



Seaford Town Council

Seaford Town Council Finance & General Purposes Agenda – 11 June 2025

To the Members of the Finance & General Purposes Committee

Councillors S Dubas (Chair), S Ali (Vice Chair), R Buchanan, L Boorman, S Markwell, O Matthews, J Meek, R Stirton and L Wallraven.

A meeting of **Finance & General Purposes Committee** will be held in the

Council Chambers, 37 Church Street, Seaford, BN25 1HG on Wednesday 11 June 2025 at 7.00pm, which you are summoned to attend.

Steve Quayle,

Town Clerk

6 June 2025

PLEASE NOTE:

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- 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.

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

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

3. Public Participation

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

4. 2024 - 2025 Year End Finance Report for Finance & General Purposes

To consider report 18/25 presenting the 2024 - 2025 year-end financial position of the Finance & General Purposes Committee (pages 6 to 27).

5. Receipts, Payments and Bank Reconciliation Reports for February and March 2025

To consider report 17/25 advising the Committee of Receipts, Payments and Bank Reconciliations for February and March 2025 (pages 28 to 31).

6. Finance & General Purposes Update Report – June 2025

To consider report 26/25 updating the committee on non-finance related areas of responsibility for the Finance & General Purposes Committee (pages 32 to 35).

7. 2025 - 2026 Discretionary Grant Applications

To consider report 19/25 presenting the grant applications received for consideration and approval as relevant (pages 36 to 42).

8. 2025 Concessions Tender Programme

To consider report 21/25 the details of the completed programme, licences awarded and lessons learned to inform future concession tender programmes (pages 43 to 47).

9. Policy Update – June 2025

To consider report 28/25 providing the Committee with an update on the 2025 – 2026 work schedule with the Town Council's policies (pages 48 to 54).

10. Annual Review of Standing Orders

To consider report 29/25 presenting the annual review of the Town Council's Standing Orders policy document (pages 55 to 89).

11. Exclusion of the Press & Public

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

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection

legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

12. Receipts Due for Payment as of 31 May 2025 EXEMPT

To consider exempt report 20/25 informing the committee of unpaid receipts due as of 31 May 2025 (exempt pages).

Reason for exemption: to progress confidential debtor matters.

Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved.

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, 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.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

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

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be relevant to an item on the agenda for this meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.



Seaford Town Council

Report No:	18/25
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	11 June 2025
Title:	2024 – 2025 Year End Finance Report for Finance & General Purposes
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To present the 2024 - 2025 year-end financial position of the Finance & General Purposes Committee based on the previous committee structure

Actions

The Committee is advised:

1. To consider and ask any questions on the year-end financial position of the Finance & General Purposes Committee budget.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Information

- 1.1** Attached at Appendix A is the final income and expenditure figures for all previous committees (based on the previous committee structure) for the 2024 – 2025 financial year compared to the annual budget.
- 1.2** This report only covers the Finance & General Purposes (F&GP) Committee (see pages 8 - 10 of Appendix A for the F&GP cost centres), because over/under performance against budget on other committees are

reported at the relevant committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.

- 1.3 With regards to the F&GP Committee's income and expenditure report, any significant variances are reported in Appendix B.
- 1.4 Where some accounts are showing additional spends compared to budget, these are offset by budgets that have been underspent.

Income:

- 1.5 Overall income was budgeted to be £1,159,742 with the actual achieving £1,201,037 (figures include the precept), an uplift of £41,295.
- 1.6 This uplift is primarily due to the significant interest received from the CCLA account showing £71,459 above budget. However, this is offset by the Hurdis House income of £28,718 that was budgeted for but not received.

Expenditure:

- 1.7 Overall expenditure was budgeted at £809,660 with an actual spend of £864,273. Whilst there are many variables within the expenditure, the additional spend of £54,613 can largely be attributed to Sub-contracted staff (£21,659) and Professional Fees (£34,892). Reasons are covered in more detail in the appendices attached.
- 1.8 With regards to the Professional Fee overspend, £20,562 was covered by the Ear Marked Reserves (EMRs)..

Net Income over Expenditure:

- 1.9 Taking the above into account, the net income over expenditure for the year was £336,764, compared to the budgeted figure of £350,082 resulting in a negative variance of £13,318.
- 1.10 However, after adjusting for the use of EMRs, the committee's adjusted net position is £357,326. This results in an effective underspend of £7,244 compared to the original budgeted amount.

2. Ear Marked Reserves (EMRs)

- 2.1 A table showing the EMR movements during 2024 - 2025 is attached in Appendix C.

3. Financial Appraisal

- 3.1** This report presents the final income and expenditure figures for the 2024 - 2025 financial year for the F&GP Committee.

4. Contact Officer

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

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
105 Salts Recreation Ground							
1025 Income Sponsorship	230	230	0			100.0%	230
1050 Income Rent	2,339	2,180	(159)			107.3%	
1051 Income Insurance Recharge	1,933	1,854	(79)			104.2%	
1057 Income Electricity Recharge	6,211	8,610	2,399			72.1%	
1058 Income Water Recharge	4,426	4,988	562			88.7%	
1066 Income Concession	25,000	24,000	(1,000)			104.2%	
1073 Sports Pitch Hire & Green Fees	5,696	5,000	(696)			113.9%	
1095 Income Tennis Annual Pass	3,685	3,025	(660)			121.8%	
1096 Income Tennis Pay & Play	3,589	3,500	(89)			102.5%	
Salts Recreation Ground :- Income	53,109	53,387	278			99.5%	230
4018 Water Refill Maint	279	0	(279)		(279)	0.0%	279
4052 Water & Sewerage	11,095	12,600	1,505		1,505	88.1%	
4053 Tennis Electric	394	404	10		10	97.5%	
4054 Salts Cafe Electric	6,210	8,434	2,224		2,224	73.6%	
4055 Electricity	642	674	32		32	95.3%	
4095 Tennis Court Expenditure	1,487	7,282	5,795		5,795	20.4%	
4096 LTA Loan	3,750	1,875	(1,875)		(1,875)	200.0%	
4100 Telecommunications	366	355	(11)		(11)	103.0%	
4115 Insurance	3,773	3,735	(38)		(38)	101.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4201 Cleaning & Hygiene	10,601	16,725	6,124		6,124	63.4%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,339	2,611	1,272		1,272	51.3%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	70,958	74,500	3,542		3,542	95.2%	
4261 General Maintenance	4,643	6,100	1,457		1,457	76.1%	
4275 Building Maintenance	4,052	5,000	948		948	81.0%	
4276 CCTV	899	850	(49)		(49)	105.8%	
4283 Playground	1,080	20,000	18,920		18,920	5.4%	
Salts Recreation Ground :- Indirect Expenditure	121,567	163,645	42,078	0	42,078	74.3%	279
Net Income over Expenditure	(68,459)	(110,258)	(41,799)				
6000 plus Transfer from EMR	279	0	(279)				
6001 less Transfer to EMR	230	0	(230)				
Movement to/(from) Gen Reserve	(68,410)	(110,258)	(41,848)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground							
1050 Income Rent	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	724	668	(56)			108.4%	
1058 Income Water Recharge	1,143	600	(543)			190.6%	
1073 Sports Pitch Hire & Green Fees	12,507	10,500	(2,007)			119.1%	
Crouch Recreation Ground :- Income	16,925	14,318	(2,607)			118.2%	0
4052 Water & Sewerage	3,757	3,000	(757)		(757)	125.2%	
4115 Insurance	1,015	931	(84)		(84)	109.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,105	1,778	673		673	62.1%	
4260 Grounds Maintenance Contract	28,103	28,400	297		297	99.0%	
4261 General Maintenance	6,984	5,000	(1,984)		(1,984)	139.7%	6,050
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4283 Playground	150	5,000	4,850		4,850	3.0%	
Crouch Recreation Ground :- Indirect Expenditure	41,115	49,609	8,494	0	8,494	82.9%	6,050
Net Income over Expenditure	(24,190)	(35,291)	(11,101)				
6000 plus Transfer from EMR	6,050	0	(6,050)				
Movement to/(from) Gen Reserve	(18,140)	(35,291)	(17,151)				
107 Martello Fields							
1050 Income Rent	5,243	5,000	(243)			104.9%	
Martello Fields :- Income	5,243	5,000	(243)			104.9%	0
4018 Water Refill Maint	258	0	(258)		(258)	0.0%	258
4115 Insurance	6	0	(6)		(6)	0.0%	
4251 Dog Bin Emptying	884	1,425	541		541	62.0%	
4260 Grounds Maintenance Contract	15,340	14,317	(1,023)		(1,023)	107.1%	
4261 General Maintenance	348	2,000	1,652		1,652	17.4%	
Martello Fields :- Indirect Expenditure	16,836	17,742	906	0	906	94.9%	258
Net Income over Expenditure	(11,592)	(12,742)	(1,150)				
6000 plus Transfer from EMR	258	0	(258)				
Movement to/(from) Gen Reserve	(11,335)	(12,742)	(1,407)				
108 Other Open Spaces							
1050 Income Rent	90	90	0			100.0%	
1092 Income Grnds Maint Non Contrat	8,454	0	(8,454)			0.0%	
Other Open Spaces :- Income	8,544	90	(8,454)			9493.3%	0

