



Seaford Town Council Full Council Agenda – Thursday, 23rd January 2025

To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, R Clay, S Dubas, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

A meeting of the **Full Council** will be held at **The View, Seaford Head Golf Course, Southdown Rd, Seaford, BN25 4JS** on **Thursday, 23rd January 2025** at **7.00pm**, which you are summoned to attend.

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

Steve Quayle

Interim Town Clerk

11th January 2025

PLEASE NOTE:

- **Public arrival time is from 6.45pm.**
- **The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**
- **The Mayor has requested that a short poem is read before the meeting. Anyone not wishing to take part in this poem reading is invited to wait until 6.55pm before attending the meeting.**

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.

2a. Dispensations:

Item 7 - To note that the Town Clerk grants dispensation to all Councillors to take part in discussion and vote on item 11. This dispensation is granted in order for the Town Council to be quorate and to consider its policy in relation to members' allowance. This dispensation will last the duration of this current administration i.e. until May 2027.

ACTION: Full Council is asked to pass a motion to note this dispensation being granted.

Item 9 - A dispensation was granted, by Full Council in January 2024, to all members who pay council tax to take part in discussion and vote on agenda items relating to considering and the precept. This dispensation was granted in order for the Town Council to be quorate and to set its annual budget and precept requirement. This dispensation will last the duration of this current administration i.e. until May 2027.

ACTION: None required

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. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

5. Minutes

To note the following minutes, approving or not approving recommendations as required:

5.1	Full Council	14 th November 2024	14.11.24 Full Council Draft Minutes
		12 th December 2024	12.12.24 Extraordinary Full Council Draft Minutes
5.2	Planning & Highways	7 th November 2024	07.11.24 Planning & Highways Draft Minutes
		28 th November 2024	28.11.24 Planning & Highways Draft Minutes

		17 th December 2024	<u>17.12.24 Planning & Highways Draft Minutes</u>
5.3	Climate Change	21 st November 2024	<u>21.11.24 Climate Change Sub-Committee Draft Minutes</u>
5.4	Personnel	27 th November 2024	<u>27.11.24 Personnel Draft Minutes</u>
5.5	Community Services	5 th December 2024	<u>5.12.24 Community Services Draft Minutes</u>
5.6	Golf & The View	10 th December 2024	<u>Will be uploaded to the Town Council's website before the meeting</u>
5.7	Finance & General Purposes	19 th December 2024	<u>19.12.24 Finance & General Purposes Draft Minutes</u>

6. [Mayor's Update Report](#)

To consider report 143/24 presenting the Mayor's update and details of engagements attended (pages 8 to 11).

7. [Interim Town Clerk's Update Report](#)

To consider report 142/24 updating Full Council key Town Council work and work priorities for the Town Council (pages 12 to 24).

8. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups.

9. Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

10. District & County Councillor Update Report

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

11. [Members' Allowance](#)

To consider report 158/24 presenting the recommendation from the Finance & General Purposes Committee regarding the Town Council's Members' Allowance Policy (pages 25 to 27).

12. [Interim Update of the Annual Governance and Accountability Return \(AGAR\) 2023 - 2024](#)

To consider report 157/24 updating Full Council on the status of the 2023 - 2024 AGAR (pages 28 to 31).

13. [Interim Internal Audit Report 2024 - 2025](#)

To consider report 156/24 presenting the interim Internal Audit Report from Mulberry & Co Ltd for 2024-2025 (pages 32 to 49).

14. [Final Budget 2025 - 2026 & Precept Setting](#)

To consider report 120/24 presenting the Budget and Precept proposal for 2025-2026. (pages 50 to 55). Appendix A is included at the end of the agenda, pages 143 to 154.

15. [Memorials Policy Update](#)

To consider report 140/24 presenting a request that Full Council formally approve a temporary pause in the Memorial Policy, alongside an exceptions process (pages 56 to 58).

16. [Seven Sisters National Nature Reserve – Update & Consideration of Next Steps](#)

To consider report 136/24 seeking Full Council's consideration of the Climate Change Sub-Committee's recommendation with regards to the Town Council's involvement in the Seven Sisters National Nature Reserve (pages 59 to 83).

17. [Martello Tower – Granting of a new Lease by Reference](#)

To consider report 141/24 seeking Full Council's agreement to grant a Lease by reference to Seaford Museum and Heritage Society (pages 84 to 118).

18. South Hill Farm Business Tenancy

This item has been deferred to March Full Council.

19. [Seaford Cricket Club – Determination of Lease Arrangements](#)

To consider report 154/24 seeking Full Council's agreement of the lease arrangements with Seaford Cricket Club, specifically in relation to the land used for the cricket nets at The Salts Recreation Ground. (pages 119 to 127).

20. [Committee Membership Update](#)

To consider report 152/24 proposing to appoint an additional member of the Climate Change Sub-Committee (pages 128 to 129).

21. [2025 - 2026 Proposed Meeting Timetable](#)

To consider report 139/24 presenting the proposed meeting timetable for the 2025 - 2026 municipal year for adoption (pages 130 to 133).

22. Exclusion of Press & Public

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

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the items 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

23. [Richmond Road Car Park – Correction of Ownership back to Lewes District Council](#)

To consider report 138/24 presenting the Community Services Committee's recommendation to rectify an historic administrative error resulting in the official transfer of Richmond Road Car Park from Lewes District Council to Seaford Town Council in 2005. (pages 134 to 142).

Please note the report is included within the public agenda but the consideration of this item will be taking place under the Exclusion of Press & Public

Reason for Exemption: to consider commercially 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 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

AGENDA NOTES

For further information about items on this Agenda please contact:

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.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore 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 between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

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 relevant to the activities of the Town Council.
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 councillors.

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:	143/24
Agenda Item No:	6
Committee:	Full Council
Date:	23rd January 2025
Title:	Mayor's Update Report
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present the mayor's update report and details of engagements

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
1.To note the content of the report.

1. Information

- 1.1 The Mayor's update report can be found at Appendix A.
- 1.2 Details of mayoral engagements between 14th November 2024 and 23rd January 2025 meeting can be found below.
- 1.3 The Mayor of Seaford has attended the following:

EVENT	DATE	ORGANISATION
Celebration of Youth	15.11.24	Seaford Rotary
Newhaven Lifeboat Station Visit	20.11.24	Newhaven/Seaford RNLI
East Sussex Prayer Breakfast	23.11.24	East Sussex Prayer Breakfast
Celebration of The Little Green Cinema winning the coveted 'Green	24.11.24	The Little Green Cinema

EVENT	DATE	ORGANISATION
Award'		
Hosted ESCC Chair & Visit to Seaford Primary School	27.11.24	Seaford Town Council
Peacocks Store Opening	28.11.24	Peacocks
Christmas Magic Event, Lantern Parade & Light Switch On	30.11.24	Seaford Town Council
Opening of Christmas Fair at Cross Way Church	30.11.24	Sussex Markets
Mayor of Newhaven's Carol Concert	03.12.24	Newhaven Town Council
Sussex Mayors Christmas Event	04.12.24	Sussex Mayors Association
Mayor's own Christmas Carol Service	11.12.24	Seaford Town Council
Seaford Town Best Dressed Window Awards	12.12.24	Seaford Chamber of Commerce
Mayor of Peacehaven's Christmas Carol Service	13.12.24	Peacehaven Town Council
Concentus Sings Christmas Concert	14.12.24	Concentus Choir
Receipt of sponsor cheques from NPS Lions and Seaford & Martello Rotary for Christmas Eve Lunch	16.12.24	SeaFriends
Mayor of Polegate's Civic Carol Service	16.12.24	The Mayor of Polegate
The Mayor Telscombe Carol Service	22.12.24	The Mayor of Telscombe
Festive OAP Afternoon tea	22.12.24	Seaford Rugby Football Club
Visit Havens Food Cooperative to pick up donations for Christmas Eve Lunch	23.12.24	Havens Food Cooperative
Christmas Eve Lunch	24.11.24	SeaFriends

1.4 The Deputy Mayor has attended the following:

EVENT	DATE	ORGANISATION
Christmas Magic Event, Lantern Parade & Light Switch On	30.11.24	Seaford Town Council
Christmas Fayre at St Thomas More Church	30.11.24	St Thomas More Church
Deputy Mayor of Brighton & Hove's Civic Advent Carol Service	01.12.24	Deputy Mayor of Brighton and Hove

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 Isabelle Moulard, Assistant Town Clerk.

Report 143/24 Appendix A
Mayor's Report to 23rd January 2025

This has been an extremely busy period for the Mayor of Seaford, and I have been delighted to be able to attend so many functions, celebrations, and services.

This has been a wonderful opportunity to share festive occasions with many organisations across Seaford and beyond.

I am truly humbled by the donations and support that so many people have been involved with during this time.

Seaford is truly a very generous community.

Councillor Sally Markwell, Mayor of Seaford 2024 to 2025



Report No:	142/24
Agenda Item No:	7
Committee:	Full Council
Date:	23rd January 2025
Title:	Interim Town Clerk's Update Report – January 2025
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To review the updates provided within the report and discuss this as required. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report.

1. Introduction

- 1.1 It has been a very busy and intense three months since I joined the Town Council as Interim Town Clerk in October 2024.
- 1.2 Christmas Magic celebrations in November were very well received by the town and the lantern parade, incorporated by over 700 residents, lit up the night sky in preparation for the Christmas Light switch on ceremony by the Mayor and Santa in Broad Street. The Town Council are very grateful to all the volunteers who helped make this event such a success, particularly

SCIP who organised the lantern making and parade, welcoming in many hundreds of school children from across the town.

- 1.3** Seaford Bonfire was again a great success with very large numbers of residents and visitors out and about enjoying the torchlight procession, the bonfire and fireworks display. Our thanks to Seaford Bonfire Society for once again organising this popular annual event.
- 1.4** Throughout November and December 2024 each of the Town Council's committees considered and discussed their budgetary requirements for 2025 - 2026. The culmination of this work has created the budget report that forms part of this agenda. Officers and councillors have worked tirelessly to drive value and efficiencies into everything the Town Council plans to do next municipal year, despite the unavoidable extra costs, attempting to keep the precept level as low as possible.
- 1.5** In December 2024 Full Council approved the long-anticipated staff review, and a full staff consultation began on 8th January. It is anticipated this formal process will conclude mid-February to enable the new structure to take place from April 2025. The Town Council has been carrying a number of vacancies for some time, but these proposals seek to strengthen and bolster the officer team to enhance capacity and better serve the residents of the town by delivering quality services.
- 1.6** Changes to the committee structure have also been approved by Full Council, which take effect from May 2025 for a year's trial with the intention of levelling out the workload of each committee to help ensure an appropriate level of focus and scrutiny can be applied to all the various elements of the Town Council's activities.
- 1.7** A significant number of assets and facilities projects have continued throughout the autumn and winter and several long-standing issues and concerns have been resolved or overcome. In addition, in December we finalised securing a permanent tenant under lease at The View, one of our most high profile commercial assets, and we look forward to working with that partner going forward.
- 1.8** Most recently the Town Council has begun its tendering process for nine concession sites, seeking to provide business opportunities to individuals and small firms across the town. We expect that all nine of these

opportunities will be awarded in the coming months and will launch their businesses from April 2025.

- 1.9** We have continued to work closely with Natural England and other partners in the development and formation of the Seven Sisters National Nature Reserve, and subject to Full Council's approval at tonight's meeting we will join Eastbourne Borough Council, Forestry England, the National Trust, the South Downs National Park Authority, and South East Water in this innovative and ambitious plan to create a new 'super' nature reserve to join up nature conservation efforts and hopefully to attract new funding to help us preserve and protect our custodianship of Seaford Head Estate.
- 1.10** The Bönningstedt sea defence wall, damaged during Storm Eunice in 2022, has now been approved for replacement, with works due to commence in April 2025, following on from the Environment Agency's shingle recycling works which recommence in February.
- 1.11** The Town Council has initiated working closely and collaboratively with other local town councils seeking to help us learn from one another, share best practice, provide peer review and support one another for our mutual benefit.
- 1.12** The Town Council has been notified that two formal objections have been made to the 2023 - 2024 Annual Governance & Accountability Return (AGAR), and accordingly officers and I will be undertaking thorough internal investigations into both of these objections. Any learning points, amendments or recommendations arising from these investigations will be actioned without delay.
- 1.13** The Town Council is closely monitoring events arising from the Government's White Paper on local government devolution, in particular the very recent decisions made at County Council level regarding the expression of interest to move towards a Strategic Mayoral Authority with West Sussex and Brighton & Hove. The Government's White Paper states: *"we will ... rewire the relationship between town and parish councils and principal local authorities strengthening expectations on engagement and community voice"*. The Town Council stands ready to engage with and develop stronger relations with partner authorities as the future shape of local government within East Sussex becomes clearer and takes shape.

1.14 As ever, there is a plethora of various other workstreams ongoing within the Town Council and throughout my brief time in post I have been continually impressed by the competence, professionalism, resilience and hard work of every officer, all of whom strive towards the betterment of Seaford each and every day.

1.15 Please find below the following:

- Key performance indicators including motions passed, complaints and Freedom of Information requests
- Forward planning summary

2. Key Performance Indicators (KPIs)

2.1 Please find below information on motions passed, complaints received, Freedom of Information (FOI) requests received and appeals submitted since the last report in October 2024.

2.2 *Motions Table*

Please note that the motions listed below are those where actions after the Full Council meeting were required by the Town Council (STC).

DATE	MOTION	UPDATE
May 2024	Election of Mayor, Deputy Mayor, Committee Chairs and Vice Chairs, Appointment of Memberships of Committees	Changes enacted
May 2024	Changes to Outside Body Arrangements and Appointment of Councillor representatives	Changes enacted
May 2024	Annual Subscriptions	List agreed and being enacted
May 2024	25 th Anniversary	The measures agreed are being taken forward including logos, publicity, signage, expanded Seaford Town Forum meeting and obtaining a

DATE	MOTION	UPDATE
		Town Council flag
May 2024	Youth Ambassador Board	This project has been put on hold to enable this to run in parallel to a full academic year – work to prepare for this will continue in mid-2025
May 2024	Councillor Training	Code of Conduct and Social Media training was held with councillors in October Further training opportunities are being explored
May 2024	Civility and Respect – Councillor Officer Protocol	Adopted and being implemented
May 2024	Leases	Work is continuing on the leases that require review in 2024 - 2025, as listed in the May Full Council report
May 2024	Policies Schedule of Work	Reviews and implementation ongoing – a further update will be provided at the March Finance & General Purposes Committee meeting
June 2024	Annual Governance Statement (AGAR)	Signed off by June Full Council. Public notice period published accordingly. An update from the

DATE	MOTION	UPDATE
		External Auditor on the 2023 – 2024 AGAR appears elsewhere on this agenda
June 2024	Tree Planting in Crouch	Arrangements agreed with Trees for Seaford being taken forward
June 2024	Bönningstedt Steps Concession	Temporary Concession agreed with Skipper watersports. Full external review of procurement, tenders and concessions taking place in spring 2025, as reported elsewhere on this agenda
July 2024	Seaford Health Stakeholder Working Group	The working group has been established
July 2024	Standing Orders Review	Published accordingly following being adopted
July 2024	Internal Communications Procedure	Further work on this policy is required following feedback received at July Full Council. This work is to be undertaken by Officers in the coming months.
July 2024	Complaints Procedure Review	Further work on this policy is required following feedback received at July Full Council. This work is to be undertaken by Officers in the coming

DATE	MOTION	UPDATE
		months.
November 2024	South Hill Barn Project	The project is being progressed to stage 1, as agreed by Full Council, and a budget set aside for 2025 – 2026 accordingly
November 2024	Interim Concessions Process	Following Full Council approval, the revised concessions process is being implemented for the concession opportunities being launched in early 2025
November 2024	Installation of Cycle Racks	Preparatory work is being undertaken for this installation to take place.
December 2024	Committee Structure Review	Work is underway to facilitate the revised committee structure being implemented for the 2025 – 2026 municipal year. The revised structure is being trialled for one year before being reviewed for its effectiveness
December 2024	Staffing Structure Review	Full Council agreed a revised staff structure at an extraordinary meeting in December 2024 – the next phase of the review process is now being undertaken, with consultations with staff.

2.3 Complaints Table

Please find below details of the formal complaints received in accordance with the Town Council's Complaints Policy.

DATE	COMPLAINT	UPDATE
May 2024	Crouch Gardens Public Convenience	Outcome Prepared

2.4 Please note that this is the reporting that is possible in a public document. Any complaints relating directly to employees are handled confidentially in accordance with the Town Council's Complaints Policy and are not included in this update.

2.5 FOI Requests Table

DATE	FOI REQUEST	UPDATE
April 2024	The View Lease	In Progress
April 2024	Councillors expenses or wages	Response Sent
July 2024	The View Tenancy at Will	Response Sent
July 2024	Crouch Gardens - Town Council charges for using mini pitch by children's playground and charges for using the main football pitch	Response Sent
August 2024	Crouch Gardens – Seaford Town Football Club and Crouch Bowling Club booking invoices 1/4/2022 to 31/3/2024	Response Sent
August 2024	Seaford Town Football Club Pitch Maintenance	Response Sent
August 2024	The Salts Recreation Ground	Response Sent
August 2024	Grounds Maintenance enquiry	Response Sent
September 2024	Copy of Report 63/07	Response Sent
September 2024	Agreements between Seaford Town Council and Seaford Town Football Club	Response Sent
October 2024	Salaries of Senior Officer Roles	Response Sent
October 2024	Crouch Gardens – Seaford Town Football Club and Crouch Bowling Club	Response Sent

DATE	FOI REQUEST	UPDATE
	booking invoices 1/4/2024 to latest date	
October 2024	Memorial Plaque and Performing Arts at the Martello Tower	Response Sent
November 2024	Lands adjacent to Seaford Seafront	Response Sent
December 2024	Land Leases and Maintenance	In Progress
December 2024	Seaford Head Estate	In Progress

2.6 Appeals

The Town Council received one appeal, relating to a complaint about how the adverts at the Crouch were overseen and managed. This appeal has now been withdrawn.

3. Forward Planning

- 3.1** The Town Council continues to carry a heavy workload, exacerbated by carrying a number of vacancies, meaning some priorities are not being progressed as fast as we would like. Due to the staff review now having been approved and the ongoing consultation process, we are hopeful that going forwards this situation will be resolved. It will naturally take some time to recruit to the new positions, onboard new officers and train them appropriately.
- 3.2** Please find below an update against 11 key priorities for this year that form part of the implementation of the Town Council's Strategic Plan.

No.	Priority	Update
1	Complete and implement staff review, structure and committee reviews	Full Council agreed a revised staff structure at an extraordinary meeting in December 2024 – the next phase of the review process is now being undertaken, with consultations taking place with officers. Full Council also agreed a revised committee structure to be trialled in the 2025 – 2026 municipal year.
2	D-Day celebrations /	The successful D-Day event was held in June

No.	Priority	Update
	Updated Christmas Magic	<p>as the nation came together to mark the 80th anniversary.</p> <p>A successful Christmas Magic event was held on 30th November 2024. The Town Council's thanks goes to Seaford Chamber of Commerce, Seaford Trader's Group and Seaford Contemporary Illustrators & Printmakers for organising the event and parade, and for the support and presence of local residents, visitors and local businesses</p>
3	Golf Course Longer Term Plan / 17 th green project	<p>A new, long term plan for the golf course will be developed going forwards and officers are working closely with Natural England and the Sussex Wildlife Trust</p> <p>The 17th green and 18th tee proposals are being progressed following a report to Golf & The View Committee in July 2024</p>
4	The View 'year one'	<p>The tenants of the View are operating under a formal lease agreement and the Town Council anticipates enjoying a close and productive working relationship with this partner going forward.</p>
5	Projects and Tenders – Martello toilet café and Changing Places; urban verges; toilet cleaning	<p>The Martello toilets are fully open.</p> <p>There have been some challenges with the logistics of running the Changing Places facility, but officers are receiving and implementing the advice of Muscular Dystrophy UK (part of the consortium that leads that Changing Places campaign) where this is concerned. The priority being to ensure the facilities are available to those that need them.</p> <p>The Martello café has now committed to fully</p>

No.	Priority	Update
		<p>opening as a cafe.</p> <p>There have been a significant number of queries regarding urban verge cutting. Officers are working with the contractor and East Sussex County Council to provide clearer information for the spring and summer of 2025 to reduce queries and provide assurance that grass cutting will take place as planned.</p> <p>Coordinating the toilet cleaning has proven to demand a significant amount of officer time and expenditure on consumables. The costs incurred are significantly higher for the Town Council than was originally anticipated.</p>
6	25 th Anniversary	<p>The measures agreed are being taken forward including logos, publicity and signage. The organising of the expanded Seaford Town Forum meeting is taking place and invites to past mayors and councillors will be issued in due course. A 'Seaford' flag has been designed ready for creation and unveiling at the Town Forum.</p>
7	Seaford Head – South Hill Barn; National Nature Reserve (NNR) Proposals	<p>The report of the Seven Sisters National Nature Reserve appears elsewhere on this agenda. Work is also taking place to progress phase 1 of the South Hill Barn project, as agreed by Full Council in November 2024, including a traffic survey.</p>
8	Climate Action	<p>The Climate Change Sub-Committee continues to meet quarterly to focus on climate action deliverables to help Seaford mitigate some of the effects of climate change. Under the new committee structure, climate action will become</p>

No.	Priority	Update
		part of the new Golf, Open Spaces and Climate Action Committee which will elevate this area of work to full committee status. The ongoing staff consultation will help ensure climate change and climate action responsibilities are provided with sufficient capacity within the staffing team.
9	Camper Van Parking	A meeting was held at the end of October with East Sussex County Council's Parking Team to discuss an update on actions to address camper van parking. Robust parking enforcement will continue to help limit the impact this has. Officers and Councillors are continuing to explore what other options exist, and are working closely with the County Council as they undertake their parking review.
10	Youth Ambassador Board	This project has been put on hold to enable this to run in parallel to a full school academic year – work to prepare for this will continue in mid-2025, ready for the start of the next academic year in September.
11	Lewes District Council and South Downs National Park Authority Local Plans	The relevant stages of each plan will be considered by the Town Council's Planning & Highways Committee. The Town Council will also make sure that any public consultation opportunities are publicised.

4. Conclusion

4.1 I hope this report provides assurance and an overview of key Town Council business for Councillors and residents, demonstrating the varied mix of operational and strategic activities that are currently being undertaken. As mentioned previously, once the staff review process has been finalised and and new staff appointed, I am confident that adequate resources will then

be in place to help progress the Town Council's full agenda of priorities and initiatives.

5. Financial Appraisal

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

6. Contact Officer

6.1 The Contact Officer for this report is Steve Quayle, Interim Town Clerk.



Report No:	158/24
Agenda Item No:	11
Committee:	Full Council
Date:	23rd January 2025
Title:	Members' Allowance
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To present the recommendation from Finance & General Purposes Committee regarding the Town Council's Members' Allowance Policy

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report and whether to support the recommendation of the Finance & General Purposes Committee to not make any changes to the current Members' Allowance Policy. 2. To consider the recommendation of the Finance & General Purposes Committee that the policy next be reviewed again by the Committee by December 2026 at the latest. 3. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report 2. To approve the recommendation of the Finance and General Purposes Committee in deferring any amendments to the Member's Allowances Policy for the Committee to reconsider in December 2026, at the latest.

