green Fees M-F	Income for the year so far is performing well. If the income trend continues the same as last year, then its possible we could exceed budget by 10% by the year end.
<b>1002</b>	Golf Course Green Fees (Weekends / Bank Hols)	Income for the year so far is performing well. If the income trend continues the same as last year, then its possible we could exceed budget by 10% by the year end.
<b>1003</b>	Golf Course Societies	Income for the year so far is performing well. If the income trend continues the same as last year, then its possible we could exceed budget by 5% by the year end.
<b>1004</b>	Golf Course Locker	This income is down on budget due to the lockers not being completed until mid way through the year.
<b>1025</b>	Income Sponsorship	Following the decision not to renew the temporary Sponsorship Role, the income budget will no longer be achievable.
<b>1050</b>	Income Rent	This income from Wayleave is due to be received later in the financial year
<b>1054</b>	Income Other	The income relates to the administrative fees for the setting up of the monthly direct debits in relation to the golf membership. It is higher than budget due to increased members opting to use this method.
<b>1077</b>	Income Sale Equipment	As reported in the Course Manager's Report elsewhere on this agenda, three pieces of machinery are being sold this year following the Five Year Maintenance plan. With £13,400 already received, a further £10,100 is expected to be received. This income will cover the cost of replacement machinery and equipment that will show as overspends within the Furniture and Equipment budget.
<b>1100</b>	Income Advertising	It was anticipAted that the advertising income would be covered by the sponsorship role, however this will no longer be achievable for reasons explained above.
<b>1311</b>	Income Buggy Hire	The buggy income is not likely to change for the next couple of months due to the buggy ban that is in force (to save damage to the course). Weather depending, the ban may be lifted at the end of February / beginning of March which may see this income increased slightly.
<b>4000</b>	Salaries & Wages	The salaries budgets are just slightly lower than budget for this time of year, however once the recently agreed NJC scales for 24/25 have been backdated, then these budgets should be more on target.
<b>4001</b>	Employers NI	As above
<b>4002</b>	Employers Pension	As above
<b>4009</b>	Recruitment Costs	It is not anticipated that this budget will be used by the year end and it will be proposed that the underspend is allocated to the EMR for future possibilities
<b>4010</b>	Staff Training	This is currently showing a low % of budget, however it is expected that further training will be arranged for later in the financial year.
<b>4012</b>	Staff Expenses	The undbudgetd expense relates to mileage claimed where travelling to suppliers was required. A budget has been allocated for such occasions in the 25/26 budget.
<b>4046</b>	Golf Course Membership Fees	This budget relates to fees that are collected on the behalf of the Golf Club. The payment of £19,875 will be seen in the November accounts.
<b>4051</b>	Rates	The Golf Course is currently receiving a 75% Retail Rate Discount for the Golf Course, but this was not reflected in the 2024-25 budget as the discount had not been confirmed at the time of budget setting. Therefore, this will show as significantly under budget by the year end.
<b>4052</b>	Water & Sewerage	No invoices have been received as yet. Officers are chasing this up with the utility company.
<b>4100</b>	Telecommunications	The overspend on this account is due the previous contract for The View now being invoiced directly to the Golf Course rather than The View. However, this current contract is set to continue for a further three years and officers are currently exploring options as to whether an early termination fee would be of benefit to allow for a more cost-effective alternative.
<b>4110</b>	Advertising & Publicity	It is unlikely this budget will be utilised now that the scorecards are issued free of charge.
<b>4112</b>	Subscriptions	Now that there are five members of the greenkeeping team, the additional spend relates to a further BIGGA membership
<b>4114</b>	Licence Fee	The majority of these costs are invoice within the first 7 months of the financial year. However, there will be further costs in January for the Golf Member software which is likely to take the account overbudget. This is largely due to the increased microsoft costs for 2024/25.
<b>4201</b>	Cleaning & Hygiene	These costs were previously part of the internal overhead recharges from The View. With a new operator in place, the Calabash invoices are being paid direct by the Golf Course. The budget has been adjusted for 2025/26.
<b>4272</b>	Furniture & Equipment	As mentioned within the Sale of Equipment account, the overspends within this account will be covered by the machinery sales. A replacement Ex-Demo Toro Workman GTX along with a new Hot Pressure Washer are being purchased at a cost of £19,000. This will still leave a surplus of £4,500 for the Sale of Equipment which will be put into and EMR at the year end.
<b>4275</b>	Building Maintenance	The additional spend in budget is due to a variety of maintenance works identified at the Golf Club. A more appropriate budget has been allocated for 25/26.
<b>102</b>	<b>Capital Costs - Golf &amp; The View</b>	
<b>4155</b>	Professional Fees	The budget of £20,000 for architect fees to move the 17th green is not expected to be fully utilised until next year. However, as the projected progresses over the next couple of years, a larger amount will be required. To plan accordingly, it is proposed to earmark any underspend at year end to help build up a sufficient budget for the project.

