

2022-2023 Annual Report



Seaford Town Council

Working Together for Seaford!



Seaford Town Council

37 Church Street, Seaford,
East Sussex, BN25 1HG
www.seafordtowncouncil.gov.uk



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THE TOWN COUNCIL

Seaford Town Council is made up of a team of council officers and 20 councillors.

Councillors are elected by residents and look after specific areas (wards) for the period they are elected, usually four years. Councillors work together, as a corporate body, to ensure that the Town Council continues to represent the needs of the town, its residents and visitors.

Council officers are employed by the Town Council, as a corporate body, and work to deliver the strategy and decisions of the Town Council. Officers also play a key role in ensuring councillors are informed and supported to do their roles.

Both councillors and officers work hard to ensure that the Town Council engages and communicates with its key stakeholders and partners - residents, visitors, local business' and groups, other local authorities and so on. This is achieved by regular public meetings, having open communication channels for the public to use and be consulted through, and nurturing and maintaining key relationships.

Municipal services within Seaford are provided by three tiers of local government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery.



2022/2023 OVERVIEW



In the last year of the 2019 - 2023 administration, the Town Council was able to successfully achieve the following improvements, projects and services for Seaford:

- Granted £20,000 of funding to community organisations.
- Maintained a low council tax to support a community met with financially difficult times.
- Acted as the voice for the community on over 150 planning applications.
- Improved and delivered events such as Seaford Christmas Magic and Veterans and Armed Forces Day.
- Installed water refill stations.
- Refurbished the Salts Tennis Courts.
- Created a Climate Change Sub-Committee.
- Identified and maintained green spaces for renaturing.
- Set up partnerships with community groups to maintain Town Council green spaces.
- Continued to communicate with relevant bodies on the Talland Parade scaffolding.
- Restored Seaford War Memorial.
- Strengthened partnerships with outside bodies.
- As custodians, supported the investigative work on the Iron Age Fort found on Seaford Head.
- Provided the highly popular West View Beach Huts, including seasonal concession huts.
- Supported the 'Saving Lives Initiative' of Seaford's 'Automatic External Defibrillator' campaign.
- Provided ways for the community to celebrate Her Majesty Queen Elizabeth's Platinum Jubilee, such as erecting and lighting a beacon on Seaford Head.
- Increased development of South Hill Barn as a cultural facility.
- Acted as the community voice in response to the sewage discharge in Seaford Bay.

Cont. Over.

2022/2023 OVERVIEW CONT.

- Promoted and practiced 'reduce, reuse, recycle' across Town Council sites.
- Supported the community through the passing of Her Majesty Queen Elizabeth, and His Majesty The King's accession.
- Renewed fencing around Martello Fields and improved the bumper rail on the seafront parking.
- Assisted in facilitating Seahaven Pride and Seaford Bonfire Night celebrations.
- Supported the Seaford Beacons art project run by Sussex Contemporary Illustrators & Printmakers (SCIP).
- Assisted in establishing a new community arts group in The Crypt.
- Replaced bins on Seaford Seafront.
- Resurfaced the pathway through the Salts play area.
- Worked with partners and local groups to raise awareness of local warm spaces and also ensured the provision of a safe and welcoming community space for the Ukrainian refugees within Seaford.
- Helped fund key improvements to the Seaford Head Swimming Pool.
- Was identified as an example of 'best practice' for its transparency as a larger local council.
- Kick started the review of the Town Council's Strategic Objectives, including running the well-responded to community and youth community surveys.



2022/2023 GRANTS SCHEME



In 2022/2023 the Town Council granted £20,000 as part of its annual grants scheme to benefit the town and its residents.

The Town Council thanked these organisations for their continued hard work and contribution to the town and was delighted to be able to assist and support these organisations where possible.

Cuckmere Buses was awarded £2,000 towards the ongoing annual running costs and to avoid deficits.

Down Syndrome Development Trust was awarded £1,000 towards supporting Seaford-based children with Downs Syndrome and their families to access their diverse range of programmes.

Premier United Football Club was awarded £500 towards the purchase of goal posts for the U13 and U14 Girls Teams along with use at matches.

Seaford Bonfire Society was awarded £3,000 towards the cost of medical emergency professionals along with the costs towards the event security.

Seaford Community Partnership was awarded £250 towards various administrative costs enabling the Partnership's volunteers to progress with their current projects.