1. Background

- 1.1 On 19th December 2024, the Finance & General Purposes Committee considered report 125/24 (see page 58 of the agenda available [online here](#)) which dealt with making recommendations to Full Council to amend the Member's Allowances Policy.
- 1.2 Following discussions, the Committee recommended that Full Council agrees to defer any amendments to the Policy for reconsideration by the Committee in December 2026, at the latest.

2. Information

- 2.1 Report 125/24 detailed that Lewes District Council's Independent Remuneration Panel Report, published in November 2023, made a set of recommendations for members' allowances for parish and town councils within the Lewes District.
- 2.2 Those recommendations, which were accepted in full by the District Council, within the IRP's report are as follows:
- 2.3 Basic Allowance - that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council. The recommended Basic Allowance for the District Council for 2024 - 2025 is £5,002 subject to any indexation; 15% of this is £750 per annum, subject to any indexation. This should, in accordance with the statutory regulations, only be paid to Councillors who are elected, not those co-opted.
- 2.4 Chair's Allowance - that those parishes that feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council. The recommended Chair's Allowance is therefore any amount up to £1,500: 30% of the proposed Basic Allowance for Lewes District Council.

3. Committee Discussions & Recommendations

- 3.1 During the Committee's discussions members discussed the percentage of allowance that is recommended for parish and town councils to offer their councillors, the perception of councillors receiving a monetary allowance funded by precept, the additional requirements and responsibilities held by the Mayor and compensation for this, the options of whether to back date or not, the policy of other local parish and town councils, the impact of not

offering an allowance and this precluding potential councillor candidates, the future impact of the local government reorganisation on the role of town councillor, the option of deferring this for the next administration when taking office in 2027, and the allowance currently being included in the draft budget figures.

- 3.2** Ultimately, the Committee **PROPOSED** to **RECOMMEND** that Full Council agrees to defer any amendments to the Member's Allowances Policy for the Finance & General Purposes Committee to consider in December 2026 at the latest; this **MOTION** was **CARRIED**.

4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report if Full Council approves the recommendation to defer any review of the policy on member's allowances until 2026.
- 4.2** Conversely, if Full Council were minded to reject the Committee's recommendation and instead adopt the annual allowance, the total annual cost would be £15,750 for each year this allowance was in payment.
- 4.3** For the coming 2025 – 2026 year, this could be added to the budget that appears elsewhere on the agenda. This would increase the budget by £15,570 – the equivalent of an additional 1.43% increase on precept, taking the total increase to 14.41%.
- 4.4** If Full Council were minded to backdate the allowance, any payment would be unbudgeted spend and require funding from general reserves.

5. Contact Officer

- 5.1** The Contact Officer for this report is Steve Quayle, Interim Town Clerk.



Report No:	157/24
Agenda Item No:	12
Committee:	Full Council
Date:	23rd January 2024
Title:	Interim update of the Annual Governance and Accountability Return (AGAR) 2023 - 2024
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To update Full Council on the status of the 2023 - 2024 AGAR

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report.

1. Information

- 1.1** Following approval by Full Council on 20th June 2024, the 2023 - 2024 Annual Governance and Accountability Return (AGAR) was submitted to the External Auditor, PKF Littlejohn LLP.
- 1.2** On 20th September 2024, the Town Council received a response from PKF Littlejohn LLP advising that they were unable to complete their review work as a result of correspondence received in relation to 2023 - 2024 and/or prior years. A copy of Section 3 of the AGAR including the PKF Littlejohn LLP's comments is attached in Appendix A.

- 1.3 On 26th September 2024, a 'Notice of Audit & Right to Inspect the AGAR' along with a copy of the AGAR was published on the Town Council's website which details the rights of inspection, in line with the statutory requirements.
- 1.4 On 1st November, PKF Littlejohn LLP copied the Town Council into correspondence with two objectors and requested confirmation of their electoral status. PKF Littlejohn LLP emphasised that both the objectors and Town Council need to ensure compliance with relevant data protection legislation (including the General Data Protection Regulations (GDPR). This includes redacting the objector's name, address or other identifying information from any subsequent publication or sharing of the objections and related correspondence.
- 1.5 PKF Littlejohn advised that their aim is to complete their work within six months. If unresolved, updates will be provided every three months until a decision is reached.
- 1.6 PKF Littlejohn made reference to the costs which were set by the Smaller Authorities Audit Appointment (SAAA) and such work is carried out by an engagement lead at a cost to the authority of £355 per hour plus VAT.
- 1.7 The objectors were informed they could withdraw any or all their objections to the AGAR at any point during the process. If they were withdrawn, while the external auditor would continue to consider whether these objections would have an impact on the 2023 - 2024 AGAR, the additional reporting stages of the process would be avoided and the costs to the Town Council could be lower.
- 1.8 Once PKF Littlejohn LLP have fully completed their review, a follow-up report will be presented at a subsequent Full Council meeting.

2. Financial Appraisal

- 2.1 The Town Council's Income / Expenditure band of £2,000,000 to £3,000,000 incurs a base external audit fee of £2,520 plus VAT, covered by the 2023 - 2024 budget.
- 2.2 Given that there will be further works being carried out at £355 per hour, costs could escalate significantly. A provision of £10,000 has been included in the 2025 - 2026 budget. If costs exceed this budget, the shortfall will be met from general reserves.

3. Contact Officer

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Seaford Town Council - ES0088**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

19/09/2024



Report No:	156/24
Agenda Item No:	13
Committee:	Full Council
Date:	23rd January 2025
Title:	Interim Internal Audit Report for 2024 - 2025
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To present the Interim Internal Audit Report from Mulberry & Co Ltd for 2024 - 2025

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
1.To note the Internal Auditor's report.

1. Information

- 1.1 Following approval by Full Council on 28th March 2024, Mulberry & Co Ltd was appointed as the Town Council's Internal Auditor for 2024 - 2025.
- 1.2 Mulberry & Co Ltd subsequently issued their Engagement Letter which is attached in Appendix A.
- 1.3 The interim audit was conducted on site at the Town Council Offices on 15th October 2024. Mulberry & Co Ltd's interim audit report is attached at **Appendix B.**
- 1.4 In summary, it was reported that overall, the systems and internal procedures that are in place at Seaford Town Council are well established and followed.

1.5 The **Recommendations** within the Internal Auditors interim report are:

- Increase the emergency spend in Financial Regulation 4.2 from £5,000 to £10,000
- Keep the Fidelity Guarantee under review
- Increase the bad debt write off limit to £5,000
- Increase the fund level specified within 7.4 of the Investment Strategy when it is up for review.

1.6 The **Actions** being taken by officers as a result of the recommendations are:

- The new Financial Regulations will be brought to the next Finance and General Purposes Committee meeting where the increase to the emergency spend can be discussed.
- The RFO will look to keep the Fidelity Guarantee under review and will look to increase this when updating the insurance policy in April 2025.
- The current Bad Debt Policy states in section 4 “Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee, who have delegated powers to write off bad debts of up to £3,000; any larger debts must be reported to Full Council.” This policy is due to be reviewed in October 2025 where the increase can be considered by the Finance & General Purposes Committee.
- The current Investment Strategy does not specify a limit for the Public Sector Deposit Fund (PSDF), which is the fund held by the Town Council. Although the internal auditor recommended increasing the £2m limit under section 7.4, this recommendation is not applicable as it relates to the Local Authorities Property Fund (LAPF), which the Town Council does not currently use.

1.7 For clarification, Mulberry & Co Ltd will conduct the final audit for 2024 - 2025 and this is anticipated to take place at the end of May 2025.

1.8 A report presenting options for appointing a new auditor for 2025 - 2026 will be presented at the Full Council meeting in March 2025.

2. Financial Appraisal

- 2.1** The cost of the interim audit was £222.96 excluding VAT, based on the auditor's fee of £70 per hour and travel expenses. This is within the current budget.

3. Contact Officer

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



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Mrs L Clark
Seaford Town Council
37 Church Street
Seaford
East Sussex
BN25 1HG

19 August 2024

Dear Lucy

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31st March 2025. (The 2024/25 council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the council and internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including the minutes of all meetings. We are entitled to request from the council's officers any other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in the Joint Panel on Audit and Governance (JPAG) Practitioner's Guide covering the financial year under review. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council
 - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement
 - iv. Sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR) as internal auditors

- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether the departure is justified we consider:
 - i. Is the departure required for the financial statements to give a true and fair view; and
 - ii. Has adequate disclosure been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms must comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of audit

- a. Our audit will be conducted in accordance with current practices and guidelines and will include tests of transactions and of the existence, ownership and valuation of assets and liabilities such as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during our audit, which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the audit on matters having a material effect on the financial statements. Where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. To assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.

- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. To ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the engagement period defined in clause 1a of this engagement letter are £70 per hour + VAT.
- c. Where applicable we charge 45p per mile for travel from the internal auditor's home address to the site of the audit.
- d. Our fees are payable on presentation of invoice.
- e. We do not normally charge for travel time, but in the event of an auditor attending on-site and the council not being ready and requiring the visit to be postponed or cancelled, we will charge for the auditor's travel time for the return journey at the hourly rate specified in clause 8(b).

9. Cancellation of services

- a. Services can be cancelled at any time in writing. Cancellation will be effective from the end of the engagement period defined in clause 1a of this engagement letter.
- b. If the council wishes to terminate the engagement period before the date defined in clause 1a of this agreement, an early termination fee shall become payable.
- c. The early termination fee shall be based on the anticipated duration of internal audit work during the remaining engagement period, and we shall provide an explanation of how this fee is calculated.

10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with our standard terms and conditions.

Yours sincerely



On behalf of Mulberry Local Authority Services Ltd

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

L Clark

L Clark (Aug 28, 2024 15:05 GMT+1)

28/08/2024



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Mrs L Clark
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15 October 2024

Dear Lucy

Re: Seaford Town Council
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 15 October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Seaford Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve

the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Michelle Webber of Mulberry Local Authority Services Ltd who has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the RFO, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website www.seafordtowncouncil.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

Every month, a "month end" close down is performed by the RFO, various reports are printed and filed in hard copy, these include but are not limited to, income and expenditure against budget, bank reconciliations and other reports as fit.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was qualified and has been published on the council website along and will be reported to the council meeting in November 2024. The External Auditor noted it cannot complete the audit due to correspondence being received and further review required.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page where the individual Register of Members' Interests forms are published via a link to Lewes District Council website.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows the information is published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place.

Terms of reference for each committee are published on the council website, along with details of the main responsibilities of each of the working groups.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in 25 July 2024 (minute ref C49/07/24).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the old NALC model and were last reviewed and adopted by council in 28 March 2024 (minute ref C129/03/2023). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations. The council will be adopting the new NALC model of financial regulations later this financial year.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

- FR 4.1 *Expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by Full Council when setting the Annual Budget, subject to the requirements of the Town Council's Standing Orders and Financial Regulations. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of Full Council. During the budget year, it is expected that Account Codes will vary to budget and that consequently Cost Centres will also vary. However, the Committee spend has to be within budget unless approved otherwise Full Council. It is noted that some budgets are dependent on external factors e.g. income received at the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements.*
- FR 4.2 *In cases of extreme risk, determined by the Town Clerk, to the delivery of Town Council services, the Town Clerk may authorise revenue expenditure on behalf of the Town Council, which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Chair of the Town Council as soon as practicable thereafter. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves by the Finance & General Purposes Committee or Full Council.*

Based on the level of financial activity of the council, and through discussion with the Clerk, **I would recommend that the emergency spend in FR 4.2 be increased to £10,000.**

A review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations, and the council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2024 and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £62,833.05 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 10 July 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 18.1 *The Town Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by Full Council, risk management policy statements in respect of all activities of the Town Council. Risk policy statements and consequential risk management arrangements shall be reviewed by Full Council at least annually.*

FR 18.2 *When considering any new activity, the Town Clerk and RFO shall prepare a draft risk assessment including risk management proposals.*

The council has a risk assessment process in place, which was last reviewed and approved by council in 28 March 2024 (minute ref C131/03/23). I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring, and then assesses the risks within each sector of the council's business operations.

Each potential risk is identified, assessed using the risk matrix, prior to any mitigation measures, existing internal controls are listed and any further mitigation action which may be needed, and then a further assessment of the risk is included after the mitigation measures have been put in place. The assessment also includes details of who is responsible for any actions and when these are to be completed by.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. I note the council also has an adopted Statement of Internal Controls and I have no doubt that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Municipal Insurance which covers the year under review. The policy includes Public Liability cover for £15 million and Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million which is sufficient for a council of this size, although the council is advised to keep this figure under review to ensure it covers the maximum balance held.

I would recommend the council keeps the fidelity guarantee level under review.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £1,101,019 for 2024/25. With a tax base of 9,729.9, this equates to a band D equivalent of £113.16 (compared to the average in England of £85.89).

The Clerk confirmed that the 2025/26 budget setting process is underway, with a meeting of the Finance and General Purpose Committee scheduled for the December 2024 to prepare a draft proposal for recommendation to the council at the January 2025 meeting.

There is evidence within the minutes of Finance and General Purpose Committee meetings that reviews of financial performance take place during the year, including receiving income and expenditure reports, bank reconciliations and reviews of earmarked reserve balances and transfers. Council minutes include a list of payments, and these are appended to the minutes of the relevant meeting.

At the end of September, the income and expenditure report showed income at 93.2% of budget and expenditure at 59.6%, suggesting that the budget has been accurately set and carefully monitored throughout the year.

The council holds circa £622,618.03 in earmarked reserve at the date of the interim audit, spread across a range of clearly identifiable projects. I checked the purpose of these projects with the Clerk and am satisfied that they are all legitimate future planned projects for the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance is within the recommended range outlined in 5.35 of the JPAG Practitioner's Guide and is at a suitable level for this size of council.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from a range of sources including recreation ground and sports facilities, rental and hall hire, beach huts, allotments, event/filming and the golf course.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

Fees are reviewed as part of the budget setting process, the relevant committee will review fees in Autumn with a recommendation for these which will be reviewed by the Finance and General Purpose Committee.

On discussion with the RFO, it would be recommended that the bad debt write off limit to increase to £5,000.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a petty cash float of used for incidental expenditure items. The petty cash entries are then processed through the accounting package by the Finance Assistant.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 21 employees in total. All staff members have a signed contract of employment, based on the NALC template, and the council is a member of the Local Government Pension Scheme (LGPS). All staff are aligned to NJC scales.

Payroll is processed in house by the RFO using the IRIS software. I reviewed the payroll summary for the previous two months and the payroll deductions appear correct. I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has a Public Works Loan Board (PWLB) loan which was taken out for the Hardis House and The View. A check of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

The council has no long-term investments although I note the council has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the [Statutory Guidance on Local Authority Investments](#). **I would recommend that when the council reviews this policy and it looks to increase the fund level in 7.4.**

I. BANK AND CASH**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

FR 2.2 *On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO & Finance Manager (FM). The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.*

Bank reconciliations are completed monthly and presented to the Finance Committee for review. I reviewed the September 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.2.

The council holds two accounts one with Co-op and a CCLA fund account. At the date of the interim audit, the balances held with CCLA exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS), however the council has adequate fidelity insurance cover in place.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final interim audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final interim audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	20 June 2024
Date inspection notice issued	28 June 2024
Inspection period begins	1 July 2024
Inspection period ends	9 August 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*

- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final interim audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓

L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely

m. webber

Michelle Webber

Mulberry Local Authority Services Ltd

Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	I would recommend that the emergency spend in FR 4.2 be increased to £10,000.	
RISK MANAGEMENT AND INSURANCE	I would recommend the council keeps the fidelity guarantee level under review.	
INCOME	On discussion with the RFO, it would be recommended that the bad debt write off limit to increase to £5,000.	
ASSETS AND INVESTMENTS	I would recommend that when the council reviews this policy, and it looks to increase the fund level in 7.4.	



Report No:	120/24
Agenda Item No:	14
Committee:	Full Council
Date:	23 rd January 2025
Title:	Final Budget 2025 – 2026 & Precept Setting
By:	Lucy Clark, Responsible Financial Officer (RFO) and Steve Quayle, Interim Town Clerk
Purpose of Report:	To present the Budget and Precept proposal for 2025 - 2026

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discuss the contents of the report and proposed budget and precept figures. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of this report and associated attachments. 2. To agree the budget proposal for 2025 - 2026. 3. To agree the precept request to Lewes District Council for 2025 - 2026 as £1,248,435.

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 The budget process commenced in autumn of 2024, and included meetings with members of the senior management team and each committee chair, prior to each committee reviewing its part of the budget.
- 1.3 These individual budgets were then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget proposal for the Town Council, which is attached as **Appendix A**.
- 1.4 A budget briefing session was held on 8th January 2025 where the budget process and proposal figures were explained to councillors, with an opportunity to ask questions during that session.
- 1.5 It is a statutory requirement that final approval of the budget and precept can only be agreed by a meeting of the Full Council.

2. Precept Calculation

- 2.1 The precept is the amount requested by a town/parish council from the billing authority (Lewes District Council) and forms part of the overall council tax bill issued to Seaford residents.
- 2.2 The amount paid by residents is dependent upon the tax base of the area, which is the estimated full year equivalent number of chargeable dwellings, after taking into consideration any discounts applicable.
- 2.3 The precept amount paid to the Town Council is shown on residents' council tax bills, alongside a percentage increase figure compared to the previous financial year.
- 2.4 Comparative data between councils is based on the Band D equivalent figure, which is deemed to be the average sized property across the country.
- 2.5 The Band D equivalent is calculated using the tax base figure, which is provided by the billing authority. The tax base figure for 2025 - 2026 was agreed at the Lewes District Council Cabinet meeting held on 5th December 2024, and for Seaford Town Council is 9,765.
- 2.6 The Band D equivalent is calculated by using the equation below:
 - Precept requirement / tax base = Band D equivalent

3. Comparative data

- 3.1 While each town/parish is unique in its nature, with differing population demographics and service and facility provision, it can be helpful to compare with other similar sized councils in the local area.
- 3.2 The table below shows the 2024 - 2025 council tax data for other town councils in East Sussex.

Council	District	Precept	Tax Base	Band D
Rye	Rother	£250,687	1,916.2	£130.83
Telscombe	Lewes	£299,937	2,577.5	£116.37
Battle	Rother	£475,270	2,905.0	£163.61
Polegate	Wealden	£452,896	3,228.8	£140.27
Newhaven	Lewes	£672,430	3,960.8	£169.77
Peacehaven	Lewes	£864,932	5,044.9	£171.45
Uckfield	Wealden	£1,127,348	5,933.4	£190.00
Lewes	Lewes	£1,462,796	6,328.1	£231.16
Hailsham	Wealden	£1,582,898	7,726.3	£204.87
Crowborough	Wealden	£1,678,041	8,913.9	£188.25
Seaford	Lewes	£1,101,019	9,729.9	£113.16
Bexhill	Rother	£713,164	17,332.7	£41.15

- 3.3 When compared to Town Councils such as Crowborough, Hailsham, Lewes, and Uckfield, Seaford had a higher tax base, but retained a lower precept, resulting in a cheaper Band D equivalent for Seaford residents.
- 3.4 For further comparative information, the average Band D equivalent across the whole of Lewes District in 2024 - 2025 was £160.38.

4. Changes to Draft Budget

- 4.1 The draft budget presented to the December 2024 Finance & General Purposes Committee has had a negligible alteration within the Golf income.
- 4.2 The net result of the changes are an overall reduction in requirement of £75.00.

5. Summary

- 5.1 Attached to this report, as Appendix A, is the Budget Proposal for 2025 - 2026.

- 5.2** This shows a summary for the Town Council and detailed income and expenditure by budget line for each of the committees.
- 5.3** Overall budgeted income for the Town Council has increased from £928,068 in 2024 - 2025 to £965,878 in 2025 - 2026. Budgeted expenditure has increased from £2,024,187 in 2024 - 2025 to £2,214,238 in 2025 - 2026. The combined result is an increase in the funding requirement from £1,096,119 in 2024 - 2025 to £1,248,359 in 2025 - 2026.
- 5.4** Therefore, the precept requirement to cover the budget for 2025 - 2026 is £1,248,359.

6. Financial Appraisal

- 6.1** The precept requirement of £1,248,359 equates to a Band D equivalent increase from £113.16 in 2024/2025 to £127.84 in 2025/2026. This represents an increase of £14.68 per annum, or 28 pence per week (a 12.97% rise). This is needed to support the Town Council's budget and ensure the delivery of planned services and facilities for 2025/2026.
- 6.2** One of the reasons for this precept increase is the significant cost for employers' national insurance contributions, imposed by central government. Additionally, the increase will enable the Town Council to strengthen its team through a staff review and thus enhance its capacity to better serve the residents of the town and deliver quality services. While the introduction of new roles contributes to increased costs, these have been partially offset by savings in other budget areas. For example, tasks previously outsourced such as grounds maintenance, building maintenance, and certain professional services, can now be managed in-house, resulting in reduced expenses.
- 6.3** Over recent financial years, the Town Council has worked hard to keep precept increases to an absolute minimum, with a 0% in 2023 - 2024 and 1.86% in 2024 - 2025. However, in 2025 - 2026, there are unavoidable additional costs leading to a higher increase.
- 6.4** While the Town Council remains in a strong position with its general reserves, it is crucial to maintain this stability. The proposed budget seeks to balance the immediate financial pressures with the long-term health of the Town Council.

7. Contact Officer

- 7.1** The contact officers for this report are Lucy Clark, Responsible Finance Officer (RFO) and Steve Quayle, Interim Town Clerk.

Committee		2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Finance & General Purposes	Income	58,723	58,495	16,750	17,252	17,770	18,303
	Expenditure	809,660	990,523	1,004,593	1,032,576	1,061,196	1,090,777
	Net Expenditure	-750,937	-932,028	-987,844	-1,015,324	-1,043,426	-1,072,474
Community Services	Income	254,319	248,425	246,555	258,190	266,465	274,875
	Expenditure	528,024	531,745	496,821	508,524	514,163	536,977
	Net Expenditure	-273,705	-283,320	-250,266	-250,334	-247,698	-262,102
Golf and The View	Income	615,026	658,958	688,260	706,853	726,004	745,730
	Expenditure	686,503	691,970	711,484	736,429	753,058	737,287
	Net Expenditure	-71,477	-33,012	-23,224	-29,576	-27,054	8,442
Total Committees	Income	928,068	965,878	951,565	982,295	1,010,239	1,038,908
	Expenditure	2,024,187	2,214,238	2,212,899	2,277,529	2,328,417	2,365,042
Total Net Expenditure		-1,096,119	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Funded FROM Earmarked Reserves							
EMR344 - Projects		10,000					
From General Reserves							
		-1,086,119	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Transfers TO Earmarked Reserves							
EMR334 - Seaford Head/SH Barn		10,000					
EMR344 - Projects Reserve		(19,500)					
EMR368-Tennis Courts		(5,400)					
To General Reserves							
		-	-				
Funding Requirement- Precept		-1,101,019	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Tax Base		9,729.9	9,765.00	9,765.0	9,765.0	9,765.0	9,765.0
Band D Council Tax		-113.16	-127.84	-129.17	-132.64	-134.99	-135.80
Council Tax increase (%)		1.86%	12.97%	1.04%	2.69%	1.77%	0.60%
Council Tax Band D increase (£)		-£2.07	-£14.68	-£1.33	-£3.47	-£2.35	-£0.81

Appendix A is included at the end of the agenda, pages 143 to 154.