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 Water Refill Maint	73	0	(73)		(73)	0.0%	73
4052 Water & Sewerage	326	200	(126)		(126)	162.9%	
4115 Insurance	51	50	(1)		(1)	102.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	1,716	2,844	1,128		1,128	60.3%	
4260 Grounds Maintenance Contract	44,590	45,248	658		658	98.5%	
4261 General Maintenance	10,658	7,200	(3,458)		(3,458)	148.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	57,414	58,102	688	0	688	98.8%	73
Net Income over Expenditure	(48,870)	(58,012)	(9,142)				
6000 plus Transfer from EMR	73	0	(73)				
Movement to/(from) Gen Reserve	(48,797)	(58,012)	(9,215)				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	1,366	0	(1,366)			0.0%	
1058 Income Water Recharge	250	0	(250)			0.0%	
1063 Income Gas Recharged	1,295	0	(1,295)			0.0%	
Crypt :- Income	2,910	0	(2,910)				0
4052 Water & Sewerage	250	0	(250)		(250)	0.0%	
4055 Electricity	1,366	0	(1,366)		(1,366)	0.0%	
4056 Gas	1,006	0	(1,006)		(1,006)	0.0%	
4115 Insurance	304	305	1		1	99.6%	
4275 Building Maintenance	201	3,000	2,799		2,799	6.7%	
4279 Fire & Security	137	75	(62)		(62)	182.0%	
Crypt :- Indirect Expenditure	3,263	3,380	117	0	117	96.5%	0
Net Income over Expenditure	(353)	(3,380)	(3,027)				
<u>114 South Street</u>							
4201 Cleaning & Hygiene	11,991	15,165	3,174		3,174	79.1%	
4275 Building Maintenance	236	2,000	1,764		1,764	11.8%	
South Street :- Indirect Expenditure	12,226	17,165	4,939	0	4,939	71.2%	0
Net Expenditure	(12,226)	(17,165)	(4,939)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Martello Tower							
4115 Insurance	3,419	3,420	1		1	100.0%	
4275 Building Maintenance	2,325	15,000	12,675		12,675	15.5%	
Martello Tower :- Indirect Expenditure	5,744	18,420	12,676	0	12,676	31.2%	0
Net Expenditure	(5,744)	(18,420)	(12,676)				
116 Seaford Head Estate							
1011 Income Filming	19,850	20,000	150			99.3%	
1021 Income South Hill Barn	347	1,000	653			34.7%	
1050 Income Rent	10,000	10,000	0			100.0%	
1053 Income Grants	2,707	3,250	543			83.3%	
1066 Income Concession	3,560	3,480	(80)			102.3%	
1200 Income Nature Reserve	692	0	(692)			0.0%	
Seaford Head Estate :- Income	37,155	37,730	575			98.5%	0
4115 Insurance	539	480	(59)		(59)	112.3%	
4155 Professional Fees	11,707	11,000	(707)		(707)	106.4%	
4156 Bank Charges	0	16	16		16	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	988	1,425	437		437	69.3%	
4260 Grounds Maintenance Contract	1,249	1,344	95		95	92.9%	
4261 General Maintenance	1,233	3,000	1,767		1,767	41.1%	
4275 Building Maintenance	750	4,000	3,250		3,250	18.8%	
4279 Fire & Security	322	0	(322)		(322)	0.0%	
4500 Nature Reserve Expenses	21,981	21,450	(531)		(531)	102.5%	
4501 Filming Expenses	3,950	4,000	50		50	98.8%	
Seaford Head Estate :- Indirect Expenditure	42,719	47,215	4,496	0	4,496	90.5%	0
Net Income over Expenditure	(5,564)	(9,485)	(3,921)				
117 Seafront							
1011 Income Filming	2,500	200	(2,300)			1250.0%	
1025 Income Sponsorship	460	460	0			100.0%	460
1057 Income Electricity Recharge	3,682	12,600	8,918			29.2%	
1058 Income Water Recharge	204	150	(54)			136.0%	
1066 Income Concession	54,645	64,540	9,895			84.7%	
1084 Income Promenade	453	0	(453)			0.0%	
Seafront :- Income	61,943	77,950	16,007			79.5%	460
4018 Water Refill Maint	235	0	(235)		(235)	0.0%	235
4022 Telescope Expenditure	45	200	155		155	22.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	204	150	(54)		(54)	136.0%	
4055 Electricity	5,275	12,600	7,325		7,325	41.9%	
4115 Insurance	1,248	975	(273)		(273)	128.0%	
4201 Cleaning & Hygiene	11,848	18,200	6,352		6,352	65.1%	
4250 Memorial Bench	0	500	500		500	0.0%	
4253 Shelters	2,539	2,400	(139)		(139)	105.8%	
4261 General Maintenance	1,828	10,000	8,172		8,172	18.3%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4275 Building Maintenance	701	1,000	299		299	70.1%	
4501 Filming Expenses	500	40	(460)		(460)	1250.0%	
Seafront :- Indirect Expenditure	24,422	46,215	21,793	0	21,793	52.8%	235
Net Income over Expenditure	37,521	31,735	(5,786)				
6000 plus Transfer from EMR	235	0	(235)				
6001 less Transfer to EMR	460	0	(460)				
Movement to/(from) Gen Reserve	37,296	31,735	(5,561)				
<u>118 Beach Huts</u>							
1054 Income Other	1,383	0	(1,383)			0.0%	
1057 Income Electricity Recharge	150	50	(100)			300.0%	
1060 Beach Huts Site Licence	28,411	28,411	0			100.0%	
1061 Beach Hut Annual Rent	12,837	12,837	0			100.0%	
1066 Income Concession	0	4,900	4,900			0.0%	
1094 Income Seasonal Beach Huts	10,720	14,550	3,830			73.7%	
Beach Huts :- Income	53,501	60,748	7,247			88.1%	0
4051 Rates	4,899	4,677	(222)		(222)	104.7%	
4052 Water & Sewerage	571	100	(471)		(471)	571.1%	
4055 Electricity	928	300	(628)		(628)	309.3%	
4115 Insurance	588	600	12		12	98.0%	
4258 Seasonal Beach Hut Revenue Exp	10,025	15,225	5,200		5,200	65.8%	
4275 Building Maintenance	2,204	5,000	2,796		2,796	44.1%	
4502 Toilet Hire	1,248	0	(1,248)		(1,248)	0.0%	
Beach Huts :- Indirect Expenditure	20,463	25,902	5,439	0	5,439	79.0%	0
Net Income over Expenditure	33,038	34,846	1,808				
<u>119 Old Town Hall</u>							
1050 Income Rent	0	1,600	1,600			0.0%	
1051 Income Insurance Recharge	0	193	193			0.0%	
1066 Income Concession	1,998	0	(1,998)			0.0%	
Old Town Hall :- Income	1,998	1,793	(205)			111.4%	0