Seaford Town Football Club was awarded £1,500 towards the purchase of a Club mini-bus to help transport all the youth and senior teams.

Seaford Musical Theatre was awarded £2,750 towards the repair/replacement of their defective flat roof which leaks continuously causing internal damage.

St James' Trust (Seaford) was awarded £1,000 helping to fund the use of the Lions Mini Bus that is used every week.

Cont. Over.

2022/2023 GRANTS SCHEME



St Wilfrid's Hospice was awarded £2,000 towards the cost of running their fleet of cars which are used to visit patients in Seaford.

Teddy Treats Children's Charity was awarded £3,000 towards supporting local young people to attend dance, singing, sports and art activities and to continue to fund afterschool streetdance via Seaford Primary schools and Seaford Head Secondary School.

The Youth Counselling Project was awarded £3,000 towards providing 60 sessions of wellbeing support and mental health interventions with each child receiving 10 face to face sessions with relevant therapists.

The Mayor of Seaford, Cllr Olivia Honeyman said *"Thanks to everyone who applied for the Seaford Town Council grants, whether successful or not, you are all working hard and showing how much you care about the Seaford community."*

2022/2023 AGAR (ANNUAL RETURN)

The Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015 set out the responsibilities of all local councils in respect of their accounting and auditing procedures.

Each year, the Town Council's financial accounts and statements must be examined by an independent internal auditor appointed by the Council. For the year 2021-22 this was Mark Mulberry and Co.

The Town Council is also required to complete an Annual Governance & Accountability Return (AGAR) which includes the findings of the Internal Auditor, together with Governance Statements and Financial Statements. The AGAR is then submitted to the independent external auditor appointed by the Audit Commission for examination.

A summary of this year's audit process is detailed overleaf, together with copies of the relevant documents.

2022/2023 AGAR (ANNUAL RETURN)



The Town Council's Financial Statements and Annual Governance & Accountability Return (AGAR) submission for the year-ending 31st March 2023 have been checked by Mark Mulberry and Co and subsequently approved by the Full Council at its meeting held on Thursday 29th June 2023.

The completed AGAR, together with the relevant supporting documentation, was then submitted to the external auditor, PKF Littlejohn LLP who were required to complete their review by 30th September 2023.

Following the submission, a 'Notice of Public Rights and Publication of the Unaudited Annual Governance & Accountability Return' was published along Sections 1 and 2 of the AGAR with the 'Summary of your Rights' stating that any person interested had the right to inspect and make copies of the accounting records for the 2022-23 Financial Year. This ran for a period of six weeks between 3rd July 2023 to 11th August 2023. Any persons who wished to review the documentation were advised to contact the Finance Manager to make an appointment.

PKF Littlejohn completed their audit of the 2022-23 AGAR on the 22nd September 2023 and it was confirmed that despite challenging correspondence which had to be considered, it was in their opinion that the 2022-23 AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met

The 'Notice of Conclusion of Audit' and certified 2022-23 AGAR was published on 30th September 2023 and can be found overleaf.

Copies of the certified AGAR are available to purchase by any person on payment of fifty pence. Copies of the 2022/23 AGAR will remain available for public access for a period of not less than 5 years from date of publication stated above.

2022/2023 AGAR (ANNUAL RETURN)

Seaford Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Seaford Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2.	The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Seaford Town Council on application to:	
a.	Lucy Clark, Finance Manager Seaford Town Council 37 Church Street Seaford, BN25 1HG	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
b.	During the hours of 10.00am to 3.30pm, Monday – Friday	(b) Insert the hours during which inspection rights may be exercised.
3.	Copies will be provided to any person on payment of fifty pence (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
	Announcement made by: (d) <u>Lucy Clark, Finance Manager</u>	(d) Insert the name and position of person placing the notice.
	Date of announcement: (e) <u>25th September 2023</u>	(e) Insert the date of placing the notice



2022/2023 AGAR (ANNUAL RETURN)

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

2022/2023 AGAR (ANNUAL RETURN)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalac.gov.uk or from www.ada.org.uk

2022/2023 AGAR (ANNUAL RETURN)

Annual Internal Audit Report 2022/23

SEAFORD TOWN COUNCIL

www.seafordtowncouncil.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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 financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed 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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