Report No:	140/24
Agenda Item No:	15
Committee:	Full Council
Date:	23rd January 2025
Title:	Memorials Policy Update
By:	Steve Quayle, Interim Town Clerk
Purpose of Report:	To formally approve a temporary pause in the Memorials Policy, alongside an exceptions process

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discuss if the Town Council wishes to formally pause the Memorials Policy. 2. To consider the recommendation to introduce an exceptions process if the policy is paused. 3. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of the report. 2. To formally approve a temporary pause of the Memorial Policy with immediate effect, until 1st April 2026. 3. To approve an exceptions process to the paused Memorial Policy, as detailed in section 4 below.

1. Information

- 1.1 This paper seeks to obtain Full Council's approval to formalise a pause to the Town Council Memorial's Policy with immediate effect, until 1st April 2026.
- 1.2 The Interim Town Clerk recommends the creation of an exceptions process to this pause for one-off circumstances that may arise in the interim.

2. Background

- 2.1 During 2023 officers became concerned that the Town Council was running out of suitable locations to place new memorial benches and plaques. There were related concerns about the cost of maintaining existing memorial benches within budgets, particularly if the number of memorial benches continued to grow exponentially. Meanwhile approximately one to two new requests were being received each week.
- 2.2 The practice of placing four memorial plaques on the same bench had been trialled, but this had ultimately proved unpopular as most requests wanted one sole plaque per memorial bench. Additionally, recycled plastic benches were also trialled but these proved unpopular as graffiti could not be effectively removed from these benches.
- 2.3 Due to an increased workload and staff shortages officers struggled to manage and oversee the numerous incoming requests received for new memorial benches.
- 2.4 As a result of the above, officers placed a temporary pause on the Memorial Policy and advised that no further memorials would be installed while the policy remained on pause.
- 2.5 The Interim Town Clerk has however been unable to find confirmation that this decision to pause the Memorial Policy was ever approved by Councillors and therefore is presenting this paper to enable Full Council to consider this.

3. Proposal to Pause the Memorial Policy

- 3.1 Given the current diminished staffing establishment within the Town Council and the current lack of officer capacity, the Interim Town Clerk recommends that Full Council formally confirm this temporary pause in the Memorial Policy with immediate effect, until 1st April 2026.

- 3.2** Following on from the ongoing staff review process, the Projects & Facilities team will become an expanded team with substantially more officer capacity.
- 3.3** The Interim Town Clerk proposes that once officer capacity is increased to a more appropriate level, officers will then be in a position to review the current Memorial Policy, research the approaches taken to memorials by other councils, explore the various options available within Seaford, and develop a set of proposals to bring back to Full Council for approval.
- 3.4** The aspiration is for these proposals to operate under a self-funding model, ensuring that the fees charged for new memorials cover both the initial outlay as well as the ongoing cost of maintenance and repair going forward.
- 3.5** The proposals are targeted to include a recommencement date for the Memorial Policy of 1st April 2026.

4. Proposal to create an Exceptions process

- 4.1** A blanket ban on new memorials during the temporary pause of the Memorial Policy may prove to be unworkable as there are likely to be occasional exceptional circumstances which Councillors may feel warrant consideration on a case-by-case basis.
- 4.2** To that end, the Interim Town Clerk proposes that if more than one third of the total number of elected Councillors (currently seven) write to the Interim Town Clerk via email in clear support of a specific memorial request then the Interim Town Clerk will add this proposal to the agenda for the next Full Council meeting for Councillors to debate and vote on approving or rejecting the request as an exception.
- 4.3** As any exceptions considered through this process would be on an individual case-by-case basis, taking into account the specific details of the request, this will not create a precedent which could undermine the temporary pause of the policy itself.

5. Financial Appraisal

- 5.1** There are no direct financial implications as a result of this report.

6. Contact Officer

- 6.1** The Contact Officer for this report is Steve Quayle, Interim Town Clerk.



Report No:	136/24
Agenda Item No:	16
Committee:	Full Council
Date:	23rd January 2025
Title:	Seven Sisters National Nature Reserve – Determining the Town Council’s Involvement
By:	Steve Quayle, Interim Town Clerk, and Sharan Brydon, Assets & Projects Manager
Purpose of Report:	To consider the Climate Change Sub-Committee’s recommendation with regards to the Town Council’s involvement in the Seven Sisters National Nature Reserve

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discuss if the Town Council wishes to become a core partner in the Seven Sisters National Nature Reserve, in support of the Sub-Committee’s recommendation. 2. To discuss the map of proposed land to be included in the National Nature Reserve. 3. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To approve the land denoted in Appendix B of report 136-24 to be included as part of the Seven Sisters National Nature Reserve. (If point 1 is approved:) 2. To approve that Natural England be provided with a letter of intent to agree and confirm Seaford Town Council’s commitment to becoming an Approved Body via Natural England’s processes and under section 35 of the Wildlife and Countryside Act 1981 to manage the land as a National Nature Reserve.

1. Introduction

- 1.1 In October 2023, Full Council received a presentation from Natural England about its proposals to create the Seven Sisters National Nature Reserve (NNR) and an invitation for Seaford Town Council to become one of eight core partners in the NNR.
- 1.2 At this meeting, Full Council agreed to continue conversations to further explore the feasibility of the Town Council joining the NNR. Councillor C Bristow was also appointed as an outside body representative to enable councillor presence at partner meetings.
- 1.3 In November 2024, after a significant amount of 'offline' work by officers, councillors and the NNR partners (both potential and committed), the Climate Change Sub-Committee received a further update and presentation from Natural England.
- 1.4 The purpose of this was to enable the Sub-Committee to consider the Town Council's involvement in the NNR and make its recommendations for Full Council to consider in January 2025.
- 1.5 This report presents the relevant background and recommendations of the Sub-Committee, and seeks Full Council's approval of the Town Council's involvement and specific land to be committed to the NNR.

2. Background & Sub-Committee Recommendations

- 2.1 The report considered by Full Council on 5th October 2023 can be found online [here](#) (page 6 onwards).
- 2.2 The subsequent report considered by the Climate Change Sub-Committee on 21st November 2023 can be found online [here](#) (page 7 onwards).
- 2.3 The video of both meetings and presentations can be found on the [Town Council's YouTube Channel](#).
- 2.4 The updated proposal document submitted by Natural England for the Climate Change Sub-Committee to consider in November is included at **Appendix A** of this report, as this is a key document to aid Full Council's consideration of this report.
- 2.5 The updated proposal document at Appendix A provides an introduction to the NNR proposals, the requests of the Town Council and impacts of this, the risks and how they will be managed and other supporting information, such as case studies.

- 2.6** The requests of the Town Council are set out on page 3 of Appendix A. In November 2024, the Sub-Committee considered these and has passed recommendations that Full Council agrees the following motions:
- (a)** To agree to include the land at Seaford Head, boundaries yet to be confirmed, as part of The Seven Sisters National Nature Reserve, by providing a letter of intent, and
 - (b)** To approve Seaford Town Council becoming an Approved Body via Natural England's processes and under section 35 of the Wildlife and Countryside Act 1981 in order to manage the land as a National Nature Reserve.
- 2.7** Land to be included
- 2.8** Following the direction by the Sub-Committee, Town Council Officers and Councillor C Bristow, as the nominated outside body representative, have worked with the Golf Course Manager, South Hill Farm tenant and Sussex Wildlife Trust officers to produce a proposed boundaries map of suggested land to include as part of the NNR.
- 2.9** This map is included at **Appendix B** and shows:
- (a)** the Town Council-owned land that is proposed to be included, outlined in green, and
 - (b)** the Town Council owned land that is not to be included, outlined in red.
- 2.10** The proposed area is within the current Site of Special Scientific Interest (SSSI), that is a legal status, and also predominantly within the current Seaford Head Local Nature Reserve (SHLNR), although not covering all of the SHLNR.
- 2.11** The proposed area does not include any of the golf course.
- 2.12** There will remain the option to look at affiliate land to be added into the NNR at a later date.

3. Considerations

- 3.1** The wording below reflects that taken to, and considered by, the Climate Change Sub-Committee in November 2024. This sets out key points to aid the Town Council in its decision making, linking the relevant part of the appendices.

3.2 Impact on the land included

3.3 Pages 5 to 11 of Appendix A set out the impacts for the Town Council of committing land to the NNR.

3.4 In summary:

- (a)** As the land is all already a designated SSSI, the proposed NNR does not impose any further legal requirements and the SSSI designation is the primary designation.
- (b)** Natural England is the responsible body for notifying and assessing the SSSI designation.
- (c)** The NNR is a voluntary declaration and Natural England is responsible for approving the organisations that will manage the NNR. In this case, this would see both the Town Council and Sussex Wildlife Trust becoming approved bodies (covered further below in point 3.10).
- (d)** The NNR would be managed in accordance with the benchmarks set out in the NNR Management Framework, which will be agreed by all approved bodies for the NNR, including the Town Council. Each landowner will be able to directly influence what happens on their own land with individual management plans.
- (e)** The NNR Management Framework would complement the requirements of the land as an SSSI.
- (f)** The NNR designation will provide connectivity with neighbours and provide a mechanism for climate change mitigation and resilience work to the landscape.
- (g)** The SSSI within Seaford is currently classified as ‘unfavourable declining’ (largely due to under-grazing and scrub encroachment). The NNR designation and partnership working should help with the introduction of targets to improve this condition.
- (h)** The NNR declaration would not change the relationship that exists between the Town Council and Sussex Wildlife Trust, which manages the SHLNR on the Town Council’s behalf.

3.5 The NNR designation would not impact on the land that is currently leased to the National Air Traffic Services.

- 3.6** The area in question forms part of the Seaford Head land title, which was transferred from Lewes District Council to the Town Council in 2005. The Town Council would not be required to ascertain permission from Lewes District Council to commit this land to the NNR.
- 3.7** *Risks to the Town Council*
- 3.8** Page 11 of Appendix A includes a risks table.
- 3.9** It is important to note that, whilst this is a declaration in perpetuity, this is a voluntary declaration and if it was felt necessary in the future, the land can be withdrawn from the NNR.
- 3.10** *Becoming an Approved Body*
- 3.11** In order to commit its land to the NNR, the Town Council would be required to become an Approved Body.
- 3.12** Natural England is responsible for considering and approving Approved Bodies. The declaration process will see the Town Council provide examples of management for nature conservation to evidence that the Town Council can manage an NNR.
- 3.13** As mentioned above, Sussex Wildlife Trust would also be a designated Approved Body, due to managing the SHLNR on the Town Council's behalf.
- 3.14** *Previous queries from the Town Council*
- 3.15** At the Full Council meeting in October 2023, Full Council queried any legislative advantage or additional protection of the proposed changes, the project being community-led and the positive impact of the proposals on drinking water availability for Seaford.
- 3.16** Appendix A should address the queries previously raised by the Town Council above. In addition, the case studies within the appendix (from page 11), are answers from Natural England to specific queries submitted by the Town Council.
- 3.17** *Impacts of not joining the NNR*
- 3.18** There are no direct consequences if the Town Council chooses not to join the NNR, aside from the loss of the advantages set out within Appendix A.
- 3.19** *Other Considerations*
- 3.20** The other local authority involved in the Seven Sisters NNR proposal, Eastbourne Borough Council, agreed to join and dedicate parts of Eastbourne Downland to the project in November 2024.

4. Full Council Actions

4.1 Full Council is now being asked to determine whether the Town Council will be involved in the NNR and, if so, the land that is to be included.

4.2 The steps to be taken by Full Council are:

- (a)** To discuss the contents of the report,
- (b)** To discuss if the Town Council does wish to become a core partner in the NNR,
- (c)** To discuss the map of proposed land to be included in the NNR, and
- (d)** To move to a vote on the motions at 4.3.a and 4.3.b below.

4.3 The motions to be considered by Full Council are as follows:

- (a)** To approve the land denoted in Appendix B to be included as part of the Seven Sisters National Nature Reserve, and
- (b)** (If the above is agreed upon) to approve that Natural England be provided with a letter of intent to agree and confirm Seaford Town Council's commitment to becoming an Approved Body via Natural England's processes and under section 35 of the Wildlife and Countryside Act 1981 in order to manage the land as an NNR.

5. Financial Appraisal

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

6. Contact Officer

6.1 The contact officers for this report are Steve Quayle, Interim Town Clerk, and Sharan Brydon, Assets and Projects Manager.

The Seven Sisters National Nature Reserve

Proposal to extend Lullington Heath National Nature Reserve



Report for Seaford Town Council

Produced by Natural England by Kerrie Curzon and Sarah Davies.



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Preface to document

This is the second presentation to the Full Council and this time we seek the approval for the inclusion of the Local Nature Reserve land managed by Sussex Wildlife Trust and owned by Seaford Town Council into the proposed Seven Sisters National Nature Reserve.

This report has been produced to outline the rationale and advantages of this project, as well as the progress the partners have made and addresses key questions for Seaford Town Council in the form of three case studies.

Recommendations

The Full Council is recommended:

1. To include the land at Seaford Head currently designated as a Site of Special Scientific Interest and Local Nature Reserve, as part of The Seven Sisters National Nature Reserve, by providing a letter of intent and,
2. Seaford Town Council become an Approved Body via Natural England's processes and under section 35 of the Wildlife and Countryside Act 1981 in order to manage the land as an NNR.

Rationale

Background

STC were approached in October 2023 and agreed to continue developing the partnership NNR.

To recap, Lullington Heath is a National Nature Reserve (NNR) situated above Friston Forest in East Sussex. At only 63 hectares it is an ecological island of rare chalk heath and grassland in a landscape surrounded by farmland, as well as multiple Sites of Special Scientific Interest (SSSIs), some of which are in unfavourable condition.

The ambition is to declare over 2000 hectares as The Seven Sisters NNR, which is framed by the Selection Principles for NNRs: Nature, Science and People (Link and summary, p.12). This also underpins the vision for the NNR (Link and summary below, p.12).

The eight partner organisations continuing to work together are and shown on a map in Figure 1 below:

Seaford Town Council (STC) and Sussex Wildlife Trust (SWT)

South Downs National Park Authority (SDNPA)

South East Water (SEW)

National Trust (NT)

Eastbourne Borough Council (EBC)

Forestry England (FE)

Natural England (NE)

Figure 1 Current proposed partner land of The Seven Sisters NNR.

Updates:

- Regular meetings are now underway where partners are shaping the NNR, as well as connecting and involving wider stakeholders.
- Currently, we have letters of intent from SDNPA, SEW and NT.
- Partners needing to become Approved Bodies are SDNPA, SEW, EBC and STC.
- Based on the three pillars of an NNR - Nature, Science and People - the partner organisations have developed a joint vision for the NNR and Principles of how to work together. These are working documents that will develop over time and can be seen in brief below.

Vision

Differences between the current arrangements and the proposed NNR

The key differences are:

- The STC-owned land would change from a Local Nature Reserve to a National Nature Reserve.
- STC needs to become an Approved Body to manage an NNR.
- There will be an over-arching Management Framework agreed by all partners.

These differences between the current arrangements and the proposed NNR, are set out in more detail below and can be seen in summary in Table 1 and Figure 2.

NNR status:

- The voluntary declaration of the NNR will mean that the land becomes nationally recognised for its importance within, not only the NNR series, but the King's Series of NNRs, exclusively formed of partnership NNRs.
- The difference is this status will attract positive attention and funding opportunities.
- There is an essential requirement that the land is managed with the primary purpose of nature conservation.
- This does not prevent other activities occurring on the land, but asks that nature conservation is always considered first in any decision.

Approved Body status:

- As the landowner, STC need to become an Approved Body to manage the NNR.
- This involves NE putting forward examples of management for nature conservation, to ensure STC can manage an NNR, and is part of the declaration process.
- No officer capacity is required to put this case forward, however, some evidence may be requested to help support the case.

Management Framework:

- The NNR will have an over-arching Management Framework that develops the objectives from the joint vision of the NNR and builds on each organisation's Management Plan, without overruling individual plans.
- The Management Framework will be developed after the declaration and be co-designed to provide benefits for each partner and enable closer working together.
- As the partnership NNR declaration is voluntary, any agreements made within this document are voluntarily undertaken by the partners.
- The partnership working together will achieve the agreed outcomes across the NNR, without the need for each partner to necessarily contribute independently.
- Existing stewardship schemes would fit into the Management Framework, highlighting outcomes that the schemes enable, rather than dictating what should happen in the scheme.

National targets:

- This would help deliver national Environmental Improvement Plan targets by improving the condition of the SSSIs (as part of the NNR), improving the health of the chalk aquifer, and creating nature-rich land in the wider area.
- It will help to ensure that the land is managed for nature conservation, with wider environmental benefits, in perpetuity by collective agreement.

Table 1 The differences between the designations and voluntary declarations.

Designation	Underlying policy	Regulations and guidance	Managing body	Status
SSSI	Originally set up by the National Parks and Access to the Countryside Act 1949, but the current legal framework is provided by the Wildlife and Countryside Act 1981 in England and Wales	There are certain activities that cannot be carried out on SSSI land without consulting Natural England and getting consent first - ORNECs (Operations Requiring Natural England Consent). These activities vary between sites.	Owner/occupier of the land. Natural England is the responsible authority for notifying and assessing the condition of SSSIs in England.	Designated
NNR	Established under the National Parks and Access to the Countryside Act 1949 .	Key principals and benchmarks for management are set out in the NNR Management Standards . Each site is supported by a Management Plan.	Natural England or an Approved Body , these are organisations approved by Natural England to manage an NNR. Wildlife and Countryside Act 1981 Section 35 c supports management by Approved Bodies and allows ABs to create byelaws.	Voluntary declaration
LNR	Established under the National Parks and Access to the Countryside Act 1949	The land manager needs to protect the LNR’s special interest with a Management Plan. Local authorities and town and parish councils can create LNR byelaws .	Local authority owned . Local authorities can run LNRs independently or can involve groups such as community groups, conservations bodies and Natural England.	Voluntary

Table 1 demonstrates how the different designations and declarations compare. Figure 2 sets out how these structures interact.

Figure 2 Showing the current and proposed management arrangements.

The policy context for NNRs is set out below:

The **National Parks and Access to the Countryside Act 1949** states the purpose of NNRs is for *'preserving flora, fauna or geological or physiographical features of special interest in the area and/or for providing opportunities for the study of, and research into, those features'*

Section 35 (1) Wildlife and Countryside Act 1981 states that an NNR will be:

c) held by an 'Approved Body' (any other organisation approved by Natural England) and managed as a nature reserve.

The **Natural Environment & Rural Communities Act 2006** *extended the role of NNRs to include the provision of opportunities for public enjoyment of nature and/or open-air recreation, where these purposes don't conflict with the nature conservation purpose.*

The area suggested for inclusion into The Seven Sisters NNR, is the Local Nature Reserve, currently managed by SWT, and part of the Seaford to Beachy Head SSSI, as shown below in Figure 3.

Figure 3 Map of STC land to be included in the NNR.

In summary, the differences are:

- STC-owned land would change from a Local Nature Reserve to a National Nature Reserve.
- STC need to become an Approved Body.
- An over-arching Management Framework will be created in partnership.

Key aspects that would remain the same (described in more detail below):

- The SSSI status and related consents.
- The Management Plan and agri-environment agreements
- The working relationship between STC and SWT.

Despite these differences, each organisation will be able to directly influence what happens on their own land, as the individual Management Plans will feed into the Management Framework and will not dictate activities. In practise, the situation will largely remain the same, with the positive additions highlighted below.

Advantages of joining the NNR

Outline:

NNRs are nationally important sites and are increasingly recognised for their qualities both by decision makers and by wider public audiences. Partnership NNRs secure joined-up working across the landscape, with all partners committing for the long-term, which takes it beyond specific, short-lived projects. The declaration secures the land for nature conservation in perpetuity. Operating at scale across the landscape will provide a better and more cost-effective way of managing this land. Experience from other recently declared King's Series partnership NNRs has proven that there are also novel funding opportunities.

Management Framework and supporting documents:

- The vision and objectives are agreed and shared by partners within the Management Framework, across the whole site.
- The local benefits are determined by the partners themselves, who are embedded within the landscape.
- Individual sites bring value to the NNR series, especially in this proposal, with the iconic Seven Sisters, which will increase the recognition of the NNR 'brand'.
- To meet and demonstrate NNR Strategy and Selection Principles, innovative management techniques can be tested as a partnership, without risk to all partners, and once trialled can be rolled out to benefit all partners with improvements in biodiversity, grazing, interpretation and connectivity, while being more cost-effective.
- Novel funding opportunities can be accessed and applied for together, rather than needing individual capacity from each organisation.
- The Seven Sisters NNR can be a legacy for the Changing Chalk project, which aims to improve rare chalk habitats, protect archaeological sites and improve health and wellbeing for those in urban and rural areas.

Landscape-scale:

- Connecting the landscape will help nature to thrive and Seaford Head has a key role to play in linking the town with the Country Park and the rest of Seaford to Beachy Head SSSI.
- The national status and recognised brand of the NNR series, along with strengthening working relationships with other landowners across the local landscape, will build resilience and create confidence that partners can do more together.
- The initial inspiration for the NNR came from the need to protect the chalk aquifers, this is particularly relevant for STC, as the chalk aquifers provide drinking water to the town and surrounding areas.

Climate change:

- This landscape is exposed to the changes brought about by climate change.
- STC has declared a climate emergency and supports efforts to adapt and mitigate these impacts.
- The Seven Sisters NNR sits within a landscape that is ever-changing and there are conflicts of interest within this space.
- The partnership working together can help resolve these issues and bring resilience to the landscape and support the organisations who look after it (see Case studies, below).

Risks and how they will be managed

The risks to STC in the inclusion of The Seven Sisters NNR are outlined below in Table 2.

Table 2 Potential risks to STC.

Risk	How the risk will be managed
Officer capacity	The partnership will work together to maintain the partnership, suggestions for a Partnership Officer have been raised, with SDNPA willing to host the role. This will need to be funded and this is being explored, as each partner does not want to incur additional costs.
Finances	Additional spending is not expected, any risks around finances would be through officer capacity, as above. Each partner would contribute time and expertise to their ability, it is not expected to be equal, the partnership will come together to provide their unique skills and knowledge. Additional and novel funding sources would be available as an NNR, such as potential mitigation opportunities as part of the Government’s Environmental Improvement Plan.
In perpetuity	While NNR declaration seeks to be in perpetuity, should anything change significantly, this is a voluntary declaration, and land can be de-declared if necessary.
Loss of momentum	There are risks associated with projects not maintaining momentum, however, as this is a long-term declaration, not a project, it will act as a legacy to other projects within this landscape and as a vehicle for promoting significant biodiversity gains and access to funding.

Case studies

Case study 1: The Hope Gap steps

Situation:

The steps at Hope Gap are currently closed, as they are unsafe due to erosion. These steps are a popular location for visitors and are a safe way for people to leave the beach when the tide comes in. On the other hand, fewer people are being caught out by the tide and having to escape through the Coastguard Cottage gardens.

STC has to determine whether to:

- Permanently close the steps and leave them to erode (potential environmental impacts)
- Permanently close the steps and remove them (cost implications)
- Reinstate the steps (cost implications and continued garden issues)

Question:

Can the NNR structures help STC to navigate the decisions, as permissions needed from NE and others for any works to be done?

Answer:

The partnership can help STC navigate the decisions, by drawing on their experience of working within this iconic landscape and by sharing previous case studies. An example is the National Trust owned land at Birling Gap and the experience they have had with cliff erosion at the popular visitor site. The partnership can also offer support with any decisions made, to support the wider landscape and nature conservation.

Permissions needed from NE would be covered by the SSSI designation under the ORNECs and consents procedure, which STC officers are already familiar with.