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Electricity	49	0	(49)		(49)	0.0%	
4115 Insurance	198	193	(5)		(5)	102.6%	
4275 Building Maintenance	1,292	1,300	8		8	99.4%	
Old Town Hall :- Indirect Expenditure	1,539	1,493	(46)	0	(46)	103.1%	0
Net Income over Expenditure	459	300	(159)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,081	6,000	(81)		(81)	101.3%	
Seaford in Bloom :- Indirect Expenditure	6,081	6,000	(81)	0	(81)	101.3%	0
Net Income over Expenditure	(5,581)	(5,500)	81				
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	1,311	1,338	27			98.0%	0
4261 General Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,311	838	(473)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	3,782	10,000	6,218		6,218	37.8%	
Other Recreation :- Indirect Expenditure	3,782	10,000	6,218	0	6,218	37.8%	0
Net Expenditure	(3,782)	(10,000)	(6,218)				
<u>134 CCTV</u>							
1053 Income Grants	1,361	0	(1,361)			0.0%	
CCTV :- Income	1,361	0	(1,361)				0
4055 Electricity	4,469	3,465	(1,004)		(1,004)	129.0%	
4115 Insurance	158	428	270		270	37.0%	
4276 CCTV	2,723	9,000	6,277		6,277	30.3%	
CCTV :- Indirect Expenditure	7,350	12,893	5,543	0	5,543	57.0%	0
Net Income over Expenditure	(5,988)	(12,893)	(6,905)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Community Service Events							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	457	1,465	1,008			31.2%	0
4080 D-Day 80	2,691	10,000	7,309		7,309	26.9%	
4115 Insurance	64	65	1		1	98.8%	
4195 Events Expenditure	1,765	1,180	(585)		(585)	149.6%	
4273 Christmas Lights	8,629	10,000	1,372		1,372	86.3%	
4281 Christmas Event Expenses	8,338	6,000	(2,338)		(2,338)	139.0%	
Community Service Events :- Indirect Expenditure	21,487	27,245	5,758	0	5,758	78.9%	0
Net Income over Expenditure	(21,030)	(25,780)	(4,750)				
225 Projects Pool							
1014 CIL & S106 Receipts	29,359	0	(29,359)			0.0%	29,359
1053 Income Grants	40,000	0	(40,000)			0.0%	40,000
Projects Pool :- Income	69,359	0	(69,359)				69,359
4095 Tennis Court Expenditure	(3,810)	0	3,810		3,810	0.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4259 Bönningstedt Wall	1,440	0	(1,440)		(1,440)	0.0%	
4274 Projects Expenditure	26,244	16,500	(9,744)		(9,744)	159.1%	9,744
4421 Martello Toilets Capital Costs	261,862	0	(261,862)		(261,862)	0.0%	252,387
Projects Pool :- Indirect Expenditure	285,736	21,500	(264,236)	0	(264,236)	1329.0%	262,132
Net Income over Expenditure	(216,377)	(21,500)	194,877				
6000 plus Transfer from EMR	262,132	0	(262,132)				
6001 less Transfer to EMR	69,359	0	(69,359)				
Movement to/(from) Gen Reserve	(23,604)	(21,500)	2,104				
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	360	1,000	640		640	36.0%	
Planning & Highways :- Indirect Expenditure	360	1,000	640	0	640	36.0%	0
Net Expenditure	(360)	(1,000)	(640)				
Community Services :- Income	314,317	254,319	(59,998)			123.6%	
Expenditure	672,102	528,026	(144,076)	0	(144,076)	127.3%	
Net Income over Expenditure	(357,786)	(273,707)	84,079				
plus Transfer from EMR	269,026	0	(269,026)				
less Transfer to EMR	70,049	0	(70,049)				
Movement to/(from) Gen Reserve	(158,809)	(273,707)	(114,898)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes							
201 Administration							
1023 Income Professional Fee Refund	111	0	(111)			0.0%	
1062 Income Telephone Recharge	881	550	(331)			160.2%	
1176 Precept	1,101,019	1,101,019	0			100.0%	
1190 Interest Received	91,459	20,000	(71,459)			457.3%	
Administration :- Income	1,193,470	1,121,569	(71,901)			106.4%	0
4000 Salaries & Wages	496,128	493,916	(2,212)		(2,212)	100.4%	
4001 Employers NI	41,551	45,741	4,190		4,190	90.8%	
4002 Employers Superannuation	71,815	85,681	13,866		13,866	83.8%	
4003 Sub-contracted Staff	26,659	5,000	(21,659)		(21,659)	533.2%	
4009 Recruitment Costs	4,932	500	(4,432)		(4,432)	986.4%	
4010 Staff Training	2,733	4,000	1,267		1,267	68.3%	
4012 Staff Expenses	799	800	1		1	99.9%	
4015 Office Refreshments	137	100	(37)		(37)	136.7%	
4100 Telecommunications	5,166	3,300	(1,866)		(1,866)	156.5%	
4105 Postage	137	250	113		113	54.7%	
4106 Stationery	847	1,300	453		453	65.2%	
4107 Photocopier	1,052	1,890	838		838	55.7%	
4108 Recycling & Shredding	250	400	150		150	62.5%	
4110 Advertising & Publicity	730	2,000	1,270		1,270	36.5%	
4112 Subscriptions	5,330	5,755	425		425	92.6%	
4113 Software Support	11,187	12,700	1,513		1,513	88.1%	
4114 Licence Fee	55	60	5		5	91.7%	
4115 Insurance	1,932	1,820	(112)		(112)	106.2%	
4116 Web Site	981	1,200	220		220	81.7%	
4118 IT Hardware	4,274	4,335	61		61	98.6%	
4154 Land Registry Fees	52	100	48		48	52.0%	
4155 Professional Fees	42,192	7,300	(34,892)		(34,892)	578.0%	20,562
4156 Bank Charges	1,160	1,800	640		640	64.4%	
4157 Audit Fees	5,341	3,111	(2,230)		(2,230)	171.7%	
4199 Other Expenditure	0	200	200		200	0.0%	
4272 Furniture & Equipment	1,409	2,000	591		591	70.5%	
Administration :- Indirect Expenditure	726,850	685,259	(41,591)	0	(41,591)	106.1%	20,562
Net Income over Expenditure	466,620	436,310	(30,310)				
6000 plus Transfer from EMR	20,562	0	(20,562)				
Movement to/(from) Gen Reserve	487,182	436,310	(50,872)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 Premises - Church Street							
1050 Income Rent	7,567	9,000	1,433			84.1%	
Premises - Church Street :- Income	7,567	9,000	1,433			84.1%	0
4050 Rent payable	32,855	21,000	(11,855)		(11,855)	156.5%	
4051 Rates	8,340	8,715	375		375	95.7%	
4059 Church Street Service Charges	19,917	17,000	(2,917)		(2,917)	117.2%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4270 Vehicles & Equipment Maint	419	464	45		45	90.2%	
4275 Building Maintenance	1,090	1,625	535		535	67.1%	
4276 CCTV	110	300	190		190	36.7%	
Premises - Church Street :- Indirect Expenditure	62,735	49,104	(13,631)	0	(13,631)	127.8%	0
Net Income over Expenditure	(55,168)	(40,104)	15,064				
206 Premises - Hurdis House							
1050 Income Rent	0	28,718	28,718			0.0%	
1051 Income Insurance Recharge	0	455	455			0.0%	
Premises - Hurdis House :- Income	0	29,173	29,173			0.0%	0
4115 Insurance	468	455	(13)		(13)	102.9%	
4155 Professional Fees	8,794	5,000	(3,794)		(3,794)	175.9%	
4275 Building Maintenance	10,439	1,000	(9,439)		(9,439)	1043.9%	
4301 Public Works Loan Payment	15,002	15,005	3		3	100.0%	
Premises - Hurdis House :- Indirect Expenditure	34,703	21,460	(13,243)	0	(13,243)	161.7%	0
Net Income over Expenditure	(34,703)	7,713	42,416				
210 Civic Expenses							
4013 Members Expenses	0	125	125		125	0.0%	
4014 Member Training	90	2,000	1,910		1,910	4.5%	
4106 Stationery	0	100	100		100	0.0%	
4113 Software Support	2,531	2,600	69		69	97.3%	
4115 Insurance	61	62	1		1	97.9%	
4180 Room Hire	2,793	600	(2,193)		(2,193)	465.4%	
4181 Civic - Mayors Allowance	1,398	1,500	102		102	93.2%	
4182 Catering & Hospitality	151	200	49		49	75.3%	
4183 Civic - Awards	88	200	112		112	44.2%	
4184 Civic - other	1,067	1,000	(67)		(67)	106.7%	
4188 Town Crier Expenses	40	200	160		160	20.0%	
4189 Young Mayor	48	250	202		202	19.3%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	8,266	18,837	10,571	0	10,571	43.9%	0
Net Expenditure	(8,266)	(18,837)	(10,571)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Grants</u>							
4401 Grants	26,718	30,000	3,282		3,282	89.1%	
4406 Service Funding Agreements	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	31,718	35,000	3,282	0	3,282	90.6%	0
Net Expenditure	(31,718)	(35,000)	(3,282)				
Finance & General Purposes :- Income	1,201,037	1,159,742	(41,295)			103.6%	
Expenditure	864,273	809,660	(54,613)	0	(54,613)	106.7%	
Net Income over Expenditure	336,764	350,082	13,318				
plus Transfer from EMR	20,562	0	(20,562)				
Movement to/(from) Gen Reserve	357,326	350,082	(7,244)				
<u>Golf Course and The View</u>							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	197,450	200,841	3,391			98.3%	
1001 Golf Course Green Fees M-F	178,573	140,000	(38,573)			127.6%	
1002 Golf Course Green Fees w/eb/h	136,565	116,500	(20,065)			117.2%	
1003 Golf Course Societies	82,903	75,000	(7,903)			110.5%	
1004 Golf Course Locker	1,151	2,250	1,099			51.2%	
1007 Golf Course Air Traffic	7,500	7,500	0			100.0%	
1019 Rechargeable Income	185	0	(185)			0.0%	
1025 Income Sponsorship	0	3,000	3,000			0.0%	
1050 Income Rent	85	85	0			100.0%	
1054 Income Other	1,021	850	(171)			120.1%	
1077 Income Sale Equipment	23,900	0	(23,900)			0.0%	23,900
1100 Income Advertising	0	2,600	2,600			0.0%	
1311 Buggy Hire	19,758	21,400	1,642			92.3%	
Golf Course :- Income	649,091	570,026	(79,065)			113.9%	23,900
4000 Salaries & Wages	161,598	165,617	4,019		4,019	97.6%	
4001 Employers NI	16,024	16,576	552		552	96.7%	
4002 Employers Superannuation	32,481	32,714	233		233	99.3%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	869	2,100	1,231		1,231	41.4%	
4011 Staff Protective Clothing	2,074	2,100	26		26	98.8%	
4012 Staff Expenses	55	0	(55)		(55)	0.0%	
4019 Rechargeable Expenditure	185	0	(185)		(185)	0.0%	
4041 Golf Professional Retainer	58,887	70,280	11,393		11,393	83.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Golf Course Player Costs	426	1,000	574		574	42.6%	
4046 Golf Club Membership Fees	19,875	20,016	141		141	99.3%	
4051 Rates	6,965	25,276	18,311		18,311	27.6%	
4052 Water & Sewerage	474	2,100	1,626		1,626	22.6%	
4060 Refuse	956	866	(90)		(90)	110.3%	
4100 Telecommunications	2,850	920	(1,930)		(1,930)	309.7%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	361	300	(61)		(61)	120.3%	
4110 Advertising & Publicity	0	300	300		300	0.0%	
4112 Subscriptions	710	560	(150)		(150)	126.8%	
4113 Software Support	2,574	2,319	(255)		(255)	111.0%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	11,214	11,009	(205)		(205)	101.9%	
4116 Web Site	90	95	5		5	94.7%	
4156 Bank Charges	6,976	8,306	1,330		1,330	84.0%	
4201 Cleaning & Hygiene	635	250	(385)		(385)	254.1%	
4251 Dog Bin Emptying	988	1,514	526		526	65.3%	
4261 General Maintenance	44,505	45,000	495		495	98.9%	
4270 Vehicles & Equipment Maint	20,099	21,000	901		901	95.7%	
4271 Vehicle & Equipment Lease	64,381	62,650	(1,731)		(1,731)	102.8%	
4272 Furniture & Equipment	22,196	4,000	(18,196)		(18,196)	554.9%	16,000
4275 Building Maintenance	4,162	2,500	(1,662)		(1,662)	166.5%	
4276 CCTV	0	250	250		250	0.0%	
4279 Fire & Security	525	655	130		130	80.2%	
4308 Golf Course Overheads	20,606	20,000	(606)		(606)	103.0%	
4309 Buggy Lease & Maintenance	9,870	9,250	(620)		(620)	106.7%	
Golf Course :- Indirect Expenditure	513,686	530,148	16,462	0	16,462	96.9%	16,000
Net Income over Expenditure	135,404	39,878	(95,526)				
6000 plus Transfer from EMR	16,000	0	(16,000)				
6001 less Transfer to EMR	23,900	0	(23,900)				
Movement to/(from) Gen Reserve	127,504	39,878	(87,626)				
102 Capital Costs-Golf & The View							
4155 Professional Fees	0	20,000	20,000		20,000	0.0%	
4301 Public Works Loan Payment	104,977	105,000	23		23	100.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	104,977	125,000	20,023	0	20,023	84.0%	0
Net Expenditure	(104,977)	(125,000)	(20,023)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 The View							
1050 Income Rent	40,205	45,000	4,795			89.3%	
1093 Income Rates	2,317	0	(2,317)			0.0%	
1307 Income Bar Sales	(1,100)	0	1,100			0.0%	
The View :- Income	41,422	45,000	3,578			92.0%	0
4051 Rates	2,317	0	(2,317)		(2,317)	0.0%	
4052 Water & Sewerage	(150)	0	150		150	0.0%	
4055 Electricity	(115)	0	115		115	0.0%	
4056 Gas	2	0	(2)		(2)	0.0%	
4107 Photocopier	(38)	0	38		38	0.0%	
4115 Insurance	2,958	3,355	397		397	88.2%	
4116 Web Site	60	0	(60)		(60)	0.0%	
4155 Professional Fees	6,041	2,000	(4,041)		(4,041)	302.0%	
4202 Linen Cleaning	121	0	(121)		(121)	0.0%	
4270 Vehicles & Equipment Maint	751	5,000	4,250		4,250	15.0%	
4275 Building Maintenance	15,711	11,000	(4,711)		(4,711)	142.8%	500
4276 CCTV	133	0	(133)		(133)	0.0%	
4279 Fire & Security	746	0	(746)		(746)	0.0%	
4316 The View Transition Costs	1,776	10,000	8,224		8,224	17.8%	
The View :- Indirect Expenditure	30,313	31,355	1,042	0	1,042	96.7%	500
Net Income over Expenditure	11,109	13,645	2,536				
6000 plus Transfer from EMR	500	0	(500)				
Movement to/(from) Gen Reserve	11,609	13,645	2,036				
Golf Course and The View :- Income	690,513	615,026	(75,487)			112.3%	
Expenditure	648,976	686,503	37,527	0	37,527	94.5%	
Net Income over Expenditure	41,537	(71,477)	(113,014)				
plus Transfer from EMR	16,500	0	(16,500)				
less Transfer to EMR	23,900	0	(23,900)				
Movement to/(from) Gen Reserve	34,137	(71,477)	(105,614)				
Grand Totals:- Income	2,205,866	2,029,087	(176,779)			108.7%	
Expenditure	2,185,351	2,024,189	(161,162)	0	(161,162)	108.0%	
Net Income over Expenditure	20,515	4,898	(15,617)				
plus Transfer from EMR	306,087	0	(306,087)				
less Transfer to EMR	93,949	0	(93,949)				
Movement to/(from) Gen Reserve	232,654	4,898	(227,756)				