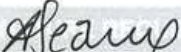
Date(s) internal audit undertaken

25/10/2022 30/05/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Andy Beams of Mulberry & Co AUDITOR

Signature of person who carried out the internal audit

SIG  ED

Date

30/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

2022/2023 AGAR (ANNUAL RETURN)

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/06/2023

and recorded as minute reference:

C27/06/23 C27.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Christa Honeyman

REQUIRED

Clerk

A. H.

REQUIRED

www.seafordtowncouncil.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

2022/2023 AGAR (ANNUAL RETURN)

Section 2 – Accounting Statements 2022/23 for

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	624,842	1,150,339	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	984,150	1,044,965	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,687,487	1,858,980	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	783,486	905,279	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	119,979	121,854	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,242,675	1,284,365	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,150,339	1,742,786	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,232,941	1,887,534	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	10,944,717	10,923,539	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	RESTATED 1,468,075	1,397,286	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

25/05/2023

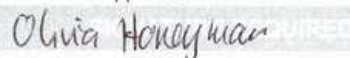
I confirm that these Accounting Statements were approved by this authority on this date:

29/06/2023

as recorded in minute reference:

C28/06/23

Signed by Chairman of the meeting where the Accounting Statements were approved

 Oluvia Honeyman

2022/2023 AGAR (ANNUAL RETURN)

Section 3 – External Auditor’s Report and Certificate 2022/23

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 2023; 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 2022/23

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.

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

We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

3 External auditor certificate 2022/23

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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

16/09/2023

TOWN COUNCILLORS

In May 2023, an ordinary election took place to fill Seaford Town Council's 20 seats.

The following Town Councillors were elected and form the 2023-2027 administration of Seaford Town Council:



TOWN COUNCILLOR PROFILES

Some Seaford Town Councillors have provided profiles to give a little insight into who they are and why they stood to be a Town Councillor.

CLLR SHAH ALI SEAFORD CENTRAL WARD

Career History/Skills/Life Experience:

- Restaurant Owner/Manager
- Taxi Driver
- Skilled in IT
- A good communicator/good listener

Interesting/unknown facts about you?

- Playing/watching sports
- Going for walks
- Fishing
- Current Affairs

What made you stand to be a Councillor?

I wanted to be a Councillor because I like talking and being around people.

Which parts of/services in Seaford are you most passionate about (if any)?

I really like Seaford Town because there are lots of people to interact with.

What are your aims over your four-year term in office?

- The Buckle Bypass junction due to many accidents
- Talland Parade scaffolding to come down
- All potholes fixed
- No litter



TOWN COUNCILLOR PROFILES

CLLR CHRISTINA BRISTOW SEAFORD SOUTH WARD

Career History/Skills/Life Experience:

For most of my career I have worked in developing the marine renewables industry (wave & tidal energy). My experience lies in stakeholder engagement and consultation, consenting, environmental monitoring and navigational risk. I also managed an economic development programme for a community & trade association in renewables and sustainable development.



Interesting/unknown facts about you?

I'm studying for a PhD in Energy Engineering, looking at pathways to transition to low-carbon heating. I have a brindle lurcher dog called Bandy who many people recognise walking around the town!

What made you stand to be a Councillor?

I care deeply about Seaford and am keen to see the town evolve whilst keeping its unique appeal to everyone. I was involved in a campaign to keep a local park as a safe and open space for all to enjoy. During the course of that it was wonderful to meet so many residents who value our green spaces for the variety of benefits they bring, be it for organised sports or for informal recreation and wellbeing, and who wanted me to represent them to bring about a balance in the stewardship of our precious open spaces.

Which parts of/services in Seaford are you most passionate about?

I grew up a stone's throw away from the beach and Seaford Head so I can appreciate the importance of Seaford's natural amenities and countryside to us all.

What are your aims over your four-year term in office?

To help the town change sensitively with the needs of its residents, and in particular to help Seaford become more resilient to the effects of climate change. I'd also like to play a part in improving opportunities in Seaford so it becomes a place where more young people can stay and succeed in.

TOWN COUNCILLOR PROFILES

CLLR FREDDIE HOAREAU SEAFORD ESPLANADE WARD

Career History/Skills/Life Experience:

- Worked as a care support worker.
- Trained as a journalist.
- Political experience as a campaigner.
- Grew up in Seaford and love the town.



Interesting/unknown facts about you?

Played the bass with Herbie Flowers.