Case study 2: Income from filming

Situation:

STC has a current filming policy to govern any filming that takes place on site.

Questions:

Will any of this jurisdiction involve the NNR in the future?

STC currently determines what happens to this income – will this change?

Answer:

Put simply, the answer to these questions is no. The current filming policy is part of a consent from Natural England, which determines the activities on the SSSI.

The SSSI is a legal designation, which dictates the operations that can happen within this area. The NNR is a voluntary declaration, which does not have the same legal restrictions. The NNR has a primary purpose of nature conservation, which will inform all activities within the area. As long as the activities are permissible on a SSSI, they are permissible on the NNR. The activities on the SSSI or NNR will preferentially benefit nature conservation, while allowing filming to occur.

The income that each partner generates will remain its own to do as they choose. Partner decisions on the NNR will be made in partnership, and any income for the project is anticipated to be generated via funding. There is the expectation that partner activities will be carried out by the current officers within each organisation, but with a partnership overview that provides the advantages outlined above.

Case study 3: Visitor numbers

Situation:

Seaford Head is experiencing a rise in visitor numbers

Question:

How can being in the NNR help STC to respond to this?

Answer:

Visitor numbers are increasing across Seven Sisters and partnership working across the NNR can help inform decisions made. One of the main aims for The Seven Sisters NNR is to engage visitors to the area in the important chalk habitats and species they support. Being involved in the partnership NNR will allow STC to easily access how the other partners manage visitors, drawing on vast organisational experience of past efforts that had positive or negative results, and will avoid repeating mistakes. There are also opportunities for funding for signage and a Visitor Strategy, which has been produced by other partnership NNRs, such as Purbeck Heaths NNR.

Closing statement and contact details

Embracing the independent spirit of the town of Seaford, we invite you to join your voice to this landscape-scale project to protect and enhance nature. Working in partnership provides the ability to access experience and knowledge from those who face similar challenges in this popular area for visitors and nature alike.

Inspired by water, motivated by nature, delivered for future generations.

Contact Officer: Adam Chugg Email: adam.chugg@seafordtowncouncil.gov.uk

External consultees:

Natural England

Kerrie Curzon Email: kerrie.curzon@naturalengland.org.uk

Sarah Davies Email: sarah.davies@naturalengland.org.uk

Background documents

[Nature recovery projects to boost wildlife and access to nature - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#)

A film of the wider NAture Recovery Project and inspiration for the NNR.

[The Strategy for England's National Nature Reserves - NE807 \(\[naturalengland.org.uk\]\(http://naturalengland.org.uk\)\)](#)

Summary of The Strategy:

The Strategy sets the direction and ambition for NNRs. It sets out the vision, partnership working and priorities. NNR declaration secures nationally important sites for nature and nature recovery, environmental science and people, managed to high standards. The Strategy provides a framework for all those involved to increase the contribution of NNRs to 21st century conservation, within and beyond their boundaries.

[The Selection Principles for National Nature Reserves in England - NE808 \(\[naturalengland.org.uk\]\(http://naturalengland.org.uk\)\)](#)

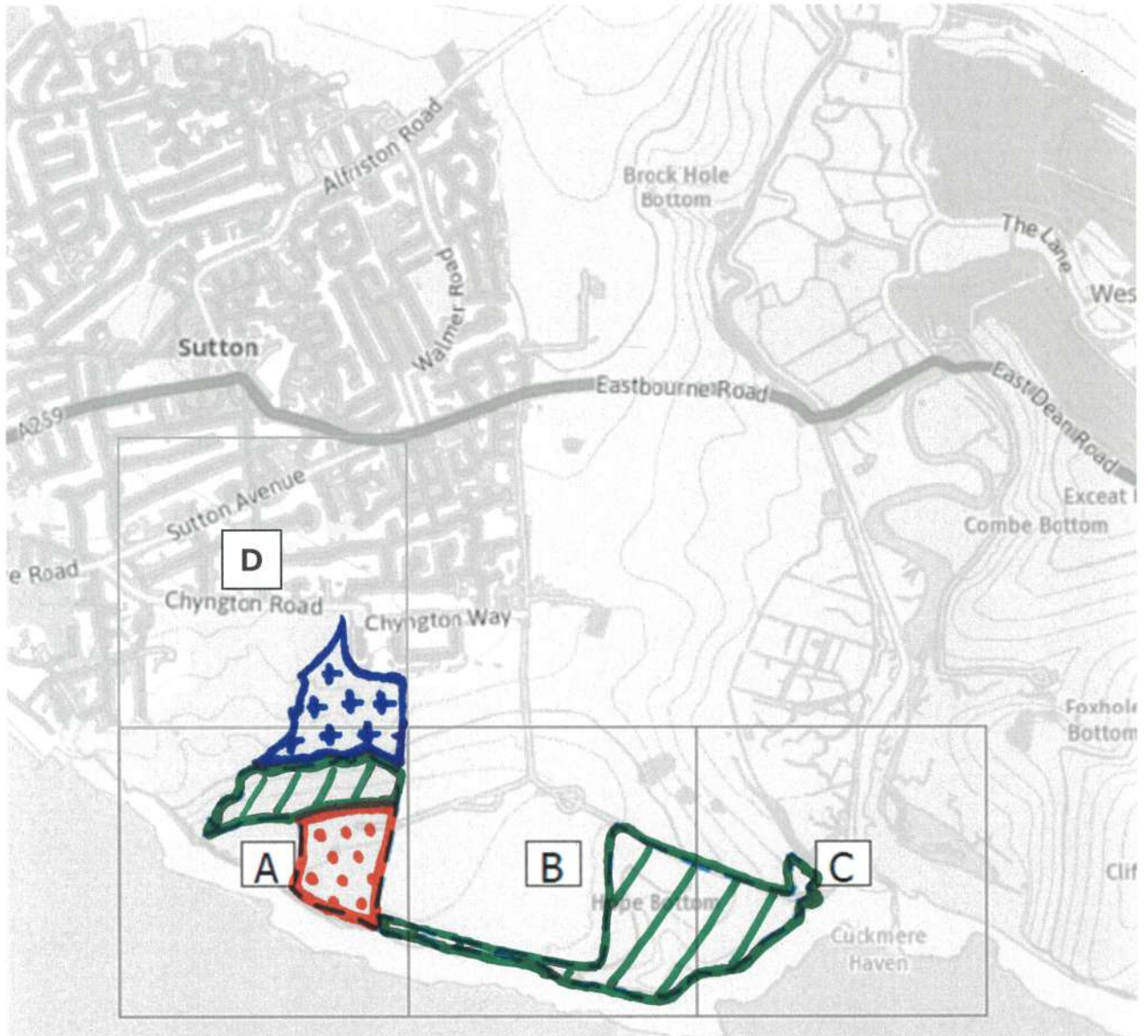
Summary of The Selection Principles:

The Selection Principles for National Nature Reserves set out the three core purposes of NNRs: Nature, Science, People. The document states the requirements that NNRs must meet: primary land use is nature conservation; site is declared in perpetuity or for the long term (>30 years). It outlines the core purposes through attributes and secondary attributes.

[Natural England Standard: National Nature Reserve Management Standards - NESTND029](#)

Summary of NNR Management Standards:

The Standards set out the key principles for Management of NNRs by Natural England or Approved Bodies. Examples include: the best places for biodiversity; management plans; management of designated features; community involvement; and public enjoyment. The process to become an Approved Body closely follows these Standards.



Legend:
Green hashed = to be included, previously proposed
Red dots = not included
Blue cross = to be included, new additions

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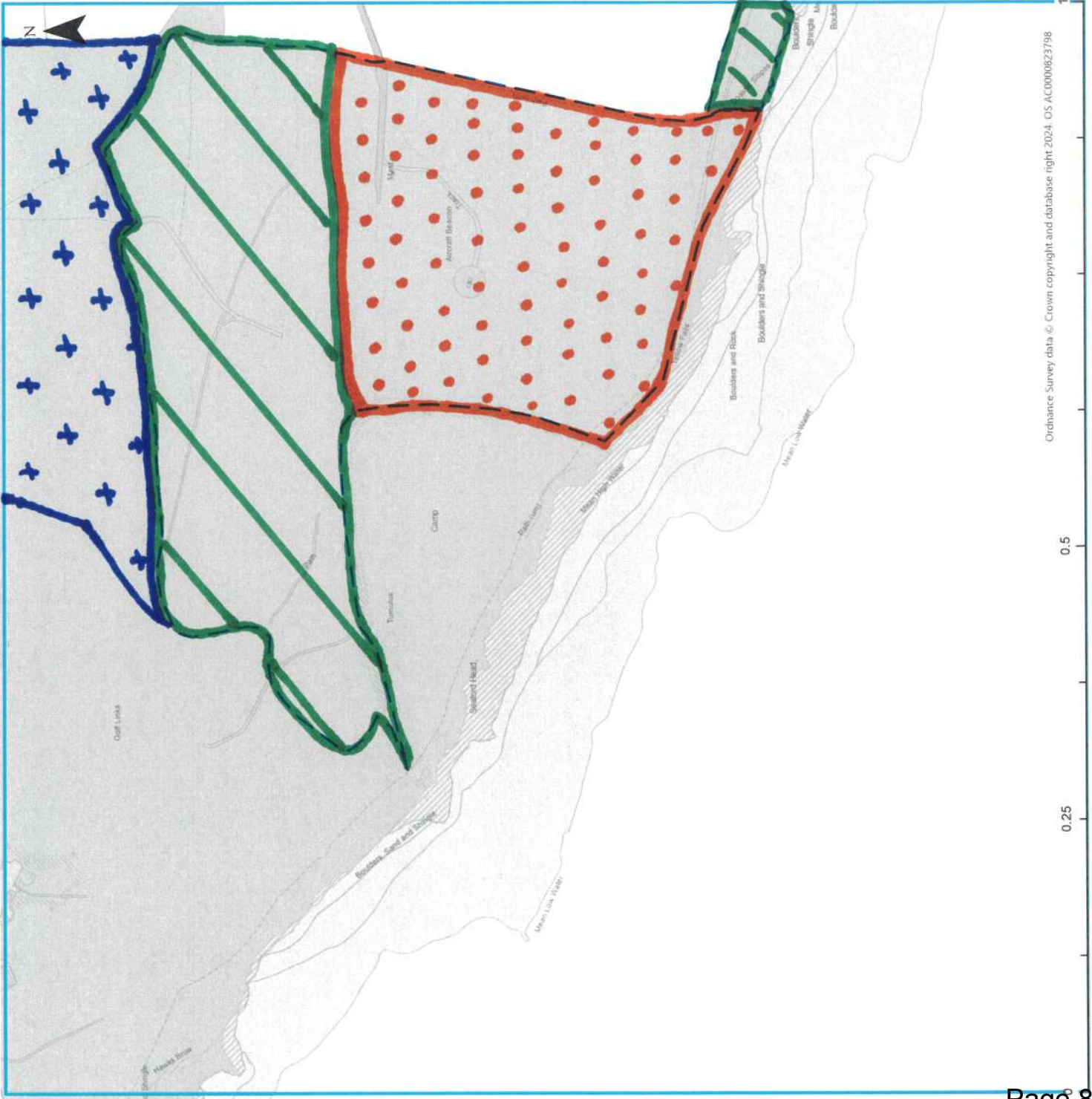
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- Boundary Adjustments**
- Add
 - Subtract
 - Seaford Council current boundary

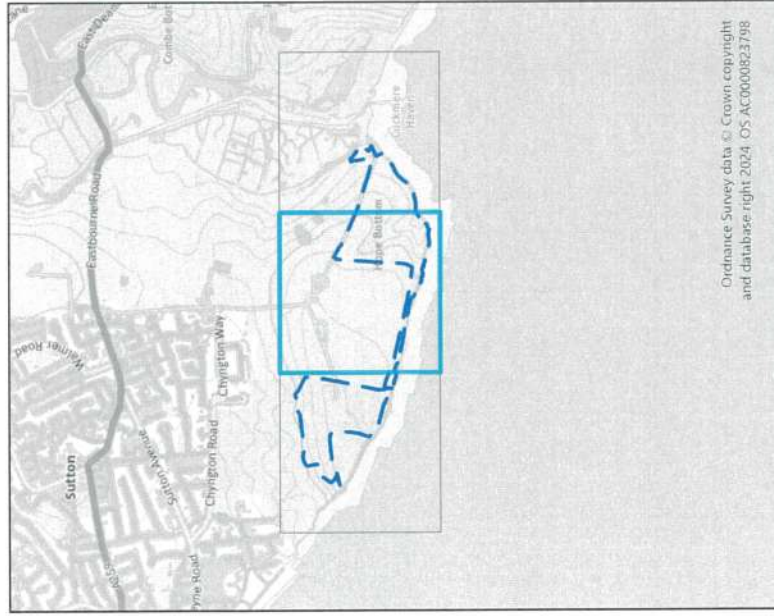
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STC suggested addition Jan-25



1 Kilometers



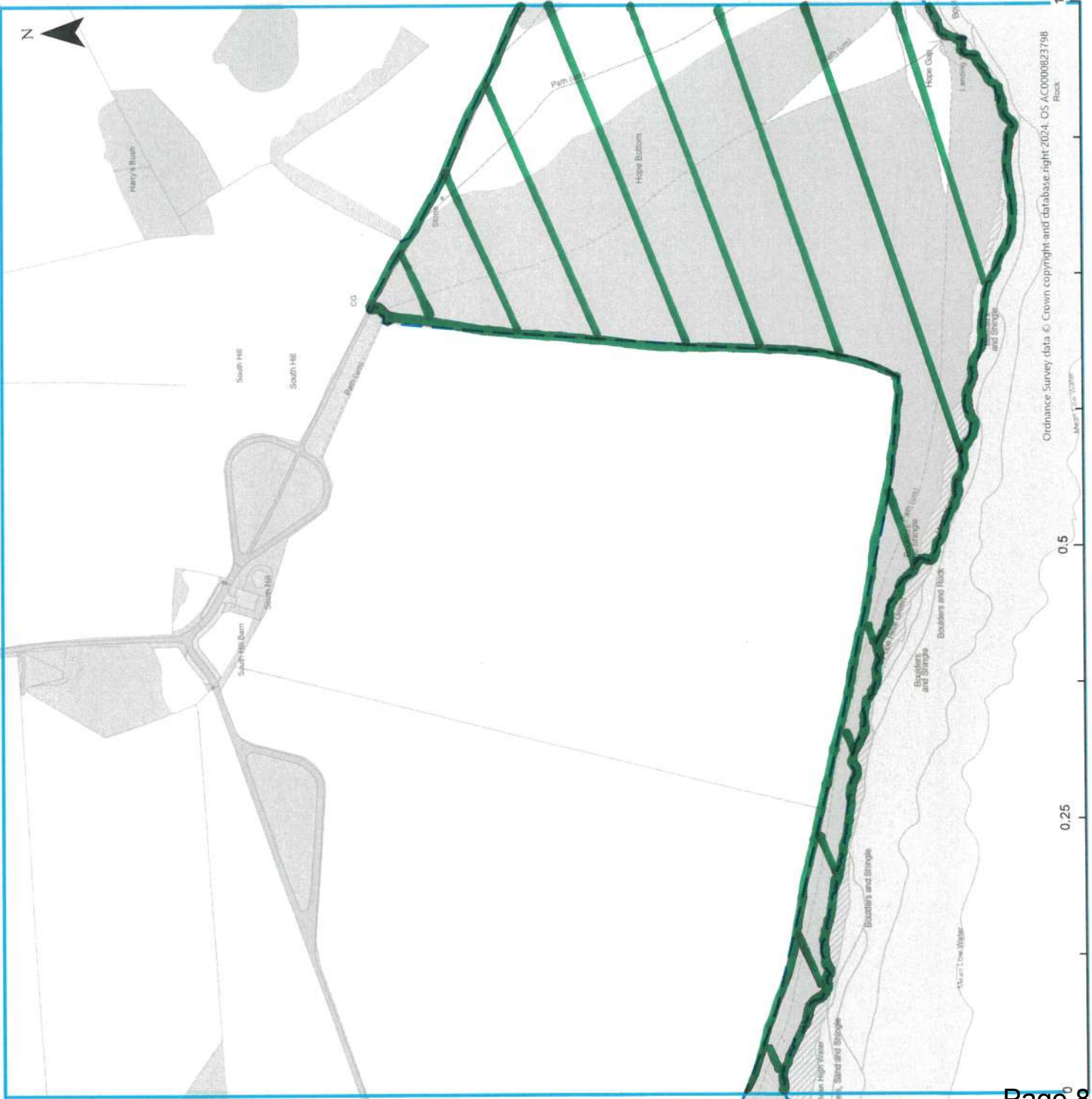
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Boundary Adjustments

-  Add
-  Subtract
-  Seaford Council current boundary

Notes:



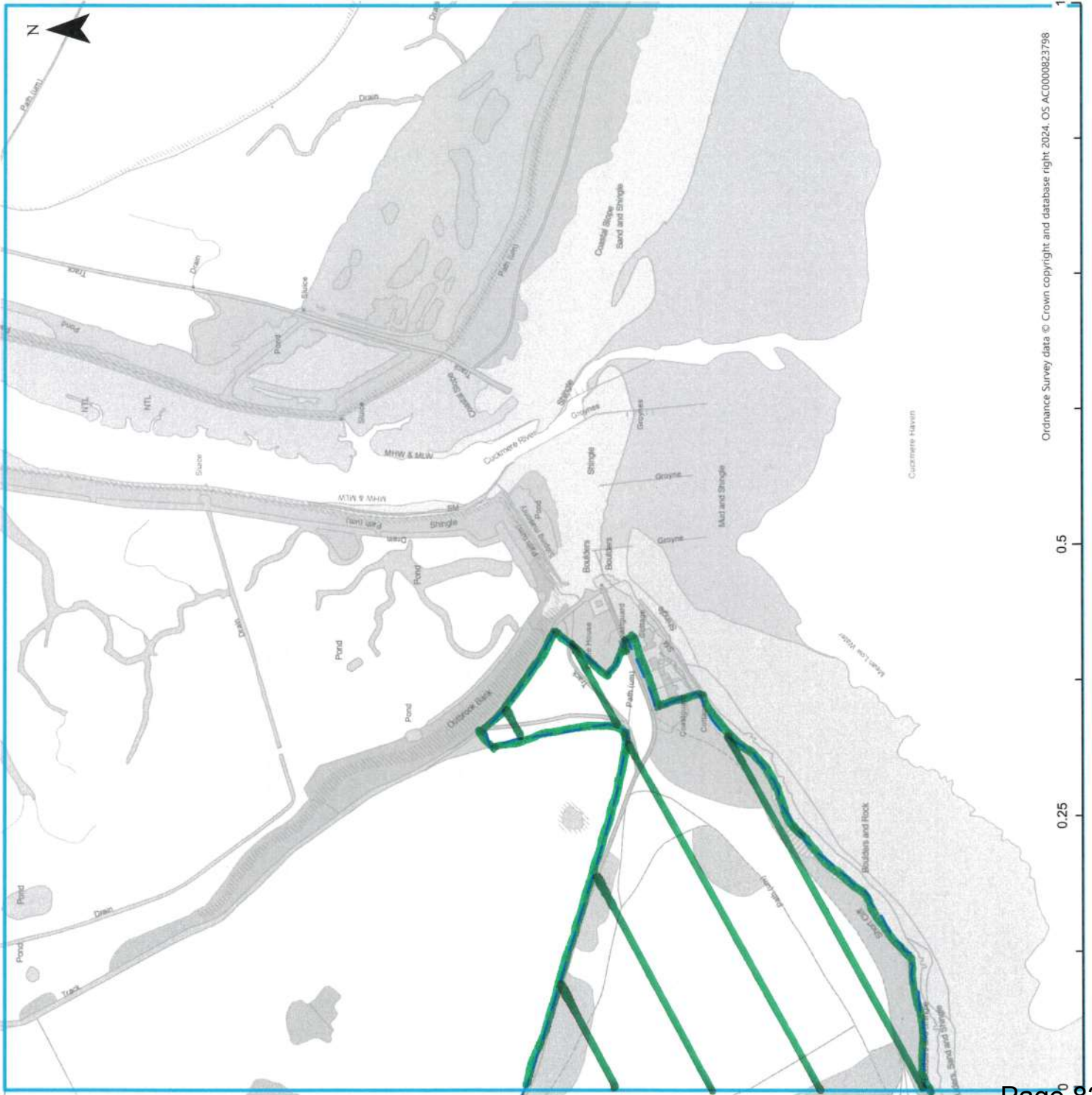


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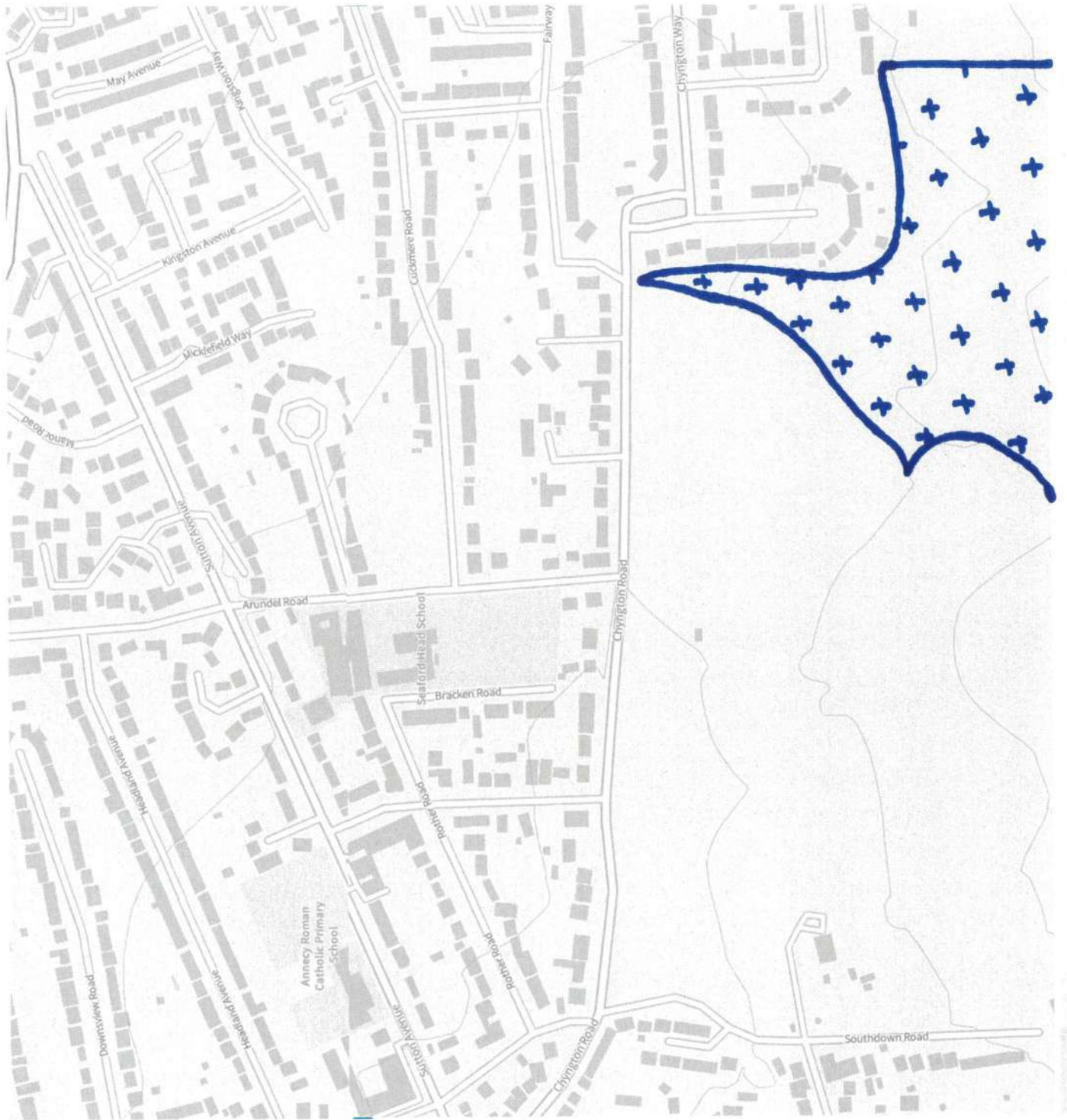
- Boundary Adjustments**
-  Add
-  Subtract
-  Seaford Council current boundary



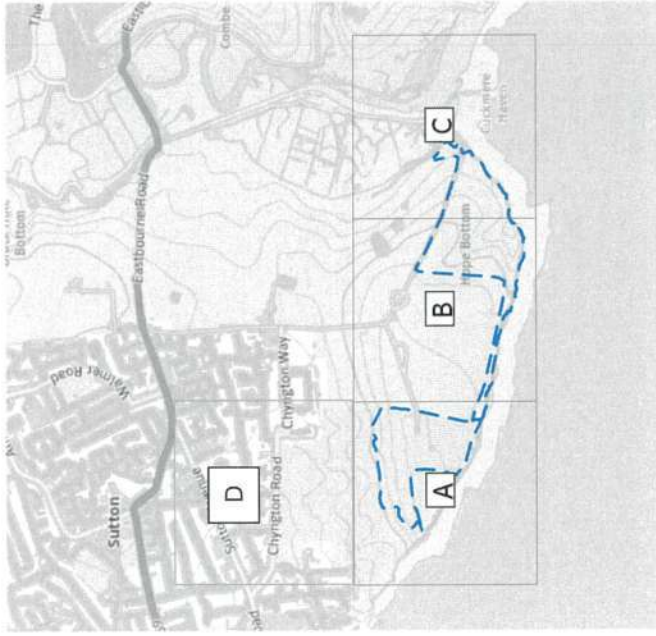
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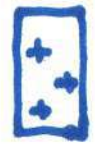
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Legend

Boundary Adjustments

- + Add
- Subtract
- Seaford Council current boundary

Notes:



STC suggested addition Jan-25



Report No:	141/24
Agenda Item No:	17
Committee:	Full Council
Date:	23rd January 2025
Title:	Martello Tower – Granting of a new Lease by Reference
By:	Natalie Simpson, Temporary Strategic Projects Officer
Purpose of Report:	To seek Full Council’s agreement to grant a new ‘Lease by Reference’ to Seaford Museum and Heritage Society

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report and the granting of a ‘lease by reference’ to Seaford Museum and Heritage Society. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of this report. 2. To approve the granting of a new lease by reference for the Martello Tower.