Finance & General Purposes Committee
2024 - 2025

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for F&GP Meetings						
		16-Jul-24	10-Oct-24	19-Dec-24	19-Mar-25	Year End
201	Administration	17%	42%	67%	92%	
1062	Income Telephone Recharge		The income received is a higher % than expected for the period due to the increased costs which is reflected in the expenditure.	As previously reported	As previously reported	As previously reported
1176	Precept	This income is the first half of the Precept. The balance will be paid in September 24.	The full precept for the year has been received.	As previously reported	As previously reported	As previously reported
1190	Interest Received		Uncertain income should be budgeted prudently. However, the actual interest received to date suggests it could more than double the budget by the year end depending on the movement within the account.	As previously reported	As previously reported	While the interest received is 457.3% above the original estimate, it was sensible to budget prudently, especially given the current downward trend in interest rates.
4003	Sub Contracted Staff	While the staff restructuring is in progress, it has been necessary to hire temporary staff. Although this has resulted in an overbudget of £8,177, it is balanced by the salary budget which stands at £77,916 instead of the projected £82,320 by the end of month two.	The staffing structure is still ongoing with the need to continue with temporary staff during the months that the I&E relates to.	All temporary staff are now on the payroll and therefore this account should not be required for the rest of the year.	As previously reported. The overspend at the year end is anticipated to remain at £20,695 which will be met by general reserves.	The final additional spend saw a figure of £21,659 which was partly offset by the underspends within the National Insurance & Pension costs.
4009	Recruitment Costs		Unfortunately, the budget was not sufficient to cover the need of the recruitment this year and therefore has gone overbudget.	Whilst this account is overbudget, the overspend can be taken from EMRs at year end.	As previously reported	The overspend due to the staff structure saw a £4,432 increase compared to budget. This figure was met from general reserves.
4015	Office Refreshments				The office refreshment budget is slightly overspent due to increased in-office working and in-house meetings, leading to higher tea, coffee, and milk usage.	As previously reported.
4100	Telephone		When setting the budget, this didn't include two wireless routers and a broadband upgrade that we had to subscribe to with Schools ICT. It is anticipated that this account will be overbudget by the year end.	As previously reported	As previously reported. It is anticipated that an additional £2,000 would have been spent compared to budget by the year end.	As previously reported.
4108	Recycling & Shredding	The annual invoice has been received and paid for the main shredding bin. The balance will cover adhoc recycling needs (ie garage clearance) throughout the remainder of the year.	As previously reported	As previously reported	As previously reported	As previously reported.
4110	Advertising & Publicity				Whilst this account shows a nominal spend, it is anticipated that the account will be fully utilised by the year end following the council tax leaflets and Seaford Scene costs.	The final outcome is lower than anticipated without costs for Seaford Scene.

		16-Jul-24	10-Oct-24	19-Dec-24	19-Mar-25	Year End
4112	Subscriptions	This is showing a high % of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year.	As previously reported	As previously reported	As previously reported	As previously reported.
4113	Software Support	This is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.	As previously reported	As previously reported	As previously reported	As previously reported.
4115	Insurance	This is account has now been paid in full for the year. The slight overspend is due to increasing the Fidelity Insurance as previously reported at the Full Council meeting on 20/06/24.	As previously reported	As previously reported	As previously reported	As previously reported.
4118	IT Hardware				Whilst this account shows a nominal spend, it is anticipated that the account will be fully utilised by the year end following purchases of essential IT equipment for the office.	As previously reported.
4155	Professional Fees		This account currently shows an overspend due to ongoing HR issues. This may be offset by the Professional Fees EMR at year-end, depending on the Committee's overall financial position.	As previously reported	The current overspend stands at £23,414 due to various HR issues throughout the year. Part of the overspend will be met from EMRs with the remainder coming from the general reserves.	The final additional spend came to £34,892. As previously reported, part of this overspend was met from EMRs with the remainder coming from general reserves.
4157	Audit Fees	The minus figure relates to an accrual - ie where an invoice is still waiting to be received for the year end audit relating to the 23/24 financial year.	As previously reported	The external auditor's invoice is still pending and is unlikely to be received until their investigation into the 2023 - 2024 accounts is concluded. This delay along with the additional costs incurred as a result of the investigation, is expected to push this account overbudget.	As previously reported	As previously reported, it was estimated that the external auditor could charge at least £2,000 over the budget. Further cost may arise and which will show in the new financial year.
205	Premises Church Street					
1050	Income Rent			This income will be lower than budgeted due to an error in the initial budget, which incorrectly included previous back dated service charges. The total income is now expected to reach £7,557 by the year end.	As previously reported	As previously reported.
4050	Rent Payable			Due to the landlords enacting an outstanding rent review earlier this year, this account will be overbudget by the year end. The new annual rent has increased by £5,980. Including the back dated rent to 28 January 2023, there will be an additional spend of £15,185.76 in this financial year. (The landlord waived their right to include backdated interest)	As previously reported	As previously reported with a slightly less than anticipated additional spend of £11,855 compared to budget.
4059	Church Street Service Charges			We are expecting to be invoiced in March 25	This invoice has been received and will show in the February accounts.	Due to rising utility costs, the service charge fees for 2024/25 exceeded the original budget estimate.
4115	Insurance	The unbudgeted expenditure within this cost centre relates to the new difibrillator	As previously reported	As previously reported	As previously reported	As previously reported