What made you stand to be a Councillor?

I want to deliver for Seaford. I love my town and have the passion and commitment to work for it.

Which parts of/services in Seaford are you most passionate about (if any)?

- Value for money.
- Play areas and creativity.
- The local economy.
- The beach!

What are your aims over your four-year term in office?

- Support businesses
- Help the beach thrive
- Improve quality of life for young people (and all!)



TOWN COUNCILLOR PROFILES

CLLR OLIVIA HONEYMAN SEAFORD SOUTH WARD

Career History/Skills/Life Experience:

I have worked in retail horticultural for nearly 30 years as a plant buyer. I have achieved the RHS General BSC (Hons) Landscape Management and Post Graduate Diploma all whilst working full time.

What made you stand to be a Councillor?

I like helping people and dealing with injustices. To help protect the environment.

Which parts of/services in Seaford are you most passionate about (if any)?

Most parts of Seaford, especially the seafront. The view from the top of Seaford Head is breath-taking.

What are your aims over your four-year term in office?

To continue to help residents in the community with their issues.



TOWN COUNCILLOR PROFILES

CLLR RICHARD HONEYMAN SEAFORD NORTH WARD

Career History/Skills/Life Experience:

Extensive local government experience relevant to local Councils including Seaford Town Council.

Interesting/unknown facts about you?

Ran the first 10 Brighton Marathons since its inception in 2010.

What made you stand to be a Councillor?

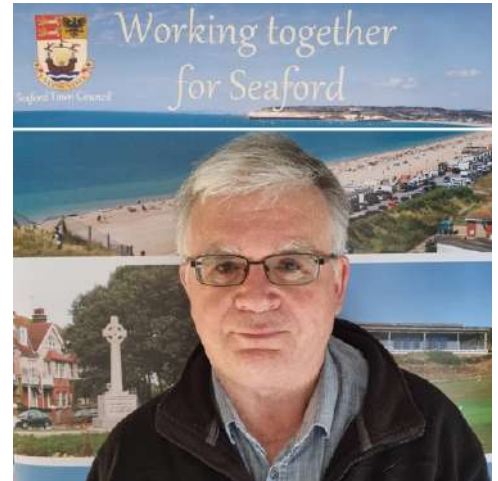
Always interested in local and national issues and its politics. Seaford Town is no different. Like to be involved in its direction and resident's queries.

Which parts of/services in Seaford are you most passionate about (if any)?

Planning issues I find particularly interesting. Will support alternative public/private/transport policies and improve walking and cycling routes joining to the Exeat Bridge and Ouse Valley Estuary areas. Always interested in the seafront development improvements which are ongoing.

What are your aims over your four-year term in office?

As above.



TOWN COUNCILLOR PROFILES

CLLR JIM LORD SEAFORD NORTH WARD

Career History/Skills/Life Experience

- Building and landscape surveyor.
- Constructed two very large country parks.

Interesting/Unknown Facts about you

Steam heritage and model railways.

What made you stand as a councillor?

To allow a change and maintain the status quo. A very difficult process which will need all of my negotiation skills.

What are your aims over your four-year term in office?

To eventually see the refurbishment of the Martello Toilets.



TOWN COUNCILLOR PROFILES

CLLR SALLY MARKWELL SEAFORD NORTH WARD

Career History/Skills/Life Experience

I have been privileged to be able to work across many areas of public service for over 46 years. I currently have an academic role teaching and supporting nurses in their training and delivering master's courses in public health with many UK and international allied health professionals. I have also enjoyed working and researching areas of Eastern Europe and using these experiences to assist in the development of health education in Romanian communities as well as currently supporting the new Integrated Care System boards and partnerships.



Interesting/Unknown Facts about you

I am proud of my Welsh heritage and as a Quaker am a strong advocate for equality and peace. I enjoy walking and climbing and quite a while ago climbed up to 26,000 feet in the Himalayas. I have four grandchildren and I make a pretty good quiche!!

What made you stand as a councillor?

As a local resident I find Seaford an amazing place to live. However, there are clearly issues within the town that can impact people's health, social and environmental wellbeing. As a councillor I hope I will be able to discuss these issues with the right people bringing the concerns of our more vulnerable and isolated residents to their attention.

Which parts of/services are you most passionate about?