1. Introduction

- 1.1 The lease of the Martello Tower to the Seaford Museum and Heritage Society (SMHS), dated 11th December 2014 came to an end on 10th December 2024. The now expired lease is attached as Appendix A for reference.

- 1.2 At the conclusion of lengthy discussions during 2024, it was proposed by the Interim Town Clerk that the Town Council grant SMHS a new lease for the Martello Tower on broadly the same terms as they enjoyed during their expired lease.

2. Current Position

- 2.1 Due to time constraints, a new lease was not able to be drafted and approved by Full Council between the Interim Town Clerk provisionally agreeing terms with SMHS and the former lease coming to an end. As a result, and following legal advice, an interim Tenancy at Will (TaW) has been entered into.

3. Legal Advice

- 3.1 Upon receiving legal advice from the Town Council's solicitor recommending a TaW be entered into for the interim period, officers queried why a simple extension to the current lease could not be offered.
- 3.2 The Town Council's solicitor confirmed that granting an extension would constitute a surrender and re-grant of the lease. This would have meant SMHS needing to sign new statutory declarations to exclude the lease from the security of tenure provisions preventing the lease becoming a protected tenancy.
- 3.3 Similarly, had the Town Council allowed SMHS to 'hold over' on the former lease beyond the term, the lease would have technically converted into a periodic tenancy which would have been protected by the security of tenure provisions.
- 3.4 The TaW was duly signed and executed by both the Town Council and Trustees of the Museum in December 2024 and will remain in place only until the new lease documentation can be completed.
- 3.5 The Town Council's solicitor recommended a 'lease by reference' as there are proposed to be no material changes proposed by either party. The draft of this is attached as Appendix B.

4. Disposal of Land

- 4.1 In 2003, a General Disposal Consent was issued which removed the requirement for local authorities in England to seek specific consent from the Secretary of State for disposal of land at an undervalue of less than £2million.

The Disposal Consent also applies to town and parish councils exercising the power of disposal in section 127 of the LGA Act 1972.

4.4 There is a restriction on the title that no disposition can be made without written consent signed by the Chief Executive or Solicitor of Lewes District Council.

4.2 Officers have contacted Lewes District Council regarding this written consent and confirmation has been received from the District Council's Head of Property & Asset Management that they do not envisage any issues.

4.3 During the preparation and signing of the new lease by reference, there is the possibility of the need for minor amendments to be made, which it is proposed should be delegated to the Interim Town Clerk to approve. Major amendments which represent material changes to the terms proposed would be brought back to Full Council for approval.

5. Financial Appraisal

5.1 The lease by reference costs will be approximately £1,250 - £1,500 plus VAT.

5.2 The Town Council has agreed with SMHS that both sides will be responsible for their own legal fees.

5.3 Costs relating to registration of the lease by reference at the Land Registry are the responsibility of the Tenant.

6. Contact Officer

6.1 The Contact Officer for this report is Natalie Simpson, Temporary Strategic Projects Officer.

DATED

11TH DECEMBER 2014

LEASE

relating to

MARTELLO TOWER 74, SEAFORD

between

SEAFORD TOWN COUNCIL

and

SEAFORD MUSEUM AND HERITAGE SOCIETY

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This lease is dated

11TH December

2014

HM Land Registry

Title number[s]: 12603

Administrative area: Lewes

PARTIES

- (1) Seaford Town Council of 37 Church Street, Seaford, East Sussex BN25 1HG
(Landlord).
- (2) Seaford Museum and Heritage Society (Charity Number 1158790) of Martello Tower, Esplanade, Seaford, East Sussex BN25 1JH **(Tenant).**

AGREED TERMS

1. INTERPRETATION

- 1.1 The definitions and rules of interpretation set out in this clause apply to this lease.

Annual Rent: rent at the rate of £1 per annum.

Building: that part of the Tower shown edged blue on the plan

Deck : That upper part of the Tower coloured red on the Plan

Interest Rate: 4% points above the base rate of Barclays Bank plc.

Moat: that lower part of the Building coloured green on the Plan

Permitted Use: as regards the main part of the Building as and for a museum of local history and such ancillary use for display and exhibition purposes including the sale of goods ancillary to the use as a museum and as regards the Moat for exhibition and other ancillary purposes including the occasional sale of goods

Service Media: all media for the supply or removal of heat, electricity, gas, water, sewerage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

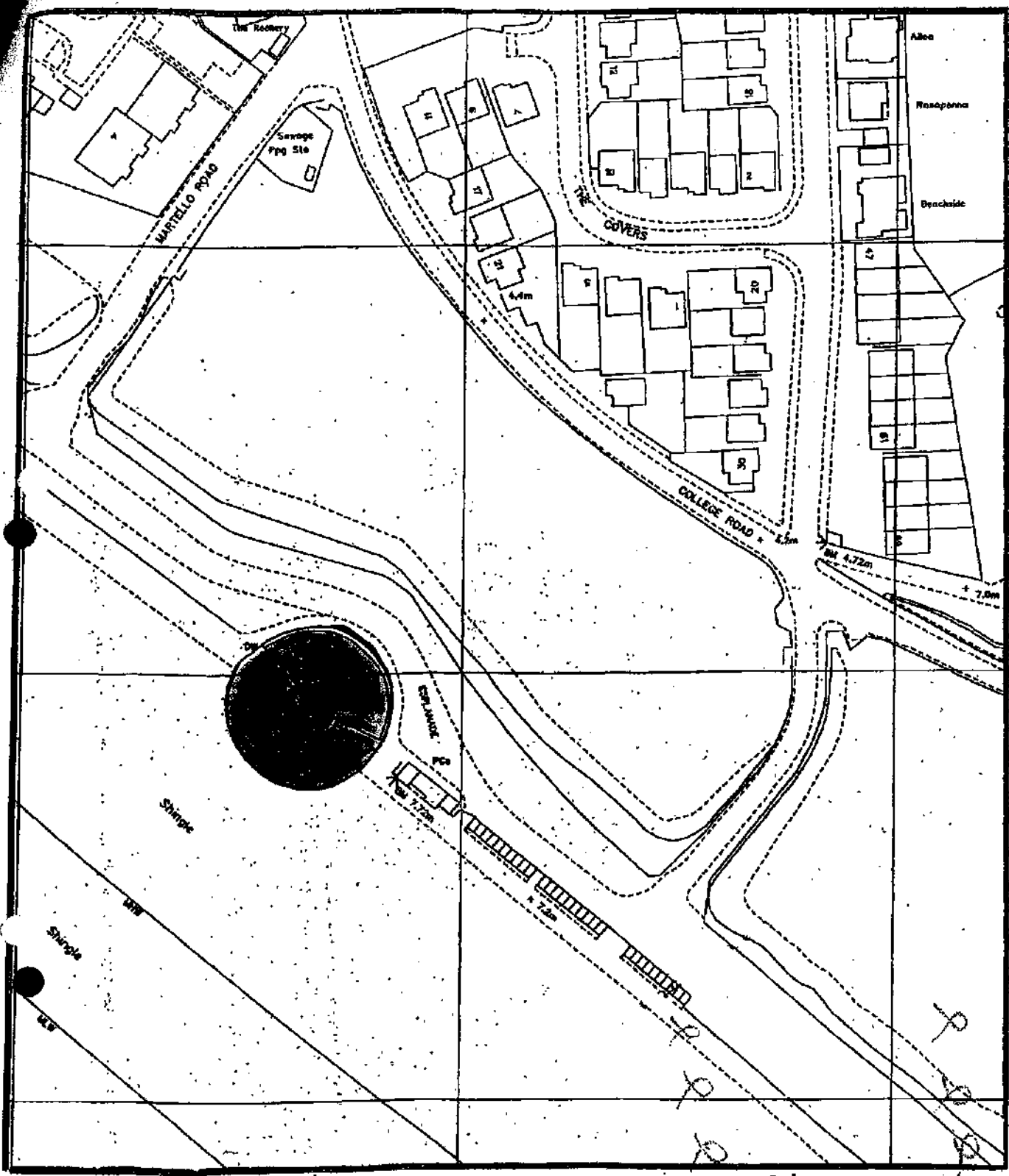
Term: a term of nine years 364 days beginning on, and including the date of this lease and ending on, and including

Tower: the Building known as the Martello Tower 74 as is registered at the Land Registry under Title Number 12603.]..



VAT: value added tax chargeable under the Value Added Tax Act 1994 or any similar replacement or additional tax.

- 1.2 A reference to this **lease**, except a reference to the date of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease.
- 1.4 Unless the context otherwise requires, references to the **Building** are to the whole and any part of it.
- 1.5 A reference to the **end of the Term** is to the end of the Term however it ends.
- 1.6 Unless otherwise specified, a reference to a law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application or re-enactment and includes any subordinate laws for the time being in force made under it.
- 1.7 Any obligation in this lease on the Tenant not to do something includes an obligation not to agree to or suffer that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.8 A **person** includes a corporate or unincorporated body.
- 1.9 Except where a contrary intention appears, a reference to a **clause** is a reference to a clause of this lease.
- 1.10 Clause headings do not affect the interpretation of this lease.
- 2. GRANT**
- 2.1 The Landlord lets the Building together with the Landlord's fixtures and fittings in and upon the Building to the Tenant for the Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 3, excepting and reserving to the Landlord the rights set out in clause 4
- 2.3 The grant is made with the Tenant paying to the Landlord as rent, the Annual Rent and all VAT in respect of it, and all other sums due under this lease.

PLAN 1



erobairley - M. Tunney

 Lewes District Council www.lewes.gov.uk	MARTELLO TOWER 74 THE ESPLANADE SEAFORD			N 
	O.S. MAP REF: TQ 4898	DEED PACKET NO.: 289	SCALE: 1:1250	PLAN NO.: E 30/00
Estates & Valuation Services	Reproduced from the Ordnance Survey map with the sanction of the Controller of Her Majesty's Stationery Office. Crown Copyright reserved			REV:

3. ANCILLARY RIGHTS

3.1 The Landlord grants the Tenant the following rights (the **Rights**) to use in common with the Landlord and any other person authorised by the Landlord:

- (a) the right of support and protection from those parts of the Building that afford support and protection for the Building at the date of this lease and to the extent that such support and protection exists at the date of this lease, and
- (b) the right to use and to connect into any Service Media at the Building that belong to the Landlord and serve (but do not form part of the Building which are in existence at the date of this lease), and
- (c) the right to enter any part of the Building that adjoins the Building so far as is reasonably necessary to carry out any works to the Building required or permitted by this lease.
- (d) the right to the use of the Deck for access into and out of the Building
- (e) the right to use the Deck for functions previously agreed in writing by the Landlord subject to the Tenant making good any damage caused to the Deck and indemnifying the Landlord in respect of any claims or losses arising out of the Tenant's use of the Deck for such functions

3.2 In relation to the Right mentioned in clause 3.1(b), the Landlord may, at its discretion, re-route or replace any such Service Media and that Right will then apply in relation to the Service Media as re-routed or replaced.

3.3 Within one month after the end of the Term (and notwithstanding that the Term has ended), the Tenant shall make an application to remove all entries on the Landlord's title relating to the easements granted by this lease and shall ensure that any requisitions raised by HM Land Registry in connection with that application are dealt with promptly and properly; the Tenant shall keep the Landlord informed of the progress and completion of its application.

4. RIGHTS EXCEPTED AND RESERVED

4.1 The following rights are excepted and reserved from this lease to the Landlord (the **Reservations**):

- (a) rights of light, air, support and protection as those rights are capable of being enjoyed at any time during the Term,
- (b) the right to enter the Building for any purpose mentioned in this lease or connected with it or with the Landlord's interest in the

Building or any other Building or to carry out any works to any other part of the Building, at any reasonable time after having given reasonable notice to the Tenant (and the notice need not be in writing and need not be given in the case of an emergency),

- (c) the right to build into any boundary of the Building, and to develop land other than the Building, whether or not such land is owned by the Landlord.

4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them and by anyone authorised by the Landlord.

4.3 The Landlord will not be liable for any loss or inconvenience to the Tenant by reason of the exercise of any of the Reservations (other than any loss or inconvenience in respect of which the law prevents the Landlord excluding liability).

5. THE ANNUAL RENT AND OTHER PAYMENTS

5.1 The Tenant shall pay the Annual Rent and any VAT in respect of it in advance on first day of each year of the Lease.

5.2 The Tenant shall pay all costs in connection with the supply and removal of electricity, gas, water, sewerage, telecommunications and data and other services and utilities to or from the Building. If any such costs are charged in respect of the Building together with the Deck, the Tenant shall pay a fair proportion (determined conclusively by the Landlord acting reasonably) of the total.

5.3 The Tenant shall pay all rates, taxes and other impositions payable in respect of the Building, its use and any works carried out there, other than:

- (a) any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease, or
- (b) any taxes (other than VAT and insurance premium tax) payable by the Landlord by reason of the receipt of any of the rents due under this lease.

If any such rates, taxes or other impositions are payable in respect of the Building together with the Deck the Tenant shall pay a fair proportion (determined conclusively by the Landlord) of the total.

- 5.4 All sums payable by the Tenant are exclusive of any VAT that may be chargeable and the Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this lease. Every obligation on the Tenant under or in connection with this lease to pay, refund or to indemnify the Landlord or any other person any money or against any liability includes an obligation to pay, refund or indemnify against any VAT, or an amount equal to any VAT, chargeable in respect of it.
- 5.5 The Tenant shall pay the costs and expenses of the Landlord, including any solicitors' or other professionals' costs and expenses and whether incurred during or after the end of the Term, in connection with or in contemplation of the enforcement of the tenant covenants of this lease and with any consent applied for in connection with this lease.
- 5.6 If any Annual Rent or any other money payable under this lease has not been paid by the date it is due, whether it has been formally demanded or not, the Tenant shall pay the Landlord interest at the Interest Rate on that amount for the period from the due date to and including the date of payment.
- 5.7 The Annual Rent and all other money due under this lease are to be paid by the Tenant without deduction, counterclaim or set-off.

6. INSURANCE

- 6.1 The Landlord shall keep the Tower insured against loss or damage by fire and such other risks as the Landlord considers it prudent to insure against, provided that such insurance is available in the market on reasonable terms acceptable to the Landlord. The Landlord will inform the Tenant of relevant terms of its insurance policy.
- 6.2 If the Building is damaged or destroyed by any risk normally found in a comprehensive policy so as to make the Building or Deck (as the case may be) unfit for occupation and use, and the Landlord has not repaired the Building or Deck so as to make the Building and or Deck fit for occupation and use within 12 months of it having been damaged or destroyed, then the Landlord may determine this lease by giving notice to the Tenant.
- 6.3 If the Building or Deck is damaged or destroyed by a risk normally found in a comprehensive policy so as to make the Building or Deck unfit for occupation and use, then provided that:
- (a) Where a claim could be made and the Landlord's insurance policy has not been vitiated in whole or part by any act or omission of the Tenant or any person at the Building with the actual or implied authority of the Tenant, and

- (b) the Landlord has not repaired the Building or Deck so as to make the Building or Deck fit for occupation and use within 12 months of it having been damaged or destroyed

the Tenant may determine this lease by giving notice to the Landlord.

6.4 In any case where the Tenant is able to terminate this lease pursuant to this clause (or would be able to if the period of 12 months mentioned in clause 6.3(b) had ended), then:

- (a) payment of the Annual Rent will be suspended, and
- (b) the Tenant shall not be liable to carry out any works of repair or decoration to the Building

until the Building has been repaired so as to make the Building fit for occupation and use or, if earlier, this lease is terminated.

6.5 If this lease is terminated pursuant to this clause, then the termination will be without prejudice to any right or remedy of either party in respect of any antecedent breach of the covenants of this lease.

6.6 Nothing in this clause shall oblige the Landlord to repair the Building or Deck above and beyond those obligations set out in clause 8.5 hereof.

6.7 The Tenant shall at all times maintain public liability insurance in respect of the Building and the Moat.

7. PROHIBITION OF REGISTRATION AND DEALINGS

7.1 The Tenant shall not make any application to note this lease on the Landlord's registered title

7.2 The Tenant shall not assign, underlet, charge, part with possession or share occupation of this lease or the Building or hold the lease on trust for any person (except by reason only of joint legal ownership), nor grant any right or licence over the Building in favour of any third party.

8. REPAIRS AND DECORATION

8.1 The Tenant shall keep the Building clean and tidy, and the tenant shall keep the doors and hatches in good repair and the Building decorated inside.

- 8.2 The Tenant shall keep in repair and in good decorative order all of the Tenant's additions made to the Building and the landlord's fixtures and fittings (damage by any insured risk excepted unless and to the extent that any act or omission of the Tenant renders the insurance money irrecoverable) and to renew and replace with new fixtures and fittings of a like nature all Landlord's fixtures and fittings relating to the Building which may become or be beyond repair at any time during or at the expiration or sooner determination of the term.
- 8.3 The Tenant shall keep the internal decorative surfaces and finishes of the Building excluding the Moat (in respect of which the provisions of clause 8.4 hereof shall apply) in good repair,
- 8.4 The Tenant shall keep the floor of the Moat neat and free of any weeds and properly covered with shingle save for areas designated for disability access
- 8.5 The Landlord shall at all times during the Term keep the exterior of the Building and the Deck and the roof and main structure of the Tower and the walls surrounding the Moat in good and tenantable repair.
- 8.6 Nothing in this Lease shall require the Tenant to remedy any dampness in the Building or the ingress of water or the damage caused by it unless it results from a breach of covenant or negligence by the Tenant.

9. ALTERATIONS AND SIGNS

- 9.1 The Tenant shall not without the prior written consent of the Landlord make any alteration to the Building (including any Service Media forming part of the Building), other than the installation and removal of non-structural, demountable fittings and provided that, where reasonably required by the Landlord, it removes any such fittings before the end of the Term and makes good any damage to the Building and to any part of the Building caused by any such installation or removal.
- 9.2 The Tenant shall not attach any sign, poster or advertisement to the Building so as to be seen from the outside of the Building, other than:
- (a) a fascia of a design and size approved by the Landlord, and
 - (b) such trade posters, notices and advertisements of a design, size and number and in positions that are appropriate to the nature and location of the Building and to the Permitted Use.

10. TENANT TO REMEDY BREACHES

The Landlord may enter the Building to inspect its condition and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition of the Building. The Tenant shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Landlord, in default of which the Landlord may enter the Building and carry out the works needed. The costs incurred by the Landlord in carrying out any works pursuant to this clause (and any professional fees and any VAT in respect of those costs) will be a debt due from the Tenant to the Landlord and payable on demand.

11. USE

- 11.1 The Tenant shall not use the Building for any purpose except the Permitted Use.
- 11.2 The Tenant shall not place or keep any items on any external part of the Building whether or not such items are for sale without the prior consent of the Landlord
- 11.3 The Tenant shall not leave any refuse on any street or pavement outside the Building except at such times and in such manner as accord with the arrangements for the collection of refuse from the Building by the local authority.
- 11.4 The Tenant shall load and unload goods only at such times as accord with any bylaws or parking restrictions imposed by the local authority.
- 11.5 The Tenant shall not use the Building, nor exercise the Rights:
- (a) for any illegal purpose, nor
 - (b) for any purpose or in a manner that would cause any loss, nuisance or inconvenience to the Landlord, the other tenants or occupiers of the Building or any owner or occupier of any other Building, nor
 - (c) in any way that would vitiate the Landlord's insurance of the Building, nor
 - (d) in a manner that interferes with any right subject to which this lease is granted.
- 11.6 The Tenant shall not overload any structural part of the Building nor any Service Media at or serving the Building.

12. COMPLIANCE WITH LAWS

The Tenant shall comply with all laws relating to the Building and the occupation and use of the Building by the Tenant, to the use of all Service Media and machinery and equipment at or serving the Building, and to all materials kept at or disposed from the Building.

13. RETURNING THE BUILDING TO THE LANDLORD

13.1 At the end of the Term the Tenant shall return the Building to the Landlord in the condition required by this lease and will remove from the Building all stock and chattels belonging to or used by it.

13.2 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any stock, chattels, fittings or items it has fixed to the Building and which have been left by the Tenant on the Building for more than ten working days after the end of the Term. The Landlord will not be liable to the Tenant by reason of that storage or disposal. The Tenant will indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

14. INDEMNITY

The Tenant shall keep the Landlord indemnified against all expenses, costs, claims, damage and loss arising from any breach of any tenant covenant in this lease, or from any act or omission of the Tenant or any person on the Building or the Building with its actual or implied authority.

15. LANDLORD'S COVENANT FOR QUIET ENJOYMENT

The Landlord covenants with the Tenant that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant will have quiet enjoyment of the Building without any lawful interruption by the Landlord or any person claiming under the Landlord.