103 The View		
1093	Income Rates	This income is the recharge of The View's portion of Business Rates
1307	Income Bar Sales	This income relates to an invoice issued to The View Seaford Ltd for the transfer of stock when they took over the management of The View earlier this year.
1308	Income Food Sales	This income relates to an invoice issued to The View Seaford Ltd for the transfer of stock when they took over the management of The View earlier this year.
4052	Water & Sewerage	The minus figure is an accrual for an estimated cost relating to 23/24.
4055	Electricity	The minus figure is an accrual for an estimated cost relating to 23/24.
4056	Gas	This small figure relates to the utility company charging the council for one day prior to the new management taking over.
4107	Photocopier	The minus figure is an accrual for an estimated cost relating to 23/24.
4116	Website	This spend is for the webhosting for The View's previous website which the town council was responsible for until September 24.
4202	Linen Cleaning	This expense relates to a late invoice for linen cleaning, covering the period during which the council was responsible for the cost.
4275	Building Maintenance	The additional expenditure relates to necessary building works falling within the councils responsibility.
4276	CCTV	A budget for 24/25 should have been allocated as the council remains responsible for this account.
4279	Fire & Security	A budget for 24/25 should have been allocated as the council remains responsible for this account.
4316	The View Transition Costs	This budget was allocated to cover any additional costs that might arise following the new operator taking over the management of The View. The current expenses include the cost of a replacement dishwasher and telephone charges. As briefly mentioned in the 101/4100 section above, it was discovered that a five-year telephone contract had been signed by the previous management of The View, which cannot be transferred to the new operator. Officers are now evaluating whether paying an early termination fee would be a cost-effective option to allow for a more affordable alternative. If this approach to be taken, the termination fees will be charged to this account



<b>Report No:</b>	<b>122/24</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Community Services</b>
<b>Date:</b>	<b>10<sup>th</sup> December 2024</b>
<b>Title:</b>	<b>Golf &amp; The View Draft Budget Report 2025 - 2026</b>
<b>By:</b>	<b>Lucy Clark, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Golf &amp; The View Committee draft budget for 2025 - 2026 and projected budgets to 2029 - 2030</b>

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

## **1. Background**

- 1.1** The 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 Golf & The View 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 shared with the Chair of this Committee.
- 2.5 Overall budgeted income for the Committee has increased from £615,026 in 2024 - 2025 to £658,083 in 2025 - 2026.
- 2.6 The budgeted expenditure for the Committee has increased from £686,503 in 2024 - 2025 to £701,378 in 2025 - 2026.
- 2.7 The net result is a decrease in the Committee requirement from £71,477 in 2024 - 2025 to £43,295 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

### **Golf Course (cost centre 101)**

- 3.1 Golf Course income is budgeted to increase from £570,026 in 2024 - 2025 to £603,485 in 2025 - 2026, with expenditure increasing from £530,148 in 2024 - 2025 to £559,296 in 2025 - 2026.
- 3.2 The net surplus generated by the Golf Course is budgeted to increase from £39,878 in 2024 - 2025 to £44,189 in 2025 - 2026.