		16-Jul-24	10-Oct-24	19-Dec-24	19-Mar-25	Year End
206	Hurdis House					
4115	Insurance	This is account has now been paid in full for the year. The slight overspend is due to underbudgeting, however the overall insurance expenditure covering all cost centres remains within budget.	As previously reported	As previously reported	As previously reported	As previously reported
4155	Professional Fees			This account currently shows a small overspend, however, this is anticipated to increase significantly by £10,000 - £15,000 due to recent circumstances with the property. A portion of the additional expenditure will be met from the EMR with the rest being used from General Reserves.	It is now anticipated that there will be further costs of approximately £10,000 associated with the recent events at this property. The additional spend will all be met from the EMR.	The additional costs were lower than expected and will be met from the general reserve as the EMR was fully utilised for the Admin Professional Fees.
4275	Building Maintenance				Due to recent events at this property, necessary building maintenance works have been carried out. The additional expenditure will be met from the EMR.	As previously reported. The additional spend has been met from general reserves rather than the EMR.
210	Civic Expenses					
4113	Software Support	This is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.	As previously reported	As previously reported	The account is not expected to have any further expenses for this year.	As previously reported, the final figures were just inside of budget.
4115	Insurance	This account has been fully paid for the year.	As previously reported	As previously reported	As previously reported	As previously reported
4180	Room Hire	This expenditure relates to hire of halls for full council meetings.	This account is showing a high % of budget due to changing venues and the need to cancel bookings at short notice for cancelled meetings. It is expected that this will run over budget by the year end.	As previously reported	As previously reported. It is anticipated that the account will be overbudget by approx £1,500 at the year end. The budget for next year is more appropriate reflecting the need to hold meetings outside of the council offices.	As previously reported however the final additional spend saw an increase of £2,193 compared to budget.
4183	Civic - Awards	The minus figure relates to an accrual - ie where an invoice is still waiting to be received relating to the 23/24 financial year.	As previously reported	As previously reported	This account is expected to be utilised for the upcoming Town Forum.	The expenditure was lower than anticipated at year end.
4190	Election Costs			Whilst there is no expenditure expected, the full budget has been transferred to the EMR as per the approved when setting the 2024 - 2025 budget.	As previously reported	As previously reported, the unspent £10,000 has been transferred to an EMR.
215	Grants					
4401	Grants		The majority of awarded grants were paid out in August with the remainder being paid once conditions have been met. There will be a small underspend which has been agreed to be put into and EMR at year end.	All approved grant monies have now been paid out with the balance being transferred to the EMR.	As previously reported	As previously reported

Seaford Town CouncilEarmarked Reserves 2024 - 2025

A/C code	Reserve Details	Opening Balance 01/04/2024	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
320	Elections	£24,646	£10,000			£34,646	Funds built up each year to spread the cost of local elections which take place every four years.	F&GP
321	Building Maintenance	£40,000	£26,000			£66,000	Contingency to meet unexpected liability on all buildings 2024 - 2025 Store Hut Roof Works - £25,000. Use of this EMR was not required - spent from Projects account code and Projects EMR Year End - £26,000 transferred from account code underspends across all cost centres. £12,000 of this is allocated specifically for ceiling works at Martello Tower as agreed with the 2025 - 2026 budget setting.	Shared
326	Grounds Maintenance	£25,000			£6,050	£18,950	Contingency to meet unexpected liability on all grounds and open spaces 2024 - 2025 Grass Cutting - £10,000 (if required) Flint Wall to Crouch Community Gardens - £6,050 (spent) Cycle Racks - £500	Shared
329	Discretionary Grants	£0	£3,282			£3,282	2024 - 2025 Unspent discretionary grant funds agreed to be allocated to a new EMR to help with future budgets.	F&GP
334	Seaford Head/ South Hill Barn	£51,477				£51,477	South Hill Barn Works / Hope Gap Steps	CS
335	Recruitment Costs	£5,000				£5,000	To fund unknown recruitment costs	F&GP
336	Seaford Head Swimming Pool	£10,000		£10,000		£0	The opening balance amount was entered in to the wrong EMR at the 2023 - 2024: £10,000 should have been allocated to the Projects EMR for the Finger Post Signage as per the 2024 - 2025 budget. This has now been rectified within the 2024 - 2025 financial year.	CS

A/C code	Reserve Details	Opening Balance 01/04/2024	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
340	Vehicles & Equipment	£25,000				£25,000	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared
* 342	*Trees for Seaford *	£5,981				£5,981	Income received through Trees for Seaford from resident donations and grants applied for by the group. STC is holding these funds on behalf of Trees for Seaford and cannot be spent elsewhere.	CS
344	Projects Reserve	£20,482	£10,000		£9,744	£20,738	2024 - 2025 Finger Post signs - postponed Greenkeepers Roof - £9,744.25 balance of invoice that was outside of budget.	CS
345	Memorial Bench Maintenance	£3,681				£3,681	Contingency to meet maintenance needs of Memorial Benches	CS
* 349	Golf Machinery - Capital	£0	£23,900		£16,000	£7,900	(Restricted to Capital Purchases) 2024 - 2025 Sale of machinery totalling £23,900 Purchase of machinery totalling £16,000	Golf
353	Professional Fees	£20,562			£20,562	£0	Contingency to meet unknown Liabilities 2024 - 2025 Covered the overspend within Admin	Shared
355	Civic Expenses	£7,685				£7,685	From Civic underspends Contingency for unknown liabilities e.g. for Mayors chain, Freedom of the Town etc	F&GP
356	Playgrounds	£31,319	£20,000			£51,319	Maintenance of playground and equipment 2024 - 2025 Year End - £20,000 added following underspends in the budget.	CS

A/C code	Reserve Details	Opening Balance 01/04/2024	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
357	Seafront Maintenance	£10,000				£10,000	Seafront maintenance	CS
358	Community Projects	£1,470				£1,470	Beach Access Platform - to be used for maintenance & repairs.	CS
* 361	* CIL Receipts *	£450,731	£69,359		£252,387	£267,703	Income received from Community Infrastructure Levies received - Restricted use - to be discussed at Full Council 2024 - 2025 Martello Toilets - £252,387 (including grant) spent Income - £29,359 from Neighbourhood CIL £40,000 Changing Places Grant from LDC	Shared
362	Seafront Projects	£9,770				£9,770	Sum earmarked from profits made on sale of Memorials at the Martello Entertainment Area. <i>Note: following Council resolution, this EMR will be fully utilised in 2025 - 2026 for the Memorial Plaque refunds</i>	CS
367	Water Refill Stations	£3,796	£690		£844	£3,642	Sponsorship income earmarked to use for maintenance	CS
368	Tennis Courts	£20,331	£5,400			£25,731	Contingency of £5,400 to be budgeted annually	CS
369	VAT PE Calculation	£58,366				£58,366	Sum received after partial exemption calculations	Shared
370	Training	£3,000				£3,000	Surplus budget for future liability	Shared

A/C code	Reserve Details	Opening Balance 01/04/2024	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
371	Mayors Allowance	£273	£102	£273		£102	As the financial year ends before the conclusion of the mayoral term, any remainder/surplus from the Mayor's Budget is transferred into this EMR. This ensures the outgoing mayor can access their remaining budget without impacting the budget allocated for a new mayor elected in the new financial year. 2023 - 2024 surplus of £273 was not required and returned to the general reserves. 2024 - 2025 surplus of £101.66 transferred to this EMR.	F&GP
372	Utilities	£5,000				£5,000	For future liabilities due to uncertain electricity and gas costs	Shared
373	The View Transfer	£6,250			£500	£5,750	Towards unforeseen liabilities that may arise from the first couple of years of the lease 2024 - 2025 Carpet Cleaning - part of the lease transfer, £500	The View
374	17th Green Relocation	£0	£20,000		£0	£20,000	2024 - 2025 As agreed by Council, £20,000 underspend from 2024 - 2025 professional fees budgeted for these works have been transferred to the EMR to utilise in 2025 - 2026.	Golf
375	Bonningstedt Wall	£0	£50,000		£0	£50,000	2024 - 2025 As agreed by Council, £50,000 was to be used from general reserves in 2024 - 2025. As this work was unable to start until 2025 - 2026, the amount has been transferred to an EMR which will cover the overspend within the Bonningstedt Wall expenditure code.	CS
	TOTAL EMR	£839,819	£238,732	£10,273	£306,087	£762,191		

* **RESTRICTED
USE**

General Fund	£943,045
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Figures are rounded to the nearest pound.