16. CONDITION FOR RE-ENTRY

16.1 The Landlord may re-enter the Building at any time after any of the following occurs:

- (a) any rent is unpaid 21 days after becoming payable, or
- (b) any breach of any condition or tenant covenant of this lease.
- (c) the Tenant ceasing to be a registered Charity or the Tenant ceasing to actively use the Building as a museum open to the public.

16.2 If the Landlord re-enters the Building pursuant to this clause, this lease will immediately end, but without prejudice to any right or remedy of the Landlord in respect of any antecedent breach of the tenant covenants of this lease.

17. LIABILITY

17.1 The obligations of the Tenant arising by virtue of this lease are owed to the Landlord and the obligations of the Landlord are owed to the Tenant.

18. NOTICES

18.1 Except in a case of emergency, any notice given pursuant to this lease must, unless otherwise stated, be in writing, and writing includes faxes but does not include email.

18.2 Within five working days after receipt of any notice or other communication affecting the Building the Tenant shall send a copy of the relevant document to the Landlord.

19. ENTIRE AGREEMENT AND EXCLUSION OF REPRESENTATIONS

19.1 This lease constitutes the entire agreement and understanding of the Landlord and the Tenant relating to the transaction contemplated by the grant of this lease and supersedes any previous agreement or understanding between them relating to it.

19.2 The Tenant acknowledges that in entering into this lease it has not relied on, nor will have any remedy in respect of, any statement or representation made by or on behalf of the Landlord.

19.3 Nothing in this lease constitutes or will constitute a representation or warranty that the Building may lawfully be used for any purpose allowed by this lease.

19.4 Nothing in this clause shall, however, operate to limit or exclude any liability for fraud.

20. MISCELLANEOUS

20.1 The parties confirm that:

- (a) the landlord served a notice on the tenant, as required by section 38A(3)(a) of the Landlord and Tenant Act 1954, applying to the tenancy created by this lease before this lease a copy of which notice is annexed to this lease;

- (b) Margery Kay Turvey who was duly authorised by the tenant to do so made a statutory declaration dated 11th November 2014 in accordance with the requirements of section 38A(3)(b) of the Landlord and Tenant Act 1954 a copy of which statutory declaration is annexed to this lease; and
- (c) there is no agreement for lease to which this lease gives effect.

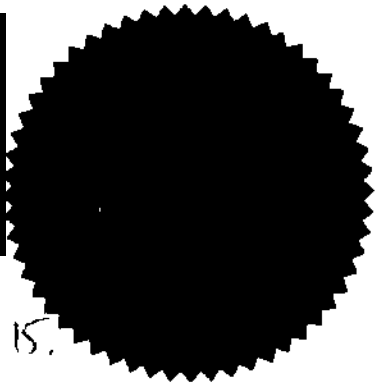
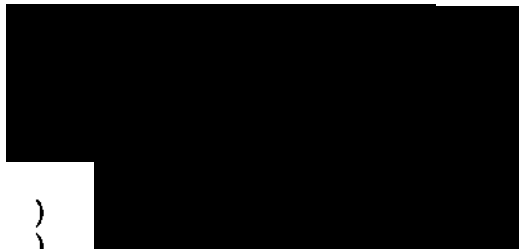
20.2 The parties agree that the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954 are excluded in relation to the tenancy created by this lease.

20.3 A person who is not a party to this lease will not have any rights under or in connection with this lease by virtue of the Contracts (Rights of Third Parties) Act 1999.

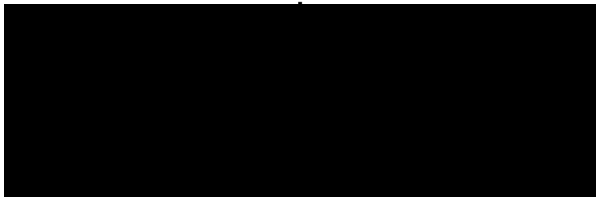
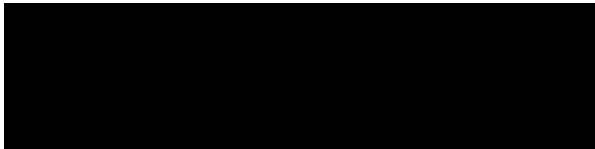
20.4 This lease creates a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995.

21. This Lease will be held by a non exempt charity and the restrictions imposed by S117-121 Charities Act 2011 will apply to the Building (subject to S117(3) of the Act.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.



THE COMMON SEAL OF)
 SEAFORD TOWN COUNCIL)
 was hereunto affixed in the presence of:)



15.

Executed as a Deed by
**SEAFORD MUSEUM AND
HERITAGE SOCIETY**
Acting by a Director



.....
Director

In the presence of



Witness Signature

PRINT NAME
Address

.....
.....
.....
.....


Renewal lease by reference

(1) Seaford Town Council

and

(2) Seaford Museum and Heritage Society



Surrey Hills Solicitors
Oak Green House
250 – 256 High Street
Dorking
Surrey RH4 1QT
Ref: SEAF001-03
[Type here]

V1 07.01.2025

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HM Land Registry Prescribed Clauses

LR1. Date of the lease	
LR2. Title Number(s)	LR2.1 Landlord's title number(s)
	12603
	LR2.2 Other title numbers
LR3. Parties to this lease	Landlord
	SEAFORD TOWN COUNCIL of 37 Church Street, Seaford, East Sussex BN25 1HG
	Tenant
	SEAFORD MUSEUM AND HERITAGE SOCIETY (a charitable interest organisation) (Charity Number 1158790) of Martello Town, Esplanade, Seaford, East Sussex BN25 1JH
	Other parties
LR4. Property	In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.
	The 'Property' as defined in clause 1. This Lease contains provisions relating to the creation or passing of easements: see clause 3.1, clause 3.2 and Schedule 1.
LR5. Prescribed statements etc	LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003
	None

	LR5.2 This lease is made under, or by reference to, provisions of:
	Not applicable.
LR6. Term for which the Property is leased	The term as specified in this lease at clause 3.1.
LR7. Premium	None
LR8. Prohibitions or restrictions on disposing of this lease	This lease contains a provision that prohibits or restricts dispositions.
LR9. Rights of acquisition etc	LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land
	None
	LR9.2 Tenant's covenant to (or offer to) surrender this lease
	None
	LR9.3 Landlord's contractual rights to acquire this lease
	None
LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property	None
LR11. Easements	LR11.1 Easements granted by this lease for the benefit of the Property
	The easements specified in clause 3 of the Original Lease, as incorporated and amended by Schedule 1 of this Lease.
	LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
	The easements specified in clause 4 of the Original Lease, as incorporated and amended by Schedule 2 of this Lease.
LR12. Estate rent charge burdening the Property	None
LR13. Application for standard form of restriction	The parties to this lease apply to enter the following standard form of restriction against the title of the Property:

	No disposition by the proprietor of the registered estate to which sections 117 to 121 of the Charities Act 2011 apply, or section 124 of that Act applies, is to be registered unless the instrument contains a statement complying with section 122(2A) or section 125(1A) of that Act as appropriate.
LR14. Declaration of trust where there is more than one person comprising the Tenant	Not applicable

DATE 2025

PARTIES

- (1) SEAFORD TOWN COUNCIL of 37 Church Street, Seaford, East Sussex BN25 1HG (**Landlord**)
- (2) SEAFORD MUSEUM AND HERITAGE SOCIETY (a charitable interest organisation) (Charity Number 1158790) of Martello Town, Esplanade, Seaford, East Sussex BN25 1JH (**Tenant**)

BACKGROUND

- A The Property was previously vested in the Tenant under the Original Lease.
- B The Tenant has requested that the Landlord grant a further lease of the Property to it on the terms appearing below.

1 Definitions

In this Lease, the following definitions apply:

2003 Order	the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003;
Incumbrances	the matters set out in Schedule 3;
Landlord Rights	are as set out in Schedule 2;
Landlord's Registered Title	Title Number 12603 as at 16:28:30 on 7 January 2025;
Lease	this lease and any supplemental or collateral document;
LT(C)A 1995	the Landlord and Tenant (Covenants) Act 1995

Original Lease	the lease of the premises known as Martello Tower, Esplanade, Seaford dated 11 December 2014 made between (1) Seaford Town Council and (2) Seaford Museum And Heritage Society a copy of which is attached to this Lease at Appendix 1;
Property	the whole of the premises demised by the Original Lease as shown edged blue on the attached plan as more particularly described in the Original Lease and any additions and alterations made to them during the term of the Original Lease including the ramped bridge, metal gates, lift and platforms;
Rent Commencement Date	2025;
Rent Days	the first day of each year of the lease;
Tenant Rights	are: <ul style="list-style-type: none"> (a) the rights specified in Schedule 1; (b) any existing easements which benefit the Landlord's Registered Title ;
Term	the term specified in clause 3.1;
Term Commencement Date	today;
VAT	value added tax payable by virtue of the Value Added Tax Act 1994 or any similar tax levied in addition to or by way of replacement for value added tax.

2 Interpretation

In this Lease:

- 2.1 unless expressly defined in this Lease, words and phrases defined in the Original Lease have the same meaning in this Lease.
- 2.2 a reference to:
 - 2.2.1 'Landlord' includes anyone who is the immediate landlord of the Tenant;
 - 2.2.2 'Tenant' includes the party named as the 'Tenant' in this Lease and its successors in title;
 - 2.2.3 'today' is to the date of this Lease;
- 2.3 where the Tenant comprises more than one person, a reference to 'the Tenant' is to any one of those persons;

- 2.4 any gender includes every gender;
- 2.5 the singular includes the plural, and vice versa;
- 2.6 'person' includes a corporate or unincorporated body.

3 Letting

- 3.1 The Landlord lets the Property to the Tenant for a term commencing on and including the Term Commencement Date and ending on and including 20[INSERT]:
 - 3.1.1 with the Tenant Rights, but
 - 3.1.2 excepting and reserving to the Landlord the Landlord Rights and
 - 3.1.3 subject to (but with the benefit of) the Incumbrances.
- 3.2 The Tenant has only the Tenant Rights under this Lease. No easements are implied for the benefit of the Property and the operation of section 62 of LPA 1925 and/or the rule in *Wheeldon v Burrows* is excluded.

4 Terms of this Lease

- 4.1 Except to the extent that they are inconsistent with the other provisions of this Lease, this Lease incorporates all the provisions of the Original Lease:
 - 4.1.1 as if they were set out in full in this Lease,
 - 4.1.2 but with the modifications set out in Schedule 4.
- 4.2 In interpreting the provisions of the Original Lease as incorporated into this Lease:
 - 4.2.1 words and phrases defined in this Lease prevail over the definitions of identical words or phrases in the Original Lease; and
 - 4.2.2 the tenant's covenant to repair the Property is to be construed as if it had been given at the date of the Original Lease.

5 Rents

The Tenant must pay to the Landlord as rent and without any deduction or set off:

- 5.1 the Annual Rent (whether demanded or not):
 - 5.1.1 by equal instalments in advance on the Rent Days, but the first payment is:
 - (a) the amount (apportioned on a daily basis) for the period from (and including) the Rent Commencement Date until (but excluding) the next Rent Day; and
 - (b) due on the Rent Commencement Date;
 - 5.1.2 by direct debit or standing order (if the Landlord so requires), or by any other method the Landlord specifies;
- 5.2 on demand those sums payable under the clauses 5.2, 5.3, 5.4 and 5.5 of the Original Lease;

5.3 on demand any other sum due from the Tenant to the Landlord under this Lease; and any Interest or VAT payable on those amounts.

6 Covenants

6.1 Tenant's covenants

The Tenant must:

6.1.1 comply with the covenants and conditions on the part of the tenant contained in the Original Lease (as modified by clause 4 and Schedule 4 of this Lease); and

6.1.2 comply with the Incumbrances, so far as they are subsisting and affect the Property or the rights granted by this Lease.

6.2 Landlord's covenants

The Landlord must comply with the covenants and conditions on the part of the landlord contained in the Original Lease (as modified by clause 4 and Schedule 4 of this Lease).

7 Registration

7.1 If this Lease is compulsorily registrable at HM Land Registry, the Tenant must promptly:

7.1.1 apply to register it;

7.1.2 take all reasonable steps to complete that application; and

7.1.3 notify the Landlord's solicitors when the application is completed and provide an official copy of the registered title(s).

8 VAT

In relation to VAT:

8.1 any payment due from, or other consideration given to, the Tenant under this Lease is exclusive of VAT, which the Tenant must pay when the payment or consideration is due; and

8.2 if the Tenant is obliged under this Lease to reimburse expenditure by the Landlord, that includes payment of VAT which is irrecoverable by the Landlord.

9 New tenancy

This Lease is a new tenancy for the purposes of section 1 of LT(C)A 1995.

10 Governing law and Jurisdiction

10.1 This Lease and any dispute or claim arising out of or in connection with it, its subject matter or its formation (including any non-contractual dispute or claim) is governed by, and must be construed in accordance with, the laws of England and Wales.

10.2 The courts of England and Wales have exclusive jurisdiction to settle any dispute or claim arising out of, or in connection with, this Lease, its subject matter or its formation (including non-contractual disputes or claims).

11 Third parties

Unless stated otherwise, nothing in this Lease confers any rights on any person under the Contracts (Rights of Third Parties) Act 1999.

12 Exclusion of the Landlord and Tenant Act 1954]

12.1 The Tenant confirms that before today:

12.1.1 the Landlord gave the Tenant a notice dated _____ 2025 in relation to the tenancy created by this Lease in a form complying with Schedule 1 to the 2003 Order; and

12.1.2 the Tenant, or a person authorised by it in relation to that notice, made a statutory declaration dated [*date*] in a form complying with Schedule 2 to the 2003 Order.

12.2 The Landlord and the Tenant agree to exclude sections 24 to 28 (inclusive) of the Landlord and Tenant Act 1954 in relation to the tenancy created by this Lease.

Executed and delivered as a deed by the parties on the date of this Lease

<p>THE COMMON SEAL of SEAFORD TOWN COUNCIL was hereto affixed in the presence of:</p>	<p>.....</p> <p>Councillor</p> <p>.....</p> <p>Councillor</p>
--	---

Signed as a deed by Seaford Museum and Heritage Society (a charitable incorporated organisation) acting by
, and by , two of its trustees

.....

Trustee

.....

Trustee

**SCHEDULE 1
RIGHTS GRANTED**

The rights and easements at clause 3 of the Original Lease, provided that: *[any necessary deletion or amendment to those provisions]*.

[[Add any rights/additional rights required by the Tenant to use the Property]]

**SCHEDULE 2
RIGHTS RESERVED**

The exceptions and reservations at clause 4 of the Original Lease.

[[Include any reservations/additional reservations required by the Landlord over the Property]]

**SCHEDULE 3
INCUMBRANCES**

Any matters contained or referred to in the property, proprietorship and charges registers of the Landlord's Registered Title.

Any easement, right, privilege or interest in the nature of an incumbrance currently existing and affecting the Property (whether or not disclosed in replies to enquiries raised by the Tenant's solicitors).

SCHEDULE 4 MODIFICATIONS

Definitions

In interpreting the provisions of the Original Lease:

- 1.1 any reference to 'the Building' in the Original Lease must be treated as a reference to the Property in this Lease;
- 1.2 any reference to 'the Term' in the Original Lease must be treated as a reference to the Term in this Lease;
- 1.3 any reference to 'the Annual Rent' in the Original Lease must be treated as a reference to the Annual Rent in this Lease;
- 1.4 [*other amendment required to make definitions consistent between this Lease and the Original Lease*].]]

[Reinstatement of alterations

Clause 9.1 of the Original Lease is deleted and on the expiry of the Term (however it occurs), unless the Landlord and the Tenant agree otherwise, the Tenant must reinstate all alterations and additions made to the Property:

- 1.5 during the Term; or
- 1.6 during the term of the Original Lease (or before the grant of the Original Lease under any agreement for the grant of the Original Lease).

Deletion of clause

For the purposes of this lease only, the provisions of the Original Lease shall be varied by the deletion of the following clause of the Original Lease:

Clause 12

Addition of new clause

For the purposes of this lease only, the provisions of the Original Lease shall be varied by adding the following clauses to the Original Lease as new Clause 12:

12.1 The Tenant shall comply with all laws relating to the Building and the occupation and use of the Building by the Tenant, to the use of all Service Medial, and machinery and equipment at or serving the Building, and to all material kept at of disposed from the Building;

12.2 The Tenant must not commission an EPC in respect of the Property unless required to do so by EPB 2012, in which case the Tenant must (at the Landlord's option):

- 12.2.1 commission an EPC from an assessor approved by the Landlord; or
- 12.2.2 pay the Landlord's costs of commissioning that EPC.

12.3 If the Landlord commissions an EPC for the Property, the Tenant must give all reasonable assistance to the Landlord, including:

12.3.1 providing the Landlord (at the Landlord's expense) with copies of any information held by the Tenant that would assist in producing that EPC; and
12.3.2 allowing any energy assessor appointed by the Landlord to enter the Property for the purposes of producing that EPC.

If the Landlord commissions an EPC in respect of the Property, it must give the other written details on request of the unique reference number of that EPC as soon as reasonably practicable after it has been produced.

[Other modifications]

[Include other modifications required to the Original Lease terms as necessary]

APPENDIX 1
ORIGINAL LEASE



Report No:	154/24
Agenda Item No:	19
Committee:	Full Council
Date:	23rd January 2025
Title:	Seaford Cricket Club – Determination of Lease Arrangements
By:	Natalie Simpson, Temporary Strategic Project Officer
Purpose of Report:	To seek Full Council’s agreement of the lease arrangements with Seaford Cricket Club, specifically in relation to the land used for the cricket nets at The Salts Recreation Ground

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discuss the current situation with the Cricket Club lease and demised area, and consider the options available with regards to the area currently not included in the lease, but which is utilised for the cricket nets. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To note the contents of this report. 2. To agree to surrender the existing lease with Seaford Cricket Club and grant a new lease enlarging the demise to include the land currently housing the cricket nets, subject to written consent from Lewes District Council.

1. Introduction

- 1.1 The Trustees of the Seaford Cricket Club's current lease is dated 20th May 2019 and relates to the Cricket Pavilion at The Salts Recreation Ground for a term of 30 years.
- 1.2 The Community Services Committee approved a proposal "in principle" for the Cricket Club to erect security fencing around the cricket nets at The Salts on 5th May 2022, subject to the Cricket Club applying for and being granted planning permission. Report 216/21 is attached as **Appendix A** for information.
- 1.3 The purpose of the security fencing was to protect the cricket nets from damage by other users of The Salts, as the Club had been forced to repair them on numerous occasions.
- 1.4 Planning permission was granted by Lewes District Council on 22nd February 2023, reference [LW/22/0777](#).
- 1.5 Following a lengthy pause, the Cricket Club approached Town Council officers in June 2024 confirming that they now wanted to go ahead with this proposal and asking out of courtesy if they had all the necessary permissions to proceed, or if there were any issues remaining.
- 1.6 Officers researched the relevant papers and advised the Cricket Club to employ a solicitor to interrogate their lease to ensure the nets are within their lease's demised area, to ensure this matter did not fall into the realms of 'the disposal of land'.
- 1.7 The Cricket Club's solicitors reported back that although the area covered by the cricket nets is hatched on the lease plan it is not 'coloured pink' on the plan, which means technically the nets area is not covered by the lease.
- 1.8 The Cricket Club's solicitors (Barwells) suggested that it appears to them that this situation has arisen from a 'slip' by both parties at the outset and requested the Town Council examine their records to establish that the intention was for the lease to include the cricket nets.
- 1.9 Following an extensive search of records, emails, agendas and minutes from the time, Town Council officers have been unable to locate any evidence as to the intention of the Town Council in 2019 when the lease was issued.

2. Current Position

- 2.1 The permitted use within the lease cites use of the Cricket Pavilion (including the preparation and serving of refreshments) but it makes no reference to the use of the cricket nets area.
- 2.2 As it stands, the area of the nets is therefore currently the responsibility of the Town Council as they are located on Town Council land.
- 2.3 The Cricket Club's proposal to erect security fencing around the nets cannot be progressed until the demised premises are rectified.
- 2.4 Officers advised the Cricket Club to obtain independent legal advice on this matter and the Town Council did the same.

3. Legal Advice

- 3.1 Both the Town Council's solicitor and the Cricket Club's solicitor have given the same legal advice to their respective client:
- 3.2 Only the clubhouse is shown "coloured pink" on the lease plan. The clubhouse and the nets area are both hatched on the plan, but the nets area is not coloured.
- 3.3 The Land Registry works from the lease plan and lease wording.
- 3.4 Both solicitors speculate that it was likely the intention of both parties when preparing the lease was that the nets area was intended to be included, however it seems both parties omitted to include the same.
- 3.5 The lease does refer to "land of 250 meters north east of the clubhouse".
- 3.6 Both solicitors agree this is not helpful given the reference to a plan and the two descriptions could therefore be seen to contradict one another.
- 3.7 The Town Council's legal advice is that to increase the demised area to include the area with the nets within the lease would constitute a surrender and re-grant of a new lease. Additionally, increasing the demised area would be classed as a 'disposal of land'.
- 3.8 Alternatively, if both parties are in agreement, the current lease could be amended by a short deed to include an additional right to use the area with the nets, which would simply act as a variation to the current lease.
- 3.9 As a point of law, if a Deed of Variation was agreed, the right to use the nets cannot be exclusive as this would, in effect, confer ownership of the land and therefore it is typical to state that the right is to be enjoyed in common with anyone else.

3.10 In either scenario the Cricket Club will be responsible for registering the new document at the Land Registry following completion.

4. Disposal of Land

4.1 In 2003, a General Disposal Consent was issued which removed the requirement for local authorities in England to seek specific consent from the Secretary of State for disposal of land at an undervalue of less than £2million.

4.2 The Disposal Consent also applies to town and parish councils exercising the power of disposal in section 127 of the LGA Act 1972. There is a restriction on the title that no disposition (disposal of land) can be made without written consent signed by the Chief Executive or Solicitor of Lewes District Council.

4.3 Officers have contacted Lewes District Council regarding this written consent. If it is deemed not to be an error in the drafting and the area containing the nets is considered outside of the Cricket Club's demise, Lewes District Council will require further details and cannot, at this point, confirm whether or not they will give written permission.

5. Considerations

5.1 Having considered the legal advice and held discussions with the Cricket Club, it is officers' recommendation that Full Council agrees to surrender the existing lease and grant a new lease enlarging the demise to include the area where the cricket nets are situated.

5.2 This option would enable the Cricket Club to continue to operate as they currently are, remove the complication of possible shared use of the cricket nets, and allow the Club to continue with its plans to erect fencing around the nets and protect their asset from ongoing vandalism and other unintentional damage which incurs additional costs for the Club.

5.3 This would be subject to obtaining written consent from Lewes District Council, as set out in section 4 above.

5.4 This is also the slightly more costly of options, as covered in the financial appraisal below – being approximately £400 more expensive in terms of legal fees.

5.5 The alternative options considered, but not being recommended, are set out below.

- 5.6** The Town Council and Cricket Club could agree to a Deed of Variation, which would result in the lease being amended to allow the cricket club an additional right to use the nets.
- 5.7** This would, however, result in the cricket nets becoming shared used, and not solely for the use of the Cricket Club. The Cricket Club has expressed that it is not keen on this as an option.
- 5.8** This would also mean that the Cricket Club's proposals to erect fencing around the nets could not be taken forward by the Club itself, as the Club would have no legal basis on which to introduce this.
- 5.9** The Town Council could decide not to agree to the use of the land, but this would result in the loss of a vital facility for the longstanding Seaford Cricket Club. This would also be open to challenges over this decision when the land has been used for this purpose for a significant period of time and the Town Council has no alternative uses identified.