### 3.3 **Income**

Significant variances in budget can be explained as follows:

**1000 Membership Fees** – as mentioned in the Golf Professional's report, current membership is unlikely to achieve budget, due to an ageing membership profile with several members unable to play this year due to

illness and/or injury. The 2025 - 2026 budget has been set using the current membership, plus an annual uplift of approximately 4%. This includes the Golf Club annual membership fee of £75 per annum, which the Golf Course collects on the Golf Club's behalf.

**1001, 1002 & 1003 Green Fees and Societies** – the budgets are based on the projected outturn figures for 2024 - 2025. This is a conservative forecast that takes into account the impacts of the cost of living. As per the Golf Professional's report elsewhere on the agenda, the green fees are recommended to be increased by an average of 4% for the coming year.

**1025 Sponsorship** - following the decision by the Personnel Committee on 3 October 2024, not to renew the temporary Sponsorship Role, the associated income from this role has been removed from the budget.

**1054 Income Other** – this income relates to the administrative fees for setting up the monthly direct debits relating to the golf memberships.

**1100 Income Advertising** – as income is not certain, a budget has not been allocated for this account code.

**1311 Buggy Hire** – since buggy hire is dependent on weather conditions, a conservative estimate has been used for the 2025 - 2026 budget. As per the Golf Professional's report elsewhere on the agenda, the buggy hire fees are recommended to be increased by an average of 9% for the coming year.

### **3.4 Expenditure**

Significant variances to budget can be explained as follows:

**4000, 4001 & 4002 Salaries, Employer's National Insurance and Employer's Superannuation (pension)** – the National Joint Council (NJC) has recently reached an agreement for the 2024 - 225 salary increase. A flat rate increase of £1,290 has been applied to all NJC pay points, from 2 to 43 inclusive. For the 2025-26 salary budgets, the same increase has been applied, along with any potential increments. Additionally, the Government's budget includes an extra 1.5% in employer National Insurance contributions, which has been factored into the budget, along with the reduction of the secondary threshold (the level at which employers begin to pay contributions) from £9,100 to £5,000, which has given rise to a significant increase. The figure calculated in 4002 is using the current Local Government Pension scheme contribution rate of 20.1%.

**4009 Recruitment Costs** – it is not expected that this budget is required, however funds could be used from Earmarked Reserves (EMR) if necessary.

**4011 Staff Protective Clothing** – the budget accounts for the replacement needs of protective items throughout the year for the five members of the Greenkeeping team.

**4012 Staff Expenses** – a small budget has been added to cover the costs of mileage based on the current year's usage.

**4045 Golf Course Player Costs** – this has been reduced as membership cards are no longer required to be chipped, resulting in a lower cost.

**4051 Rates** – the Town Council is currently receiving a 75% Retail Rate Discount for the Golf Course, but this was not reflected in the 2024 - 2025 budget as the discount had not been confirmed at the time of budget setting. The government has now announced that it will continue the Retail Rate Discount for 2025, albeit at a reduced rate of 40%. As a result, the budget for 2025 - 2026 has been based on a 5% increase in the full rates, followed by a 40% reduction to account for the new discount level.

**4052 Water** - it has been challenging to budget for water consumption. 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 but based on the previous three years, the best estimate has been budgeted.

**4100 Telecommunications** – the increase is due to the previous contract for The View now being invoiced directly to the Golf Course rather than The View. This current contract is set to continue for a further three years but officers are currently exploring options to identify whether an early termination fee would be of benefit so more cost-effective alternatives may be considered for future years.

**4113 Software Support** – the increase largely relates to a Microsoft price increase.

**4156 Bank Charges** – it appears that the budget in the current year was set higher than necessary, based on actual projections. A slight reduction in the budget for 2025 - 2026 would align it more accurately with expected charges.

**4201 Cleaning & Hygiene** – previously, this was part of the internal overhead recharges from The View. With a new tenant in place, the cleaning invoices are being paid directly by the Golf Course.