Total Reserves	£1,705,236
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Seaford Town Council

Report No:	17/25
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	11 June 2025
Title:	Receipts, Payments and Bank Reconciliation Reports for February and March 2025
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for February and March 2025

Actions

The Committee is advised:

1. To consider the update relating to recent receipts, payments and bank reconciliations.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Information

- 1.1** In line with the Town Council's Financial Regulations, a councillor other than the Mayor, shall be appointed to verify the bank reconciliations. That councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then be reported, including any exceptions, to the Finance & General Purposes Committee for noting.

- 1.2** The Chair of this Committee is the appointed councillor who will view and verify they are in agreement with the bank reconciliations previously reconciled by the RFO.
- 1.3** In line with the above, the bank reconciliations for the month of February have been verified by the Chair of the Committee, with those for March currently in progress. Hard copies are available upon request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of February and March 2025.
- 1.5** Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6** The RFO continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7** For assurance purposes, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8** The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds within the CCLA and are paid at the end of each month into the Cooperative current account.
- 1.9** During the 2024 - 2025 financial year, a total of £91,459.10 interest has been received.
- 1.10** During the 2024 - 2025 financial year, a net total of £50,000 has been transferred into the CCLA account. As of 31 March 2025, the balance in this account is £1,670,000.
- 1.11** The reduction in the CCLA Public Sector Deposit Fund's interest rates reflects a downward trend. The latest published average yield for March 2025 stood at 4.50%, compared with 5.22% reported in March 2024.
- 1.12** As previously reported, the PSDF is a low-risk fund with points to note:
- a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils

- e) £25,000 minimum investment
- f) A popular and widely used money market fund used by Town & Parish Councils.

2. Financial Appraisal

- 2.1** As of 31 March 2025, the actual monies held in the Cooperative current account were £135,606.48, along with £1,670,000 being held in the CCLA Account. The balance carried forward in the accounts (Appendix A) includes items that are in the accounts.

3. Contact Officer

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

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Feb-25	£ 74,476.77	£ 219,260.99	£ 134,611.45	£ 159,126.31
Mar-25	£ 159,126.31	£ 195,978.07	£ 219,497.90	£ 135,606.48

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Feb-24	£ 1,820,000.00	£ -	£ 150,000.00	£ 1,670,000.00
Mar-25	£ 1,670,000.00	£ -	£ -	£ 1,670,000.00



Seaford Town Council

Report No:	26/25
Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	11 June 2025
Title:	Finance & General Purposes Update Report – June 2025
By:	Steve Quayle, Town Clerk
Purpose of Report:	To provide an update on areas of responsibility for the Finance & General Purposes Committee

Actions

The Committee is advised:

1. To consider the contents of the report
2. To move to a vote on the motion below

Recommendations

The Committee is recommended:

1. To note the contents of the report

1. Information

- 1.1** Welcome to the first meeting of the Finance & General Purposes Committee under the Town Council's revised committee structure.
- 1.2** The revised committee structure was adopted by Full Council in December 2024 and is being trialled during the 2025 – 2026 Municipal Year.
- 1.3** At the annual meeting in early May, Full Council adopted the Committee Terms of Reference, which is the policy document that sets out which areas each committee has responsibility for.
- 1.4** The intention is to use these terms of reference to present an update report to each committee. This is to ensure that the committee is receiving an

update across its full range of responsibilities, but also as a means to make sure that the terms of reference are correct in practice and fit for purpose.

1.5 With this in mind, please find the Finance & General Purposes update below, set out in alphabetical order of the terms of reference headings.

1.6 All updates are for noting but any questions or comments from the committee are welcomed.

2. Updates

2.1 Approval and award of grants and donations

2.2 A report appears elsewhere on this agenda about the 2025 – 2026 grants scheme.

2.3 Civic & ceremonial activities

2.4 Following the election of the 2025 – 2026 Mayor of Seaford, Councillor Maggie Wearmouth, at the annual meeting on 7 May 2025, the civic team are working with the new Mayor to identify plans and aspirations for the coming year. More will be announced in due course.

2.5 Consideration of annual budget request of all standing committees for recommendation to Full Council

2.6 The whole council budget request will be considered by this Committee at its meeting in December 2025. A report will be presented to this Committee in September 2025 setting out the proposed budget timeline.

2.7 Considering and agreeing action to all Internal Audit reports

2.8 Following the appointment of the new Internal Auditor (as agreed by Full Council in March 2025), the final internal audit of 2024 - 2025 by the previous internal audit firm was carried out on 30 May 2025. Once received, the report from this final audit will be presented to this Committee for consideration. The new internal auditor will commence their first audit sometime in September 2025.

2.9 Electoral matters

2.10 Following the resignation of former councillor Roy Clay from North Ward, Lewes District Council (LDC) has confirmed that a by-election will be held because at least 10 electors formally called for one. This has been scheduled by the LDC Returning Officer to take place on Thursday 17 July 2025. Information has been circulated to all staff and councillors separately

about the timeline for this and pre-election period guidance will be issued in due course.

2.11 With regards to the costs of the by-election, LDC (as the local electoral authority) pays for and then recharges these to the Town Council. LDC has confirmed that due to cost increases across all aspects of the process (printing and delivery of poll cards, venue hire, polling staff pay etc), this by-election is likely to cost the Town Council in the region of £15,000 - £20,000. This is significantly higher than anticipated.

2.12 The Town Council currently earmarks £10,000 per financial year towards the cost of ordinary elections held every four years (previously costing in the region of £40,000). As a result of this unbudgeted by-election spend, the Town Council will need to increase the elections budget amount in future years' budgets to recoup these reserves and make up for the increased costs of the ordinary elections themselves in 2027. Officers will continue to liaise with LDC about forecast election costs ahead of the budget setting process during autumn.

2.13 Oversight of external funding performance

2.14 This area of responsibility relates largely to the external funding work that will be coordinated and carried out by the new Funding & Contracts Officer post. This post is yet to be recruited.

2.15 Review of Full Council budget position

2.16 At each meeting, this Committee considers a Finance Report provided the income and expenditure figures for the whole council – this appears elsewhere on this agenda.

2.17 Risk management strategy

2.18 The Town Council's Corporate Risk Register and Internal Controls were reviewed by Full Council at its meeting in March 2025. This review forms part of the necessary steps to take in preparation for finalising the year end process.

2.19 Town Council leases

2.20 Involvement in the Town Council's leases currently spans the entire Committee structure. F&GP is responsible for overseeing the lease systems of the Town Council, individual committees are responsible for reviewing first drafts or heads of terms of leases relating to their areas of

responsibility, and Full Council is responsible for agreeing final versions of leases.

2.21 With the new permanent post of Assets & Contract Manager, work is scheduled in to review the Town Council's systems for entering and reviewing leases, as well as the systems for carrying out valuations, rent reviews and disposals of land. Updates on this will be presented back to this Committee. Separate from this, a report is being brought to June Full Council confirming the lease reviews that are upcoming in the 2025 – 2026 Financial Year

2.22 Town Council litigation

2.23 There are no updates for this meeting.

2.24 Town Council offices (37 Church Street)

2.25 Officers are pleased to confirm that Sussex Police (the Town Council's landlord at 37 Church Street) has confirmed that the Town Council personnel (staff and councillors) will no longer be required to go through a Police Vetting process before being given access to the building. This does not impact upon the way in which staff or councillors access the offices at Church Street.

2.26 Town Council policy programme

2.27 The HR & Governance Manager will take up the new position of Governance & Policy Manager in due course once the new HR & OD Manager starts in post in early June and has been inducted. Going forwards the plan is to review and update all Town Council Policies.

2.28 Write off of debts in accordance with the Town Council's Bad Debt Policy

2.29 An exempt report appears elsewhere on this agenda in relation to current debtors.

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 Steve Quayle, Town Clerk.



Seaford Town Council

Report No:	19/25
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	11th June 2025
Title:	2025 – 2026 Discretionary Grant Applications
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To present the grant applications received for consideration and approval as appropriate

Actions

The Committee is advised:

1. To consider the grant applications detailed in Appendices A and B.
2. To consider the recommendations of the Town Council's Grants Working Group.
3. To consider the Grants Working Group's recommendation to move any underspend into an earmarked reserve.
4. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To approve the successful grant applicants in the 2025 - 2026 scheme and amounts awarded.
2. To approve the recommendation of the Grants Working Group to move any underspend from the Grants Pool budget into an earmarked reserve.