My faith and nursing background draws me towards a compassionate approach in supporting local communities, recognising the need to encourage local people to be part of the decisions for their community and engaging those who feel left out, across all age groups. I wish to promote a fairer deal for our patients and their carers, and I would like to see a return to proper local health services.

What are your aims over your four-year term in office?

I want to ensure we have effective partnerships between Seaford Town Council and local civic, economic, health, care and community groups in order to improve local services by increasing local engagement and offering appropriate support to the challenges residents are facing. I also look forward to meeting local nurses and carers and hearing their perspectives on future local health plans.

TOWN COUNCILLOR PROFILES

CLLR JAMES MEEK SEAFORD NORTH WARD

Career History/Skills/Life Experience

- 40 years in Performing Arts.
- 20 years concurrently landscape-gardener.
- Presently corporate events installer.

Interesting/Unknown Facts about you

Self-published a novel. Enjoy writing verse.

What made you stand as a councillor?

A belief that localism is better than centralism. A concern that not enough is being done locally to address bio-diversity loss, sustainability, and resilience.

Which parts of/services are you most passionate about?

- Seaford Head, the bio-diversity on the golf course green spaces.
- Democracy in STC and how to engage the public more.

What are your aims over your four-year term in office?

- Initiate a plan to release Lewes District Council green spaces to Seaford Town Council to manage.
- Change the priorities of land usage of Seaford Head lease.
- Increase diverse habitat of golf course rough areas.
- Create a pedestrianised shopping area in lower Broad Street/High Street.
- Make Seaford far more cycling and pedestrian friendly without compromising those who need motorised transport.



TOWN COUNCILLOR PROFILES

CLLR GEOFF RUTLAND SEAFORD EAST WARD

Career History/Skills/Life Experience

Sales Professional for over 30 years.

Interesting/Unknown Facts about you

I've been Santa at Cradle Hill School and Micklefield Nursery for the last 6 years! Ho Ho Ho!

What made you stand as a councillor?

I care about where I live!!

What are your aims over your four-year term in office?

Not to screw things up and ask awkward questions!



TOWN COUNCILLOR PROFILES

CLLR IMOGEN TAYLOR SEAFORD BISHPSTONE WARD



Career History/Skills/Life Experience

Born in Kent, my family moved to Laughton, East Sussex in 1957 where my parents lived until recently. I attended Lewes Grammar School for Girls, my friends included Seafordians.

1964-67 I completed BA (Econ) at the University of Manchester and met my husband Roger, an engineer. We are still together, and he is a huge support.

1967-69 My first job, School Care Organiser, Inner London Education Authority introduced me to inner city schools and children in poverty.

1969 We migrated to Toronto, Canada. I worked as a child protection social worker. I obtained an MSW after further studies at University of Toronto and then worked as social worker, inpatient psychiatry, Mount Sinai Hospital.

1989 We returned to the UK with our two young sons and settled in a Somerset village. I took up a Lectureship in Social Work at the University of Bristol.

2001 We moved back to Sussex when I was appointed Professor of Social Work and Social Care, University of Sussex until retirement in 2014. Awards include a National Teaching Fellowship; and Fellowship of the Royal Academy of Social Sciences.

Interesting/unknown facts

Mother, Mary Potter trained at Hastings Art School and became a well-known Sussex batik artist. She was an early member of the Guild of Sussex Crafts and also exhibited at the Crypt Gallery, Seaford.

Our family own a small stretch of ancient woodland on the edge of Laughton. We benefitted from Woodland Trust advice on preserving and sustaining ancient woodland.

Cont. Over...



TOWN COUNCILLOR PROFILES

CLLR IMOGEN TAYLOR SEAFORD BISHPSTONE WARD



What made you stand to be a councillor?

Now retired, I can bring my knowledge and skills to serve my community. This includes skills in working with people and leadership skills. I have a strong sense of social justice and the need to tackle inequalities. I believe in the importance of our environment to our quality of life and the value of a strong community within which to embed this.

Which parts of Seaford are you most passionate about?

I am passionate about Bishopstone. We moved to Seaford in 2006 but I have only come to know the town and wider Seaford community since retirement. My husband and I are keen walkers and enjoy exploring the diversity of South Downs National Park. I also love the coast - as a child a favourite trip was to picnic where the river Cuckmere meets the sea. Today, a favourite activity is to swim at Tide Mills.

What are your aims over the four year term?

To do my best.



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