**4271 Vehicle and Equipment Lease** – the 2025 - 2026 budget has been adjusted to include the additional £26,176 required for the new five-year machinery lease plan, as detailed in the Course Manager's Report within this agenda. However, the overall increase appears lower because £16,033 will no longer be required following a previous five-year payment plan coming to an end.

**4272 Equipment** – the budget has been reduced, reflecting savings achieved by purchasing necessary equipment using funds from the sale of machinery within this year's budget.

**4275 Building Maintenance** – the significant increase is due to a variety of maintenance works identified at the Golf Club. This also includes the installation of a new door for the Greenkeeper's mess room, among other necessary improvements.

**4308 Golf Course Overheads** – the increase is based on the projected expenditure for 2024 - 2025 and includes a small additional increase to account for rising costs.

### **Capital Costs (cost centre 102)**

**3.5** The Capital Costs net requirement is to remain the same for 2025 - 2026.

**4301 Public Works Loan Board (PWLB)** - capital costs for the Public Works loan – used to fund construction of The View - remain constant at £105,000 per annum.

**4155 Professional fees** – the 2024 - 2025 budget of £20,000 for architect fees to move the 17<sup>th</sup> green and 18<sup>th</sup> tee is not expected to be fully utilised until next year. However, as the project progresses over the next couple of years, a larger amount will be required. To plan accordingly, it is proposed to earmark the £20,000 from this year's budget and allocate an additional £20,000 for 2025 - 2026. This will help build up sufficient funds for the project.

### **The View (cost centre 103)**

**3.6** The View income is budgeted to increase from £45,000 in 2024 - 2025 to £54,598 in 2025 - 2026, with expenditure reducing from £31,355 in 2024 -

2025 to £17,082 in 2025 - 2026. The net surplus generated by The View is budgeted to increase from £13,645 in 2024 - 2025 to £37,516 in 2025 - 2026.

### **3.7 Income**

**1050 Income Rent** – the increase reflects the terms of the lease agreement with the tenant.

**1093 Income Rates** – the business rates for the Golf Course and The View are combined. This is the relevant portion that is recharged to the tenant.

### **3.8 Expenditure**

**4051 Rates** - the Town Council is currently receiving a 75% Retail Rate Discount for The View, but this was not reflected in the 2024 - 2025 budget as the discount had not been confirmed at the time of budget setting. The government have now announced that it will continue the Retail Rate Discount for 2025, albeit at a reduced rate of 40%. As a result, the budget for 2025 - 2026 has been based on a 5% increase in the full rates, followed by a 40% reduction to account for the new discount level. This expense is rechargeable to the tenant.

**4155 Professional Fees** – it is not expected a budget will be required. Any unexpected expenditure can be taken from the EMRs.

**4270 Vehicles & Equipment Maintenance** – the budget has been reduced to reflect the decreased maintenance responsibilities of the Town Council, now that the tenants are in place.

**4275 Building Maintenance** – the budget has been reduced to reflect the decreased maintenance responsibilities of the Town Council, now that the tenants are in place.

**4276 CCTV** – the budget has been reinstated for 2025 – 2026, as the Town Council remains responsible for the provision and associated costs of CCTV.

**4279 Fire & Security** – the budget has been reinstated for 2025 – 2026, as the Town Council remains responsible for the provision and associated costs of fire and security measures.

## **4. Financial Appraisal**

**4.1** The Golf Course and The View are budgeted to make a combined surplus of £81,705. The Committee requirement of £43,295 is a result of the Capital Costs part of the budget.



- 4.2 This sees a reduction in budget requirement by 39.43% / £28,182 compared to the previous year.
- 4.3 This budget represents one part of the Town Council's overall budget and must be combined with the other committee budgets to formulate the overall precept requirement.
- 4.4 Officers are still working on other committee budgets. This is the second Committee to discuss its budget. The overall Town Council budget currently shows that the annual increase to the Band D figure will be approximately £8.70, but this figure will change once the other committees meet to discuss their budgets and the tax base (number of Band D properties) is known.
- 4.5 Every £11,000 increase or decrease in the overall budget affects the Band D by approximately 1%.
- 4.6 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.