6. Financial Appraisal

- 6.1** Legal costs to surrender the current lease and grant a new lease are circa £1,250 plus VAT.
- 6.2** Legal costs to prepare and complete a Deed of Variation are circa £850 plus VAT.
- 6.3** These costs are unbudgeted and, as such, would have to be met from General Reserves.

7. Contact Officer

- 7.1** The Contact Officer for this report is Natalie Simpson, Temporary Strategic Projects Officer.

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Report No:	216/21
Agenda Item No:	6
Committee:	Community Services
Date:	5 th May 2022
Title:	Seaford Cricket Club - Fencing around Cricket Nets
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To inform the Committee of a request from Seaford Cricket to install 3m high fencing around their cricket nets.

Recommendations

The Community Services Committee is recommended:

1. To note the contents of the report.
2. To consider, in principle, whether to support Seaford Cricket Club's request to erect a 3m fence around their cricket nets adjacent to the cricket pavilion at The Salts.
3. This will be on the understanding that this does not predetermine the Town Council's Planning & Highways Committee's response to any subsequent planning applications submitted, which will be handled in the usual manner:

1. Information

- 1.1 Seaford Cricket Club have cricket nets located next to their pavilion.
- 1.2 Over the years the netting has been subject to vandalism and misuse causing the Club thousands of pounds of damage.
- 1.3 The Club has contacted officers with a request to erect a 3m high wire fence, similar to the new tennis court fence, around their practice nets. Appendix 1 gives more details of the request. Appendix 2 shows the type of fence proposed and where it will be located.

REPORT 154-24 APPENDIX A

2. Recommendations

- 2.1 The Committee is asked to consider giving its support, in principle, to this project. This will enable the club to move onto the next stage of obtaining costings and applying for planning permission.
- 2.2 If aspects of the proposals submitted are subject to planning permissions, these will of course go through the Town Council's Planning & Highways Committee as part of the usual consultation process carried out by the local planning authority, Lewes District Council.
- 2.3 Officers will report back to the relevant committees with project updates and variations should these arise.

3. Financial Appraisal

- 3.1 All clubs will be fully funding their projects themselves, so there are no financial implications for the Town Council.

4. Contact Officer

- 4.1 The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Appendix

REPORT 154-24 APPENDIX A

Report 216/21 Appendix 1

Seaford Cricket Club

Seaford CC have two outdoor Cricket nets, located next to the Clubhouse on the SALTS. These nets are a very important cricket practice facility for our Club.

The nets get constant use for practice during 6 months of the year by juniors, ladies and men; all members of Seaford CC.

In addition on match days visiting teams also use the nets.

The Cricket nets facility is made up of specialist components which includes netting, net batting surface and support structure. All of which is specifically designed for use for Cricket practice only. Seaford CC use their club funds to ensure that the Cricket nets facility is maintained to a professional standard.

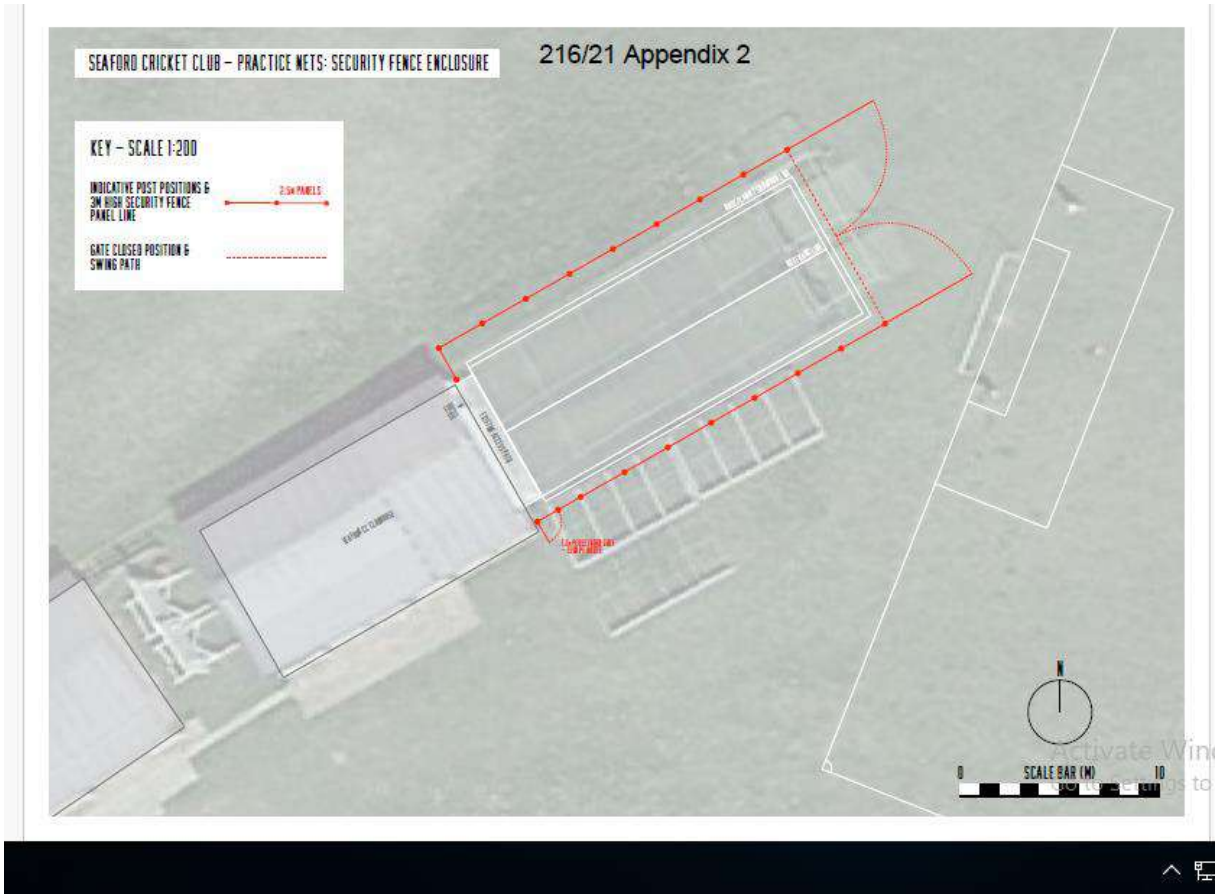
Over the last four years Seaford CC have invested approx £11,000 on the Cricket net facility; this has included new netting to side and roof, new support structure for the nets and a major refurbishment of the flooring.

Unfortunately there are more frequent instances of our Cricket nets facility being abused by members of the public; even though we have tried unsuccessfully to discourage the abuse by use of CCTV and blocking the nets entrance. As well as direct vandalism (Eg; cutting of nets, scuffing and digging up of net batting floor surface), the nets are abused by individuals using the side netting as football goals, using the internal netting space to play football in and general misuse of internal netting space for impromptu parties and gatherings.

Seaford Cricket Club would like to protect it's important and valuable facility by erecting protective fencing (similar to that used around the new tennis courts).

Ian Carter (Chairman Seaford CC) 11/03/22

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Appendix



Report No:	152/24
Agenda Item No:	20
Committee:	Full Council
Date:	23rd January 2025
Title:	Committee Membership Updates
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To appoint an additional member of the Climate Change Sub-Committee

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To consider the contents of the report. 2. To invite any nominations from Councillors to join the Climate Change Sub-Committee. 3. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To approve the appointment of an additional member to the Climate Change Sub-Committee for the remainder of the 2024 – 2025 municipal year.

1. Information

- 1.1 There is currently one vacancy on the Town Council's Climate Change Sub-Committee.
- 1.2 Councillor S Dubas has approached officers with an interest in joining this Sub-Committee and filling the remaining seat for the remainder of the 2024 – 2025 municipal year.

1.3 Full Council is recommended to seek any nominations from councillors to join the Sub-Committee and approve the appointment.

1.4 Current membership is Councillors C Bristow (Chair), R Buchanan (Vice Chair), R Honeyman, O Matthews, J Meek and I Taylor.

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 Georgia Raeburn, HR & Governance Manager.



Report No:	139/24
Agenda Item No:	21
Committee:	Full Council
Date:	23rd January 2025
Title:	2025 - 2026 Proposed Meeting Timetable
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To present the proposed meeting timetable for the 2025 – 2026 municipal year for adoption

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discussed the proposed meetings timetable for the 2025 – 2026 municipal year as presented in the report below. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. To adopt the 2025 – 2026 meeting timetable. 2. To agree that the Climate Change Sub-Committee meeting scheduled for 1st May 2025 be cancelled due to the Golf, Open Spaces & Climate Action Committee meeting in June 2025.

1. Introduction

- 1.1 Each year, Full Council is asked to adopt the timetable for its Full Council and Committee meetings in the coming municipal year (May to May).
- 1.2 The proposed timetable for the upcoming 2025 – 2026 municipal year is attached at Appendix A.
- 1.3 Full Council is asked to adopt the proposed meeting timetable. Full Council is also asked to cancel a Climate Change Sub-Committee meeting in early

May 2025 due to the introduction of the new committee structure and a replacement meeting being scheduled for early June 2025.

2. Information

- 2.1** The proposed timetable reflects the changes to the committee structure and meeting arrangements that were agreed by Full Council in December, as a trial for the 2025 – 2026 municipal year.
- 2.2** For any councillors wishing to revisit the report presented to December Full Council, this can be accessed within the [online agenda here](#) (page 6 onwards).
- 2.3** As per the report in December, there are a number of steps being taken to implement the revised structure.
- 2.4** The change in committee structure has served to reduce the number of meetings per year from 45 in 2024 – 2025 to a proposed 36 in 2025 – 2026. The revisions also see a better balance of areas of responsibility across the Committees, so the reduction in the number of meetings should not adversely affect the Town Council's service delivery or decision making processes.
- 2.5** In devising the draft timetable, officers have been careful to avoid key dates such as VE Day (8th May 2025), election dates (1st May 2025 and 7th May 2026) and school holidays where possible.
- 2.6** The 7th May 2025 annual meeting will not be a regular Full Council meeting, but will instead consist only of elections for the Mayor and Committees. Following on from this meeting, officers will spend time with the newly elected Mayor and Committee chairs inducting them into their responsibilities and duties.
- 2.7** The budget setting process has also been timetabled to begin slightly earlier (with the first Committee budget meeting on 20th November), to avoid such an intense block of meetings in December.
- 2.8** This year's timetable also includes the dates for the Committee Chair's Management Group meetings so there is transparency around these meeting dates and to ensure that they are scheduled at the appropriate point of the meeting cycle (after all Committees but before each quarterly Full Council).

2.9 At present there is a Climate Change Sub-Committee meeting scheduled for 1st May 2025. With the revised committee structure taking effect in May 2025 and the new created Golf, Open Spaces & Climate Action Committee (GOSCA) meeting in early June 2025, it is recommended that this Sub-Committee meeting be cancelled. Any agenda items that were due to come to this Sub-Committee would be brought to the June GOSCA meeting.

3. Financial Appraisal

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

4. Contact Officer

4.1 The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

DRAFT for consideration by Full Council 23-Jan-25

Adopted:

Last Updated:

**STC Meeting Timetable 2025 - 2026
Public Meeting Timetable
All at 7.00pm**

Committee	Frequency	Q1		Q2				Q3			Q4			2026/27
		May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
No. of Meetings =		4	4	2	1	3	4	2	3	3	2	4	2	2
Full Council	Quarterly Jun, Oct, Jan, Apr + May AGM	AGM 7 Wed	AGAR 26 Thurs				23 Thurs			Budget 29 Thurs			23 Thurs	14 ^o Thurs
Assets & Facilities	Quarterly May, Jul, Nov, Feb	22 Thurs		17 Thurs				Budget 20 Thurs			26 Thurs			
Finance & General Purposes	Quarterly Jun, Sept Dec, Mar		Grants 11 Wed			25 Thurs			Budget 18 Thurs			26 Thurs		
Golf, Open Spaces & Climate Action	Quarterly Jun, Sept, Dec, Mar		5 Thurs			18 Thurs			Budget 4 Thurs			5 Thurs		
Planning & Highways	4 Weekly	20 Tues	12 Thurs	10 Thurs	7 ^h Thurs	4 Thurs	2 Thurs 30 ^h Thurs	25 Tues	17 Wed	15 Thurs	12 Thurs	12 Thurs	9 ^h Thurs	7 Thurs
Personnel	Quarterly Jun, Sept, Jan, Mar	29 ^h Thurs					9 Thurs			8 Thurs		19 Thurs		
Others	Ad Hoc												2025-2026 Town Forum 30 Thurs	
CCMG	Quarterly - before Full Council		19 Thurs				16 Thurs			22 Thurs			16 Thurs	

Notes

** Forms part of 2026 - 2027 municipal year

^h In school holidays

^o Extraordinary meeting



Report No:	138/24
Agenda Item No:	23
Committee:	Full Council
Date:	23rd January 2025
Title:	Richmond Road Car Park – Correction of Ownership Back to Lewes District Council Under the General Disposal Consent 2003
By:	Natalie Simpson, Temporary Strategic Projects Officer
Purpose of Report:	To consider the Community Services Committee’s recommendation to rectify an historic administrative error resulting in the official transfer of Richmond Road Car Park from Lewes District Council to Seaford Town Council in 2005

Actions
Full Council is advised:
<ol style="list-style-type: none"> 1. To discuss the recommendation from the Community Services Committee to correct an historic administrative error and transfer the ownership of Richmond Road Car Park back to Lewes District Council. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none"> 1. As recommended by the Community Services Committee, to agree to the transfer of ownership of Richmond Road Car Park back to Lewes District Council under the General Disposal Consent 2003.

- | |
|---|
| <p>2. To agree to submit the Town Council's comments – as per sections 8 to 11 of the exempt appendix 1 - alongside this request to the District Council.</p> |
|---|

1. Introduction

- 1.1** Following the formation of the Town Council in May 1999, Lewes District Council devolved a number of assets to the newly formed Town Council. The majority of these transfers took place in three phases: in 2001, 2003 and 2005.
- 1.2** In June 2005, the Town Council took on ownership of five assets, including the majority of The Salts Recreation Ground. The excluded parts of the site being The Salts Cottage and the electrical station (the brick structure at the base of the sloped access path by the cottage).
- 1.3** In what can only be described as an administrative error, this transfer resulted in the Town Council taking on ownership of the Richmond Road Car Park. Lewes District Council are now requesting that the site be transferred back to correct this error.
- 1.4** The Community Services Committee considered this request in December 2024, as an exempt item of business. The Committee considered this request at great depth and passed a motion to recommend that Full Council agrees the correction of this error and the transfer of ownership of the car park back to Lewes District Council.

2. Confidentiality

- 2.1** The request was presented to the December Community Services Committee as an exempt report. This was to allow the Committee to consider sensitive arrangements relating to the financial and business affairs of the Town Council's assets and because under the Freedom of Information Act 2000 s41, disclosure of this report would likely constitute a breach of confidence.
- 2.2** Now the Town Council is now considering disposal of an asset, it is in the public interest that the details of this are in the public domain.
- 2.3** There remains an exempt appendix 1 that presents those details that remain confidential.
- 2.4** The discussion of this item is intended to take place under an exclusion of the press and public to protect the confidentiality of certain details of the

agenda item. The motion passed will be recorded in the public minutes of the meeting.

3. Site Details

- 3.1 Appendix A** provides an aerial view of the whole site at The Salts and a closer aerial view of the car park – this being highlighted with a bold, red line. To clarify, this does not include the unmade parcel of land adjacent to the trainline, which is accessed from the car park – this is under private ownership. The other area of car parking shown on the map belongs to the Seaford Medical Centre and is accessed from Richmond Road, not through the car park.
- 3.2 Appendix B** is the plan extracted from the 2005 Transfer of Assets document from Lewes District Council to the Town Council showing that Richmond Road Car Park was not intended to be included in the transfer.
- 3.3 Appendix C** is the current screen shot from the H M Land Registry portal showing that Richmond Road Car Park is erroneously included in The Salts title, being treated as one large site.
- 3.4** The Town Council has never acted as, or held itself out as owner of this car park – it has not maintained the car park, nor incurred any expenditure or income relating to the car park. The Town Council has never held any responsibility for safety of the site and has never publicly presented as owner of the site e.g. signs onsite stating ownership. All of these activities have continued to be carried out by Lewes District Council throughout.
- 3.5** In addition, the Town Council's annual request for the District Council to provide free parking to encourage local shopping during the weekends in December has included a request to include Richmond Road Car Park.
- 3.6** The car park is automatically included under the Town Council's general Public Liability coverage, as the land is legally held by the Town Council..
- 3.7** Since discovering this historic error the Town Council has undertaken a risk assessment on the land due to the duty of care requirements of land ownership. The Town Council are now liaising with the District Council to discuss the findings from the risk assessment regarding any actions that may need to be taken. Some additional measures to mitigate risks have been identified, including marked out walkways within the car park and improved signage for pedestrians and drivers.

4. Transfer Request

- 4.1 District Council officers have approached the Town Council to ask if it would agree to transfer back this parcel of land. This is a decision that would require the approval of Full Council, as it technically relates to the disposal of an asset.
- 4.2 There would be no purchase/sale cost with this transfer of asset due to the nature around which the transfer is taking place.
- 4.3 The Town Council would not lose any asset value (this site not featuring in the Town Council's asset register) and does not collect any income from the site.
- 4.4 Councillors should please see **Exempt Appendix 1** for further confidential details of the request and the Community Services Committee discussion at its December meeting.

5. Disposal of Land

- 5.1 Despite the Town Council not previously being aware of its ownership of and legal responsibilities for this land, the transfer of the site would still constitute a disposal of land and therefore the relevant legislation must be complied with.
- 5.2 In this case, the land has been valued at £186,000 based on its existing use.
- 5.3 Section 127 (2) of the Local Government Act (LGA) 1972 states that land fitting the definition set out within the legislation 'must not be disposed of for consideration less than the best price that can be reasonably obtained'.
- 5.4 In 2003, a General Disposal Consent was issued which removed the requirement for local authorities in England to seek specific consent from the Secretary of State for disposal of land at an undervalue of less than £2 million.
- 5.5 The Disposal Consent also applies to town and parish councils exercising the power of disposal in section 127 of the LGA 1972.
- 5.6 Lewes District Council's legal team have proposed that the Town Council could safely rely on the **General Disposal Consent 2003** in order to transfer the site with strong grounds for a disposal at an undervalue to continue to operate the land as a public car park and for future support to this project.

- 5.6** Lewes District Council proposes that there are strong grounds for concluding that the disposal of the land back to them is likely to contribute to the achievement of the promotion or improvement of the social wellbeing of the whole or part of the Town Council's area, or of all or any person's resident or present in its area.

6. Legal Advice

- 6.1** The Town Council's solicitor advised that they could not see any reason why the Town Council would object to this transfer on the basis that both Lewes District Council and Seaford Town Council have historically treated the car park as being owned by Lewes District Council (to include Lewes District Council benefiting from the revenue that is generated from the use of the car park).
- 6.2** Furthermore, the solicitor advised that the transfer may well be to the benefit of the Town Council to relinquish their interest in the land, particularly from a public liability perspective.

7. Financial Appraisal

- 7.1** The Town Council's solicitor has confirmed legal costs for this transfer to be in the region of £1,450 plus VAT and disbursements.
- 7.2** Lewes District Council has confirmed that they will cover the Town Council's legal costs.
- 7.3** Therefore, there are no direct financial implications as a result of the content of this report.

8. Contact Officer

- 8.1** The Contact Officer for this report is Natalie Simpson, Temporary Strategic Projects Officer.