1. Information

- 1.1** The Town Council's Discretionary Grant Scheme for 2025 - 2026 opened on 1 April 2025, offering local community groups, charities or voluntary

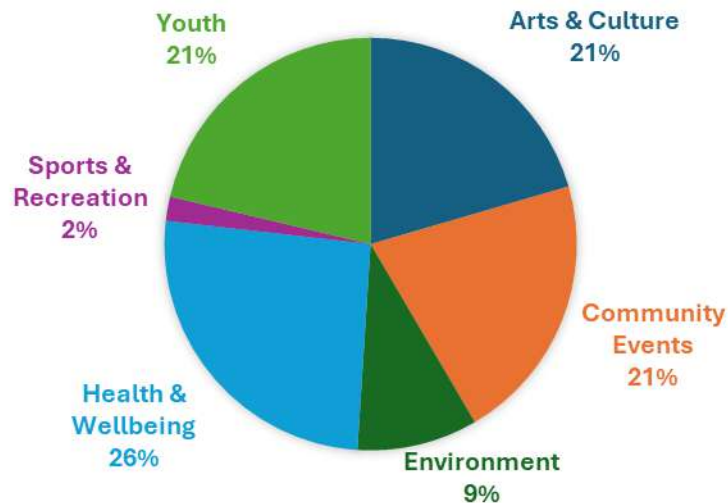
organisations the opportunity to apply for a financial grant from the Town Council.

- 1.2** There are two types of grants available: small grants for up to £500 and large grants for over £500, up to a maximum of £3,000.
- 1.3** The closing date for all applications and supporting documents to be returned was 2 May 2025.
- 1.4** The grants scheme was promoted via press releases, the Town Council's website and Facebook, advising those who wished to apply to download an application form direct from the Town Council's website.
- 1.5** The 2025 - 2026 approved budget for both small and large grants is £26,000. In addition to this, £3,282 is held within the Grants Earmarked Reserve (EMR) should this be required.
- 1.6** 15 applications were received overall, with a total grant request of £29,730.
- 1.7** The Grants Working Group, open to all members of this Committee, met on 15 May 2025 to review the applications received. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.8** The Grants Working Group were careful to consider each application individually, alongside the Town Council's Discretionary Grants Policy to ensure a consistent approach.
- 1.9** As a result, some of the grants budget remains unallocated. Not utilising all of the budget reflects a fair and consistent approach taken with applications.

2. Grants Working Group Recommendations

- 2.1** Following this process, the working group recommends that the large grants are awarded as per Appendix A and the small grants are awarded as per Appendix B.
- 2.2** The recommendations from the working group are that 13 grants be awarded, utilising a combined total of £20,528.
- 2.3** The chart below provides an indication of the categories of grants that the working group has recommended be awarded:

2025 - 2026 GRANTS SUPPORT CATEGORIES



- 2.4** In addition to the above, the working group has recommended that the remaining balance of the grants budget be allocated to a Grants Ear Marked Reserve (EMR) at the year end, to then be allocated to the 2026 - 2027 grants scheme.
- 2.5** All applicants will receive feedback on their applications where the amount awarded has been reduced or, in some case, no award has been made. The feedback will be informed by the working group's comments as set out within the appendices to this report, save where this Committee makes any changes and feedback will be updated as appropriate.

3. Service Funding Agreements

- 3.1** The Town Council has two Service Funding Agreements (SFA) in place, with Lewes District Citizens Advice (LDCA) and Cuckmere Community Buses (CCB).
- 3.2** In addition to the discretionary grants budget, a further £9,000 was separately budgeted for the two SFAs.
- 3.3** LDCA is in the second year of a three-year agreement, being awarded £6,500 each year.
- 3.4** CCB is in its second year of a three-year agreement, being awarded £2,500 each year.
- 3.5** This allocation is intended to fully cover the financial needs of these two organisations, thereby eliminating the need to draw funds from the discretionary grants budget for these purposes.

4. Financial Appraisal

- 4.1** The discretionary grants budget for 2025 - 2026 is £26,000.
- 4.2** The recommendations from the Grants Working Group are to utilise £20,528 of the £26,000 available budget, leaving a balance of £5,472 and not requiring utilising any of the £3,282 currently in the Grants EMR.
- 4.3** It is recommended that this remaining balance of the current year's grants budget, £5,472, be transferred to the Grants EMR (EMR329) at the year end.
- 4.4** This would result in a total balance of £8,754 in EMR329, allowing a reduced need for allocation to the Discretionary Grants budget during the 2026 - 2027 budget setting process.

5. Contact Officer

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

Returned Large Grant Applications (up to £3,000) for 2025 - 2026

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2025	Grants Working Group Recommendation to Award 2025	Working Group (WG) Comments
Bodhisattva Kadampa Meditation Centre	The grant would be used to support the growth & sustainability of their weekly meditation classes in Seaford, by funding venue hire at the Little Theatre and targeted local publicity	£ 3,000.00	£ -	This is a religious group and the sessions are built around the teachings/methods of that religion; this goes against the Grants Policy
Culture Connect Project CIC	To facilitate workshops & activities for Youth Groups in Seaford	£ 2,940.00	£ 540.00	The grant of £540 is towards the arts & crafts materials. The group does not recommend granting the remaining £2,400 as this is towards facilitator (staff) costs. Concerns were also raised that last year's activities didn't match what was on the application form
Family Support Work	Towards the costs of offering practical & emotional support to vulnerable families living in Seaford over 12 months	£ 1,500.00	£ 900.00	The 'costs of home visit support' for £600 have been clarified as a staff cost, and so it is not recommended to award the full amount but to reduce to £900
GIA (Gardening in Action) CIC	To support our volunteers working on the Seaford Station planters & other community spaces by providing funding for volunteers PPE, gardening tools and signage for the new Peverells Community Orchard	£ 1,500.00	£ 1,500.00	Award full amount
Rhapsody Artist Development	Funding to cover the cost of venue hire at St James' Trust for a full year to allow the continuation to deliver weekly singing sessions to young people and maintain consistent session times and durations across all age groups. Whilst the sessions are mainly during term time, the venue requests a year-round rental agreement	£ 2,880.00	£ 2,880.00	Award full amount
Seaford Bonfire Society	To pay for medical emergency professionals & help towards the cost of event security	£ 3,000.00	£ 3,000.00	The group would like mentioned, when awarding the grant, of the need to ensure firework debris is picked up from the promenade and beach as best possible after the event, including in the Splash Point area which was missed in 2024

Returned Large Grant Applications (up to £3,000) for 2025 - 2026

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2025	Grants Working Group Recommendation to Award 2025	Working Group (WG) Comments
Seaford Community Events Committee - Seaford Motorfest	Towards cost of event operations and infrastructure	£ 3,000.00	£ 1,450.00	The grant of £1,450 is towards public liability, field hire, toilets and first aid only as a contribution towards the event.
Seaford Little Theatre	Roof repairs	£ 3,000.00	£ -	This application is a duplication of part of the project awarded under last year's grant scheme and therefore isn't allowable under the Grants Policy
Seahaven Poets	To put on LitFest in April 2026	£ 910.00	£ 910.00	Award full amount
St James' Trust (Seaford)	To fund the weekly minibus hire for their Tuesday lunch club which is essential to its success as many of their clients no longer drive and are unable to use public transport	£ 3,000.00	£ 3,000.00	Award full amount
St Wilfrid's Hospice (Eastbourne)	To help meet the need of travel costs for community nurses to regularly visit patients homes within Seaford	£ 2,000.00	£ 2,000.00	Award full amount
Teddy Treats Childrens Charity	Top talent programme sponsorship via local after school clubs/Support families at Christmas via local food bank	£ 3,000.00	£ 3,000.00	Award full amount
Totals		£ 29,730.00	£ 19,180.00	

Returned Small Grant Applications (up to £500) for 2025-26

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2025	Grants Working Group Recommendation to Award 2025	Working Group (WG) Comments
Action Against Abuse	Will pay for 16 victims to be protected by life saving Non-Molestation Orders along with contributing to volunteer travel expenses to get to court	£ 448.00	£ 448.00	Award full amount
Bishopstone Table Tennis Club	Towards improving the club's equipment, mainly table tennis tables (competition ITTF approved) and start up (coaching) equipment for young people. In addition, payment for 2 volunteers to achieve the relevant formal coaching certification	£ 400.00	£ 400.00	Award full amount
Seaford Community Garden	For replacing and maintaining the structure of the garden, including replacement fence posts, rails and new cloches. In addition, several new water butts along with new perennial plants	£ 500.00	£ 500.00	Award full amount
Totals		£ 1,348.00	£ 1,348.00	



Seaford Town Council

Report No:	21/25
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	11 June 2025
Title:	Review of 2025 Concessions Tender Programme
By:	Steve Quayle, Town Clerk
Purpose of Report:	To present an overview of the completed programme, licences awarded and lessons learned to inform the future concession process

Actions

The Committee is advised:

1. To consider the overview of the 2025 Concessions Tender Programme.
2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the completed 2025 Concessions Tender Programme.

1. Information

- 1.1** At its meeting on 14 November 2024, Full Council resolved to approve an Interim Concessions Tender process to enable the Town Council to run its 2025 Concessions Tender Programme.
- 1.2** The interim process introduced an enhanced application form with detailed score weighting and a requirement for officers and councillors involved in the programme to complete a two-stage conflict of interest process.
- 1.3** This process was established because four of the Town Council's concession site licences were due to end on 31 March 2025 and it was

classed as interim because it was known that changes to statutory Procurement Regulations would come into force in early 2025, mid-way through the timeline the Town Council needed to run its 2025 Concession Tender Programme, in order to award new licences for these sites with effect from 1 April 2025.

- 1.4** This report presents an overview of the completed 2025 Concessions Tender Programme and licences awarded.