## **5. Contact Officer**

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

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
<b><u>Golf Course</u></b>							
<b>Cost Centre 101</b>							
1000	Golf Course Season Ticket	200,841	206,000	212,180	218,545	225,102	231,855
1001	Golf Course Green Fees Mid week	140,000	155,500	160,165	164,970	169,919	175,017
1002	Golf Course Green Fees w/end b/holiday	116,500	128,000	131,840	135,795	139,869	144,065
1003	Golf Course Societies	75,000	80,000	82,400	84,872	87,418	90,041
1004	Golf Course Lockers	2,250	2,500	2,575	2,652	2,732	2,814
1007	Golf Course Air Traffic Control	7,500	7,500	7,500	7,500	7,500	7,500
1025	Sponsorship	3,000	-	-	-	-	-
1050	Income Rent	85	85	85	85	85	85
1054	Income Other	850	900	900	900	900	900
1100	Income Advertising	2,600	-	-	-	-	-
1311	Buggy Hire	21,400	23,000	23,690	24,401	25,133	25,887
<b>Golf Course Income</b>		<b>570,026</b>	<b>603,485</b>	<b>621,335</b>	<b>639,721</b>	<b>658,658</b>	<b>678,163</b>
4000	Salaries & Wages	165,617	168,781	173,844	179,060	184,432	189,965
4001	Employers NI	16,576	21,567	22,214	22,881	23,567	24,274
4002	Employers Superannuation	32,714	33,925	34,943	35,991	37,071	38,183
4009	Recruitment Costs	500	-	-	-	-	-
4010	Staff Training	2,100	2,100	2,163	2,228	2,295	2,364
4011	Staff Protective Clothing	2,100	2,250	2,318	2,387	2,459	2,532
4012	Staff Expenses	-	100	103	106	109	113
4041	Golf Professional Retainer	70,280	71,570	73,001	74,461	75,951	77,470
4045	Golf Course Player Costs	1,000	500	515	530	546	563
4046	Golf Club Membership Fees	20,016	19,875	20,471	21,085	21,718	22,369
4051	Rates	25,276	17,542	18,717	19,653	20,636	21,668
4052	Water & Sewerage	2,100	1,200	1,260	1,323	1,389	1,459
4060	Refuse	866	941	970	999	1,029	1,060
4100	Telecommunications	920	2,350	2,421	2,493	2,568	2,645
4105	Postage	50	50	50	50	50	50
4106	Stationery	300	200	200	200	200	200
4110	Advertising & Publicity	300	-	-	-	-	-
4112	Subscriptions	560	780	803	828	852	878
4113	Software Support	2,319	2,632	2,711	2,792	2,876	2,962
4114	Licence Fee	75	75	75	75	75	75
4115	Insurance	11,009	11,550	11,897	12,254	12,621	13,000
4116	Website	95	93	95	98	101	104
4156	Bank Charges	8,306	7,799	8,033	8,274	8,522	8,778
4201	Cleaning & Hygiene	250	700	721	743	765	788
4251	Dog Bin Emptying	1,514	1,559	1,606	1,654	1,704	1,755
4261	General Maintenance	45,000	46,350	47,741	49,173	50,648	52,167
4270	Vehicle & Equipment Maintenance	21,000	21,630	22,279	22,947	23,636	24,345
4271	Vehicle & Equipment Lease	62,650	73,425	93,875	105,622	105,622	75,777
4272	Equipment	4,000	3,000	2,000	2,000	4,000	3,000
4275	Building Maintenance	2,500	10,450	10,764	11,086	11,419	11,762
4276	CCTV	250	250	258	265	273	281
4279	Fire & Security	655	688	708	730	752	774
4308	Golf Course Overheads	20,000	25,000	25,000	25,000	25,000	25,000
4309	Buggy lease & Maintenance	9,250	10,364	10,674	10,995	11,324	11,664
<b>Golf Course Expenditure</b>		<b>530,148</b>	<b>559,296</b>	<b>592,430</b>	<b>617,983</b>	<b>634,209</b>	<b>618,023</b>
<b>Net (Expenditure) Income</b>		<b>39,878</b>	<b>44,189</b>	<b>28,905</b>	<b>21,737</b>	<b>24,448</b>	<b>60,140</b>