The Salts Recreation Ground, Seaford – aerial view © Google

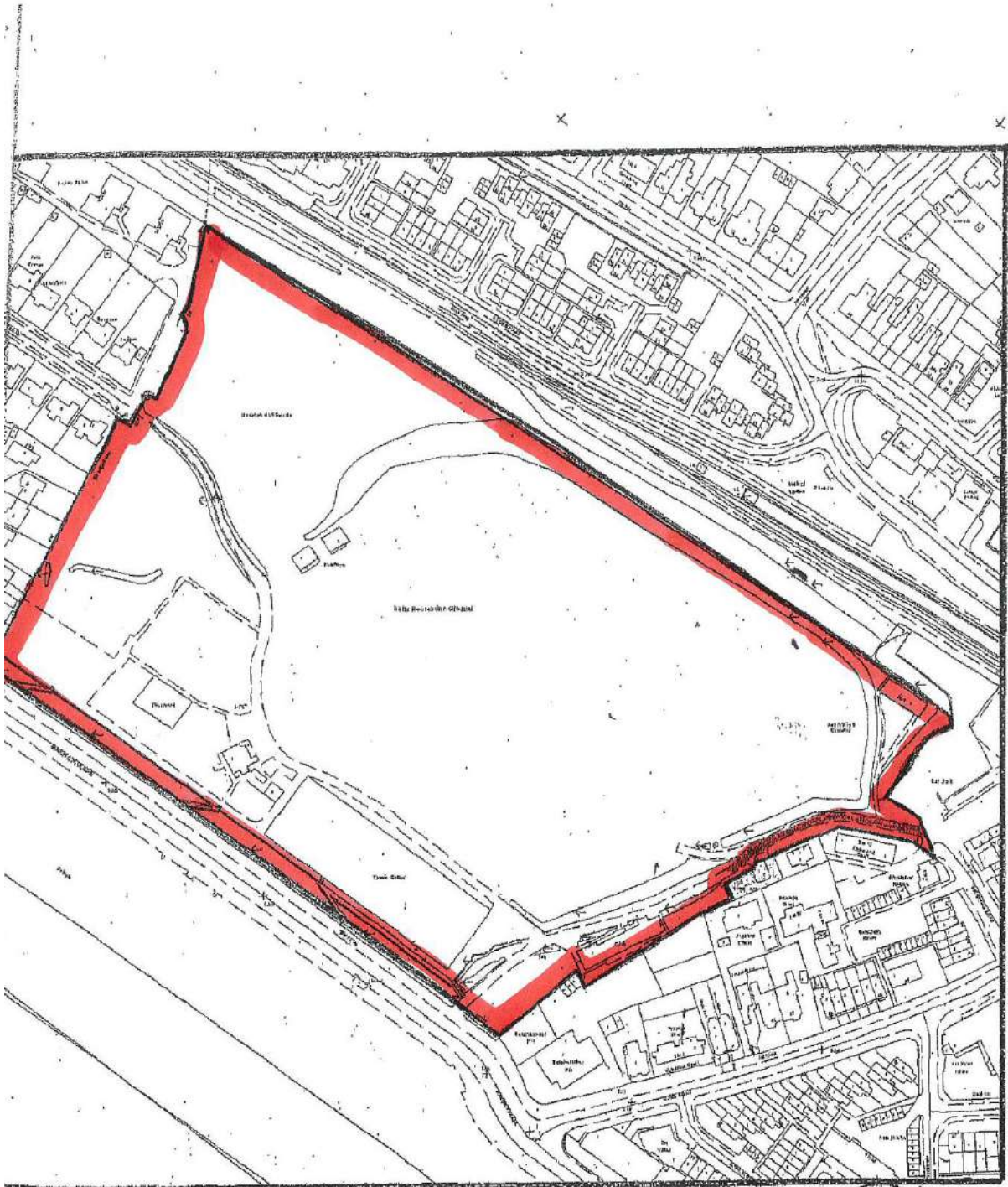




Richmond Road Car Park site – aerial view © Google



Bold red line showing the Richmond Road Car Park site

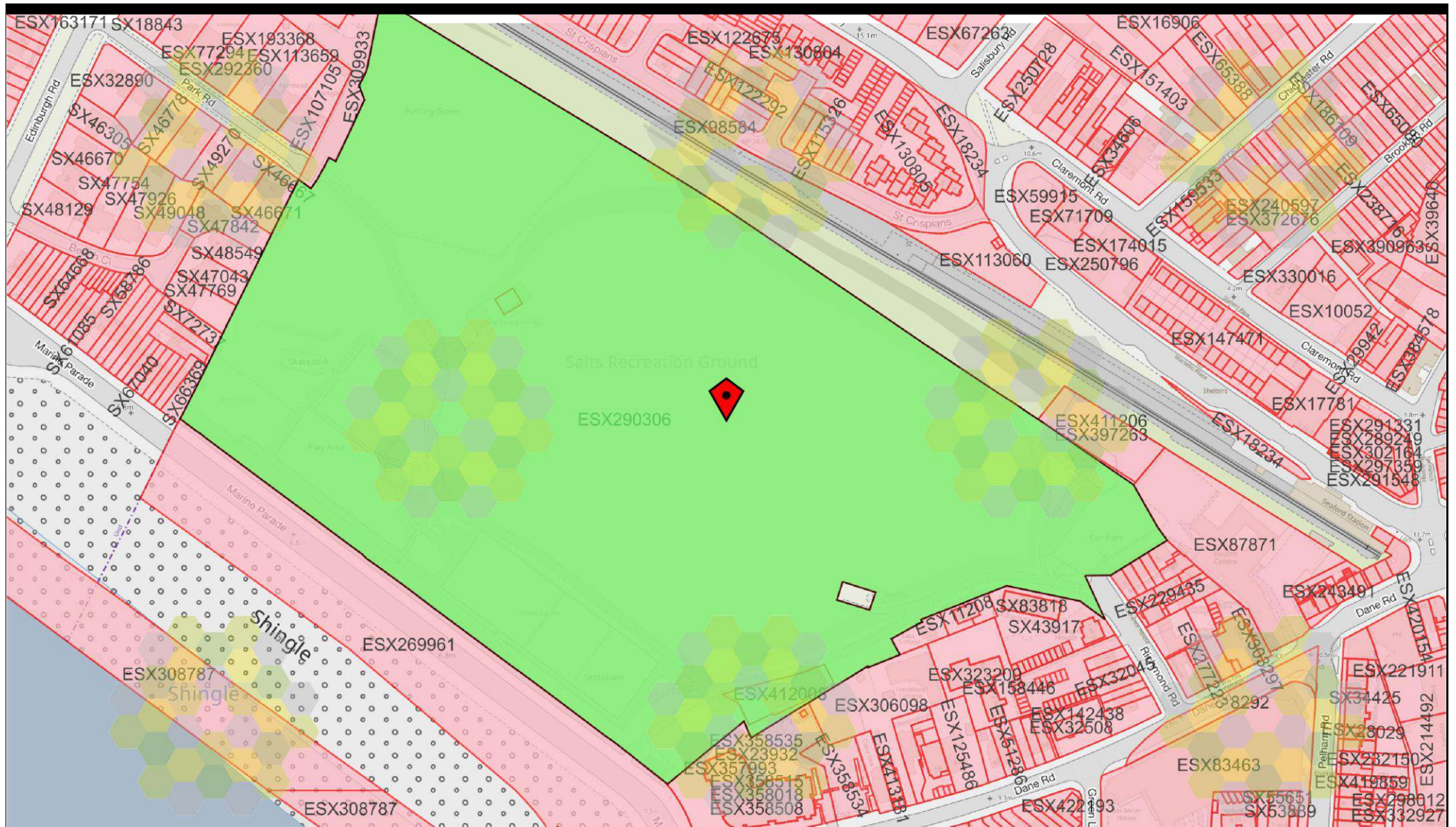
APPENDIX B



 Lewes District Council www.lewes.gov.uk	TRANSFER OF SEAFORD ASSETS THE SALTS SEAFORD			N 
	O.S. MAP REF: TV 4799SE/4899SW	DEED PACKET NO.: 277	SCALE: 1/2500	PLAN NO.: E 010/05
	Reproduced from Ordnance Survey mapping with permission of the Controller of HMSO. Crown Copyright Reserved.			REV:

States & Valuation
Services

APPENDIX C





0 1020304050607080 100m

Map scale 1:2500

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Data last updated 10:00pm 08 JANUARY, 2025

Title number	Estate information	Address
ESX290306	Freehold	SALTS SPORTS COMPLEX RICHMOND ROAD, SEAFORD BN25 1DR SALTS RECREATION GROUND RICHMOND ROAD, SEAFORD BN25 1DR THE CRICKET PAVILION RICHMOND ROAD, SEAFORD

January 2025 Full Council Agenda

Report 120-24 Appendix A

2025 – 2026 Draft Budget

Enclosed in Appendix A relating to agenda item 14, report 120-24 presenting the 2025 – 2026 draft budget for consideration

Committee		2024-25 Final Budget	2025-26 DRAFT Budget	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget
Finance & General Purposes	Income	58,723	58,495	16,750	17,252	17,770	18,303
	Expenditure	809,660	990,523	1,004,593	1,032,576	1,061,196	1,090,777
	Net Expenditure	-750,937	-932,028	-987,844	-1,015,324	-1,043,426	-1,072,474
Community Services	Income	254,319	248,425	246,555	258,190	266,465	274,875
	Expenditure	528,024	531,745	496,821	508,524	514,163	536,977
	Net Expenditure	-273,705	-283,320	-250,266	-250,334	-247,698	-262,102
Golf and The View	Income	615,026	658,958	688,260	706,853	726,004	745,730
	Expenditure	686,503	691,970	711,484	736,429	753,058	737,287
	Net Expenditure	-71,477	-33,012	-23,224	-29,576	-27,054	8,442
Total Committees	Income	928,068	965,878	951,565	982,295	1,010,239	1,038,908
	Expenditure	2,024,187	2,214,238	2,212,899	2,277,529	2,328,417	2,365,042
Total Net Expenditure		-1,096,119	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Funded FROM Earmarked Reserves EMR344 - Projects		10,000					
From General Reserves							
		-1,086,119	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Transfers TO Earmarked Reserves EMR334 - Seaford Head/SH Barn EMR344 - Projects Reserve EMR368-Tennis Courts		10,000 (19,500) (5,400)					
To General Reserves		-	-				
Funding Requirement- Precept		-1,101,019	-1,248,359	-1,261,334	-1,295,234	-1,318,178	-1,326,134
Tax Base		9,729.9	9,765.00	9,765.0	9,765.0	9,765.0	9,765.0
Band D Council Tax		-113.16	-127.84	-129.17	-132.64	-134.99	-135.80
Council Tax increase (%)		1.86%	12.97%	1.04%	2.69%	1.77%	0.60%
Council Tax Band D increase (£)		-£2.07	-£14.68	-£1.33	-£3.47	-£2.35	-£0.81

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	-	-	-	-	-
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	1,593	1,641	1,690	1,741	1,793
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	4,590	4,728	4,870	5,016	5,166
4275	Building Maintenance	5,000	1,740	1,792	1,846	1,901	1,958
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	148,288	152,435	159,367	163,537	167,773
Net (Expenditure) Income		(110,258)	(95,372)	(98,442)	(103,659)	(106,177)	(108,763)
Crouch Recreation Ground							
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	-	-	-	-	-
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	1,138	1,172	1,207	1,244	1,281
4260	Grounds Maintenance Contract	28,400	29,252	30,130	31,033	31,964	32,923
4261	General Maintenance	5,000	3,610	3,718	3,830	3,945	4,063
4275	Building Maintenance	4,000	2,450	2,000	2,000	2,000	2,000
4283	Playground	5,000	4,000	4,000	4,000	4,000	5,000

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
	Crouch Recreation Ground Expenditure	49,609	56,108	57,147	58,682	60,262	62,890
	Net (Expenditure) Income	(35,291)	(38,373)	(38,957)	(39,767)	(40,864)	(42,994)
	<u>Martello Fields</u>						
	Cost Centre 107						
1050	Income Rent	5,000	5,351	5,512	5,677	5,847	6,023
	Martello Fields Income	5,000	5,351	5,512	5,677	5,847	6,023
4115	Insurance	-	6	7	7	7	7
4251	Dog Bin Emptying	1,425	911	938	966	995	1,025
4260	Grounds Maintenance Contract	14,317	15,801	16,275	16,763	17,266	17,784
4261	General Maintenance	2,000	1,000	1,030	1,061	1,093	1,126
	Martello Fields Expenditure	17,742	17,718	18,250	18,797	19,361	19,942
	Net (Expenditure) Income	(12,742)	(12,367)	(12,738)	(13,120)	(13,514)	(13,919)
	<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	1,821	1,876	1,932	1,990	2,050
4260	Grounds Maintenance Contract	45,248	25,307	26,067	26,849	27,654	28,484
4261	General Maintenance	7,200	7,780	8,013	8,254	8,501	8,756
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	61,911	64,986	66,904	68,880	70,914
	Net (Expenditure) Income	(58,012)	(61,821)	(64,896)	(66,814)	(68,790)	(70,824)
	<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
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
	Net (Expenditure) Income	(3,380)	(10,463)	(10,477)	(10,491)	(10,506)	(10,521)

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>South Street Toilets</u>							
Cost Centre 114							
4201	Cleaning & Hygiene	15,165	-	-	-	-	-
4203	Public Toilet Cleaning	-	13,500	13,905	14,322	14,752	15,194
4275	Building Maintenance	2,000	1,680	1,730	1,782	1,836	1,891
South Street Expenditure		17,165	15,180	15,635	16,104	16,588	17,085
<u>Net (Expenditure) Income</u>		(17,165)	(15,180)	(15,635)	(16,104)	(16,588)	(17,085)
<u>Martello Tower</u>							
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>							
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	-	-	-	-	-
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	911	938	966	995	1,025
4260	Grounds Maintenance Contract	1,344	1,285	1,324	1,364	1,405	1,447
4261	General Maintenance	3,000	1,445	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	38,284	40,809	41,808	42,838	43,898
<u>Net (Expenditure) Income</u>		(9,485)	(4,484)	(6,909)	(7,808)	(8,738)	(9,698)
<u>Seafront</u>							
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
Seafront Income		77,950	69,126	63,523	70,121	73,938	77,815
4022	Telescope Expenditure	200	200	206	212	219	225
4052	Water & Sewerage	150	205	211	217	224	231

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	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
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	7,105	8,000	8,000	8,000	8,000
4270	Vehicles & Equipment Maintenance	150	150	155	159	164	169
4275	Building Maintenance	1,000	1,335	1,375	1,416	1,459	1,503
4276	CCTV	-	2,880	185	191	197	203
4501	Filming Expenses	40	40	40	40	40	40
Seafront Expenditure		46,215	38,700	38,761	39,653	40,571	41,517
Net (Expenditure) Income		31,735	30,426	24,761	30,469	33,367	36,298
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
4258	Seasonal Beach Hut Revenue Expenditure	15,225	13,500	13,905	14,322	14,752	15,194
4275	Building Maintenance	5,000	900	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	22,850	24,158	24,787	25,403	26,170
Net (Expenditure) Income		34,846	38,310	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	500	515	530	546	563
Old Town Hall Expenditure		1,493	704	725	747	769	792
Net (Expenditure) Income		300	1,960	1,939	2,253	2,231	2,208
Seaford In Bloom							
Cost Centre 121							
1025	Other Income	500	500	500	500	500	500

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
	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						
	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
	Net (Expenditure) Income	838	850	891	933	976	1,020
	Other Recreation						
	Cost Centre 130						
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
	Net (Expenditure) Income	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	CCTV						
	Cost Centre 134						
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
	Net (Expenditure) Income	(12,891)	(7,126)	(7,340)	(4,589)	1,659	(7,839)
	Community Service Events						
	Cost Centre 135						
1025	Sponsorship	1,000	-	-	-	-	-
1083	Income Street Market	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
	Net (Expenditure) Income	(25,780)	(19,595)	(19,643)	(19,692)	(19,743)	(19,795)
	Projects Pool						
	Cost Centre 225						
4155	Professional Fees	5,000	-	-	-	-	-
4274	Project Expenditure	16,500	11,000	20,000	20,000	20,000	20,000
4424	South Hill Barn Development	-	40,800	-	-	-	-

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
	Projects Pool Expenditure	21,500	51,800	20,000	20,000	20,000	20,000
	Net (Expenditure) Income	(21,500)	(51,800)	(20,000)	(20,000)	(20,000)	(20,000)
	<u>Planning & Highways</u>						
	Cost Centre 301						
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)	(95,372)	(98,442)	(103,659)	(106,177)	(108,763)
106	The Crouch Recreation Ground	(35,291)	(38,373)	(38,957)	(39,767)	(40,864)	(42,994)
107	Martello Fields	(12,742)	(12,367)	(12,738)	(13,120)	(13,514)	(13,919)
108	Other Open Spaces	(58,012)	(61,821)	(64,896)	(66,814)	(68,790)	(70,824)
113	Crypt	(3,380)	(10,463)	(10,477)	(10,491)	(10,506)	(10,521)
114	South Street	(17,165)	(15,180)	(15,635)	(16,104)	(16,588)	(17,085)
115	Martello Tower	(18,420)	(21,522)	(4,627)	(4,736)	(4,848)	(4,964)
116	Seaford Head Estate	(9,485)	(4,484)	(6,909)	(7,808)	(8,738)	(9,698)
117	Seafront	31,735	30,426	24,761	30,469	33,367	36,298
118	Beach Huts	34,846	38,310	38,789	39,999	41,274	42,451
119	Old Town Hall	300	1,960	1,939	2,253	2,231	2,208
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)	(51,800)	(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 (Expenditure) Income	(273,705)	(283,320)	(250,266)	(250,334)	(247,698)	(262,102)
	Total Committee Income	254,319	248,425	246,555	258,190	266,465	274,875
	Total Committee Expenditure	528,024	531,745	496,821	508,524	514,163	536,977
	<u>Total Net Committee requirement</u>	(273,705)	(283,320)	(250,266)	(250,334)	(247,698)	(262,102)

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
Administration							
Cost Centre 201							
1062	Income Telephone Recharge	550	780	803	828	852	878
1190	Interest Received	20,000	50,000	8,000	8,240	8,487	8,742
Administration Income		20,550	50,780	8,803	9,068	9,340	9,620
4000	Salaries & Wages	493,916	613,624	632,033	650,994	670,524	690,639
4001	Employers NI	45,741	76,731	79,033	81,404	83,846	86,361
4002	Employers Superannuation	85,681	105,605	108,773	112,036	115,397	118,859
4003	Sub-contracted Costs	5,000	1,500	1,545	1,591	1,639	1,688
4009	Recruitment Costs	500	1,000	500	500	500	500
4010	Staff Training	4,000	3,000	3,090	3,183	3,278	3,377
4012	Staff Expenses	800	1,000	1,030	1,061	1,093	1,126
4015	Office Refreshments	100	100	103	106	109	113
4100	Telecommunications	3,300	4,635	4,774	4,917	5,065	5,217
4105	Postage	250	250	258	265	273	281
4106	Stationery	1,300	1,000	1,030	1,061	1,093	1,126
4107	Photocopier	1,890	1,350	1,391	1,432	1,475	1,519
4108	Recycling and Shredding	400	400	412	424	437	450
4110	Advertising & Publicity	2,000	1,500	1,545	1,591	1,639	1,688
4112	Subscriptions	5,755	5,397	5,559	5,726	5,897	6,074
4113	Software Support	12,700	11,000	11,330	11,670	12,020	12,381
4114	Licence Fee	60	77	79	82	84	87
4115	Insurance	1,820	1,990	2,050	2,111	2,174	2,240
4116	Web Site	1,200	1,000	1,030	1,061	1,093	1,126
4118	IT Hardware & Equipment	4,335	4,000	4,120	4,244	4,371	4,502
4154	Land Registry Fees	100	100	103	106	109	113
4155	Professional Fees	7,300	10,500	10,815	11,139	11,474	11,818
4156	Bank Charges	1,800	1,339	1,379	1,421	1,463	1,507
4157	Audit Fees	3,111	10,000	10,300	10,609	10,927	11,255
4199	Other Expenditure	200	100	103	106	109	113
4272	Furniture & Equipment	2,000	3,000	3,090	3,183	3,278	3,377
Administration Expenditure		685,259	860,198	885,474	912,023	939,369	967,535
Net (Expenditure) Income		(664,709)	(809,418)	(876,670)	(902,956)	(930,029)	(957,915)
Premises - Church Street							
Cost Centre 205							
1050	Income Rent	9,000	7,715	7,946	8,185	8,430	8,683
Premises - Church Street Income		9,000	7,715	7,946	8,185	8,430	8,683
4050	Rent Payable	21,000	25,760	25,760	25,760	25,760	25,760
4051	Rates	8,715	8,601	8,859	9,124	9,398	9,680
4059	Church Street Service Charge	17,000	24,250	24,978	25,727	26,499	27,294
4115	Insurance	-	5	5	5	5	6
4270	Vehicle & Equipment Maintenance	464	444	457	471	485	500
4275	Building Maintenance	1,625	1,000	1,030	1,061	1,093	1,126
4276	CCTV	300	113	117	120	124	128
Premises - Church St Expenditure		49,104	60,173	61,205	62,268	63,364	64,492
Net (Expenditure) Income		(40,104)	(52,458)	(53,259)	(54,084)	(54,933)	(55,809)
Premises - Hurdis House							
Cost Centre 206							
1050	Income Rent	28,718	-	-	-	-	-
1051	Income Insurance Recharge	455	-	-	-	-	-
Premises - Hurdis House Income		29,173	-	-	-	-	-

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
4115	Insurance	455	482	497	511	527	543
4155	Professional Fees	5,000	2,000	1,000	1,000	1,000	1,000
4275	Building Maintenance	1,000	5,000	1,000	1,000	1,000	1,000
4301	Public Works Loan Board	15,005	7,500	-	-	-	-
Premises-Hurdis House Expenditure		21,460	14,982	2,497	2,511	2,527	2,543
<u>Net (Expenditure) Income</u>		7,713	(14,982)	(2,497)	(2,511)	(2,527)	(2,543)
<u>Civic Expenses</u>							
Cost Centre 210							
Civic Expenses Income		-	-	-	-	-	-
4013	Members Expenses	125	100	103	106	109	113
4014	Members Training	2,000	1,500	1,545	1,591	1,639	1,688
4106	Stationery	100	50	52	53	55	56
4113	Software Support	2,600	2,607	2,685	2,766	2,849	2,934
4115	Insurance	62	63	65	67	69	71
4118	IT Hardware & Equipment	-	-	-	100	-	-
4180	Room Hire	600	2,750	2,833	2,917	3,005	3,095
4181	Civic - Mayor's Expenses	1,500	1,500	1,500	1,500	1,500	1,500
4182	Catering & Hospitality	200	200	200	200	200	200
4183	Civic - Awards	200	200	206	212	219	225
4184	Civic - Other	1,000	1,000	1,030	1,061	1,093	1,126
4188	Town Crier Expenses	200	200	200	200	200	200
4189	Young Mayor	250	-	-	-	-	-
4190	Election Costs	10,000	10,000	10,000	10,000	10,000	10,000
Civic Expenses Expenditure		18,837	20,170	20,418	20,773	20,937	21,208
<u>Net (Expenditure) Income</u>		(18,837)	(20,170)	(20,418)	(20,773)	(20,937)	(21,208)
<u>Grants Pool</u>							
Cost Centre 215							
Grants Income		-	-	-	-	-	-
4401	Grants	30,000	26,000	26,500	26,500	26,500	26,500
4406	Service Funding Agreements	5,000	9,000	8,500	8,500	8,500	8,500
Grants Expenditure		35,000	35,000	35,000	35,000	35,000	35,000
<u>Net (Expenditure) Income</u>		(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)

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>F&GP COMMITTEE SUMMARY</u>							
201	Administration	(664,709)	(809,418)	(876,670)	(902,956)	(930,029)	(957,915)
205	Premises Church Street	(40,104)	(52,458)	(53,259)	(54,084)	(54,933)	(55,809)
206	Premises Hurdis House	7,713	(14,982)	(2,497)	(2,511)	(2,527)	(2,543)
210	Civic Expenses	(18,837)	(20,170)	(20,418)	(20,773)	(20,937)	(21,208)
215	Grants	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Total Net (Expenditure) Income		(750,937)	(932,028)	(987,844)	(1,015,324)	(1,043,426)	(1,072,474)
Total Committee Income		58,723	58,495	16,750	17,252	17,770	18,303
Total Committee Expenditure		809,660	990,523	1,004,593	1,032,576	1,061,196	1,090,777
<u>Net Committee Requirement</u>		(750,937)	(932,028)	(987,844)	(1,015,324)	(1,043,426)	(1,072,474)

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>Golf Course</u>						
	Cost Centre 101						
1000	Golf Course Season Ticket	200,841	206,875	213,081	219,474	226,058	232,840
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
	Golf Course Income	570,026	604,360	622,236	640,649	659,614	679,148
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	20,750	21,373	22,014	22,674	23,354
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	46,170	47,555	48,982	50,451	51,965
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	6,555	6,752	6,954	7,163	7,378
4276	CCTV	250	250	258	265	273	281
4279	Fire & Security	655	688	708	730	752	774

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
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
	Golf Course Expenditure	530,148	556,096	589,134	614,588	630,713	614,422
	Net (Expenditure) Income	39,878	48,264	33,102	26,060	28,901	64,726
	Capital Costs-Golf & The View						
	Cost Centre 102						
4155	Professional Fees	20,000	15,000	-	-	-	-
4301	Public Works Loan Payment	105,000	105,000	105,000	105,000	105,000	105,000
	Capital Costs Expenditure	125,000	120,000	105,000	105,000	105,000	105,000
	Net (Expenditure) Income	(125,000)	(120,000)	(105,000)	(105,000)	(105,000)	(105,000)
	The View						
	Cost Centre 103						
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
	The View Income	45,000	54,598	66,023	66,204	66,390	66,582
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	4,092	4,215	4,341	4,471	4,606
4276	CCTV	-	135	139	143	148	152
4279	Fire & Security	-	752	774	798	822	846
4316	The View Transition Costs	10,000	-	-	-	-	-
	The View Expenditure	31,355	15,874	17,350	16,840	17,346	17,866
	Net (Expenditure) Income	13,645	38,724	48,674	49,364	49,045	48,716
	COMMITTEE SUMMARY						
	Net Expenditure by Cost centre						
101	Golf Course	39,878	48,264	33,102	26,060	28,901	64,726
102	Capital Costs-Golf & The View	(125,000)	(120,000)	(105,000)	(105,000)	(105,000)	(105,000)
103	The View	13,645	38,724	48,674	49,364	49,045	48,716
	Total Net (Expenditure) Income	(71,477)	(33,012)	(23,224)	(29,576)	(27,054)	8,442
	Total Committee Income	615,026	658,958	688,260	706,853	726,004	745,730
	Total Committee Expenditure	686,503	691,970	711,484	736,429	753,058	737,287
	Total Net Committee Requirement	(71,477)	(33,012)	(23,224)	(29,576)	(27,054)	8,442