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
	<b>Capital Costs-Golf &amp; The View</b>						
	<b>Cost Centre 102</b>						
	<b>Golf Course Income</b>	-	-	-	-	-	-
	<b>Capital Costs Income</b>	-	-	-	-	-	-
4155	Professional Fees	20,000	20,000	-	-	-	-
4301	Public Works Loan Payment	105,000	105,000	105,000	105,000	105,000	105,000
	<b>Capital Costs Expenditure</b>	<b>125,000</b>	<b>125,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>
	<b>Net (Expenditure) Income</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>
	<b>The View</b>						
	<b>Cost Centre 103</b>						
1050	Income Rent	45,000	48,750	60,000	60,000	60,000	60,000
1093	Income Rates	-	5,848	6,023	6,204	6,390	6,582
	<b>The View Income</b>	<b>45,000</b>	<b>54,598</b>	<b>66,023</b>	<b>66,204</b>	<b>66,390</b>	<b>66,582</b>
4051	Rates	-	5,848	6,023	6,204	6,390	6,582
4115	Insurance	3,355	3,047	3,138	3,232	3,329	3,429
4155	Professional fees	2,000	-	1,000	-	-	-
4261	General Maintenance	-	1,000	1,030	1,061	1,093	1,126
4270	Vehicles & Equipment Maintenance	5,000	1,000	1,030	1,061	1,093	1,126
4275	Building Maintenance	11,000	5,300	5,459	5,623	5,791	5,965
4276	CCTV	-	135	139	143	148	152
4279	Fire & Security	-	752	774	798	822	846
4316	The View Transition Costs	10,000	-	-	-	-	-
	<b>The View Expenditure</b>	<b>31,355</b>	<b>17,082</b>	<b>18,594</b>	<b>18,122</b>	<b>18,666</b>	<b>19,226</b>
	<b>Net (Expenditure) Income</b>	<b>13,645</b>	<b>37,516</b>	<b>47,429</b>	<b>48,082</b>	<b>47,725</b>	<b>47,356</b>
	<b>COMMITTEE SUMMARY</b>						
	<b>Net Expenditure by Cost centre</b>						
101	<b>Golf Course</b>	<b>39,878</b>	<b>44,189</b>	<b>28,905</b>	<b>21,737</b>	<b>24,448</b>	<b>60,140</b>
102	<b>Capital Costs-Golf &amp; The View</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>	<b>(105,000)</b>
103	<b>The View</b>	<b>13,645</b>	<b>37,516</b>	<b>47,429</b>	<b>48,082</b>	<b>47,725</b>	<b>47,356</b>
	<b>Total Net Committee Requirement</b>	<b>(71,477)</b>	<b>(43,295)</b>	<b>(28,666)</b>	<b>(35,181)</b>	<b>(32,827)</b>	<b>2,496</b>
	<b>Total Overall Golf &amp; The View income</b>	<b>615,026</b>	<b>658,083</b>	<b>687,358</b>	<b>705,925</b>	<b>725,048</b>	<b>744,745</b>
	<b>Total Overall Golf &amp; The View Expenditure</b>	<b>686,503</b>	<b>701,378</b>	<b>716,024</b>	<b>741,105</b>	<b>757,875</b>	<b>742,249</b>
	<b>Total Net Committee Requirement</b>	<b>(71,477)</b>	<b>(43,295)</b>	<b>(28,666)</b>	<b>(35,181)</b>	<b>(32,827)</b>	<b>2,496</b>