2. Completed 2025 Concessions Tender Programme

- 2.1** The concession site whose former licences expired on 31 March 2025 were: The Salts Café; South Hill Barn; Bönningstedt Steps; and Bönningstedt Promenade.
- 2.2** In addition, the Town Council also had vacant concession sites due to be filled: Dane Road; and West View Concession Beach Huts.
- 2.3** At the start of the programme, the Town Clerk was appointed as the Moderator, and three councillors and three officers were appointed to the Scoring Panel.
- 2.4** The role of the Moderator was to receive and action conflicts of interests as appropriate and to facilitate the evaluation of tenders by ensuring a fair, transparent, and unbiased process.
- 2.5** The role of the Scoring Panel was to objectively evaluate and score the tender applications submitted, using the pre-defined criteria and score weighting, to determine the best quality and value for money bid and thus identify the winning bidder. This involved the Panel independently assessing the tender applications and then, at an Evaluation Panel Meeting facilitated by the Moderator, discussing scores, and reaching a consensus on the final evaluation.
- 2.6** The timeline below sets out dates and actions taken in the 2025 Concessions Tender Programme:

Date	Action
27 December 2024	Officers and councillors involved in the process were invited to complete and submit stage one of the conflict of interest form – no conflicts recorded, no actions required
8 January 2025	All current concessionaires (those due to expire on 31

	March 2025) were sent a written End of Operation Licence Notice
9 January 2025	Tender applications were uploaded to the Town Council's website, to Contracts Finder, a press release issued, and it was advertised on social media
21 & 23 January 2025	Site visits by appointment – four visits took place at three sites
31 January 2025	Deadline for asking questions – questions and answers were posted on the Town Council's website, and publicly updated each time a question was asked/answered. 16 questions were asked/answered in total.
Midnight 9 February 2025	Deadline for tender applications – applications were emailed to a dedicated tender email account or physically posted to the Town Council offices, and remained unopened
9 February 2025	One councillor from the Scoring Panel had to step down due to work commitments and the process continued with two councillors and three officers
10 February 2025	Tender applications were opened and logged, in the presence of the Town Clerk, a councillor and an officer
11 February 2025	Conflict of interest forms reissued to Scoring Panel to complete second stage now applicants were known. One officer declared a conflict so was removed from the Panel and the process continued with two councillors and two officers
11 February 2025	Tender application packs issued to Scoring Panel for individual evaluation
11 February 2025	One councillor from the Scoring Panel had to step down due to workload, another councillor was sourced, conflict of interest form was completed and they joined the Scoring Panel to continue the process with two councillors and two officers
11-23 February	Scoring Panel evaluated and scored applications

2025	individually and submitted scores to the Moderator for uploading to the Master Scoring Spreadsheet
24 February 2025	Evaluation Panel Meeting held with the Scoring Panel and Moderator to discuss each application, individual Scoring Panel scores and to reach consensus on final, moderated scores
3 March 2025	Successful and unsuccessful bidders advised
17 March 2025	Town Council issued a press release advising of licences awarded

3. Concessions Licences Awarded

- 3.1** Following the successful completion of the 2025 Concession Tender Programme, the following licences were awarded:

Bönningstedt Promenade - The Nomadic Sauna: The Nomadic Sauna was the previous concessionaire and will be paying £25,200 in total over the three-year licence period. The licence ends on 31 March 2028.

Bönningstedt Steps - Skipper Water Sports -: Skipper Water Sports was the previous concessionaire and will be paying £12,000 in total over the three-year licence period. The licence ends on 31 March 2028.

Dane Road - Carnival Ice Cream Supplies: Carnival Ice Cream Supplies took over what was a vacant site and will be paying £33,000 in total over the three-year licence period. The licence ends on 31 March 2028.

South Hill Barn - Cadence CC Ltd (known as Cadence Cycle): Cadence CC Ltd was new onsite and will be paying £16,200 in total over the three-year licence period. The licence ends on 31 March 2028.

The Salts Café - Rogers and Ridge Ltd: Rogers and Ridge Ltd was new onsite and will be paying £76,000 in total over the three-year licence period. Due to the need for maintenance and repair works to the Salts Café this licence did not commence until mid-May 2025. The licence still ends on 31 March 2028.

- 3.2** All concessionaires were required to pay their first quarter instalment in advance of signing the licence, all first instalment payments were received in full and all licences are signed.

- 3.3** Interest in the concession spaces at the West View Concession Huts was limited and there were no successful applications that met the minimum requirement. The viability and offering of these concessions will therefore be reviewed by officers over the coming year.

4. Lessons Learned & The Future

- 4.1** Throughout the process, the Moderator compiled a list of lessons learned which will help inform the work to the design of future Town Council's Concessions Process.
- 4.2** This work will also take into account any statutory changes that need to be made to the process, following a review of the Procurement Act 2023 which was enacted on 24 February 2025.
- 4.3** The proposed future Concessions Process will be presented to Councillors later in the year for approval, in readiness for the process to commence again next year.

5. Financial Appraisal

- 5.1** There are not direct financial implications as a result of this report.

6. Contact Officer

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



Seaford Town Council

Report No:	28/25
Agenda Item No:	9
Committee:	Finance & General Purposes Committee
Date:	11 June 2025
Title:	Policy Update – June 2025
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To provide the Committee with an update on the 2025 – 2026 work schedule with the Town Council's policies

Actions

The Committee is advised:

1. To consider the update on the policy review work within the Town Council.
2. To move to a vote on the motions below

Recommendations

The Committee is recommended:

1. To note the contents of the report

1. Policies Introduction

- 1.1** The Town Council has a full suite of policies governing its operation to ensure complete transparency and openness about processes.
- 1.2** Full Council received a report in May 2024 setting out the policy reviews scheduled for the 2024 – 2025 municipal year and some information surrounding the review process.
- 1.3** Councillors wanting to revisit this report or the more in depth introduction to the policy systems in place, this can be viewed on the [Town Council's website](#).

- 1.4** This report to Committee is providing an update on the work against this schedule. An update of this nature is provided at each Finance & General Purposes Committee meeting.

2. Work Schedule Progress – June 2025

- 2.1** Regrettably during summer 2024, the Town Council suffered from the departure of two senior officers and following on from this the remaining officers struggled to manage a large workload with insufficient capacity in place throughout the rest of the year.
- 2.2** In an attempt to resolve this unsustainable situation the then Interim Town Clerk proposed a staffing restructure to Full Council in December 2024, which was duly approved, and part of that model created the new role of Governance & Policy Manager that will allow and enable a more dedicated focus on policy review and development.
- 2.3** Since that approval a full staff consultation process has been undertaken in early 2025 and subsequently a number of roles within the new structure have been recruited to, but a number of others remain unfilled.
- 2.4** The current HR & Governance Manager will be transferring to the position of Governance & Policy Manager in short order once the newly appointed HR & OD Manager has started in post in early June and has been inducted.
- 2.5** As a result of these delays the scheduled policy work has not been able to be progressed as planned.
- 2.6** With these delays very much in mind, in December 2024, officers revisited the policy work schedule and assessed what was realistically going to be achievable. The outcome of this was reported to, and noted by Committee in December 2024.
- 2.7** Attached at Appendix A is the updated policy work schedule. This confirms work carried out in 2024 – 2025 and also an indicative list of policies due for review in 2025 – 2026 and 2026 – 2027, so this Committee are aware of the scheduled policy work for the coming two years.
- 2.8** Officers are confident that the impact of the new role should be noticeable on the frequency and effectiveness of policy reviews that are being brought to councillors for review.

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.

Policy Work Schedule

June 2025 Update

2024 – 2025 Policy Review Work

Outline of policies reviewed during the 2024 – 2025 municipal year:

Red italic = new additions from last report

Policy	Status	Committee & Date	Full Council Date
Council Representation on Outside Bodies	ADOPTED	-	May-24
Councillor Officer Protocol	ADOPTED	-	May-24
Standing Orders	ADOPTED	Finance & General Purposes, Jul-24	Jul-24
Members' Allowances Policy	ADOPTED	Finance & General Purposes, Dec-24	Jan-25
Probationary Period Policy	<i>ADOPTED</i>	Personnel, Feb-25	Mar-25
Financial Regulations	<i>ADOPTED</i>	Finance & General Purposes, Mar-25	Mar-25
Whistleblowing Policy	<i>Referred back to Personnel Committee by Full Council (see below)</i>	Finance & General Purposes, Mar-25	Mar-25
General & Financial Risk Assessment	<i>ADOPTED</i>	-	Mar-25
Annual Investment Strategy	<i>ADOPTED</i>	-	Mar-25
Scheme of Delegation	<i>Delayed</i>	-	Jun-25
<i>Mayor's Portfolio</i>	<i>ADOPTED</i>	-	Mar-25

* reviewed annually

<i>Committee Chair's Management Group Policy</i>	<i>ADOPTED</i>	<i>-</i>	<i>Mar-25</i>
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Indicative 2025 – 2026 List of Policies Due for Review

The indicative list of policies due to be reviewed during the 2025 – 2026 municipal year is set out below (in alphabetical order by committee, rather than chronological).

An estimate of 26 policies:

Red italic = new additions from last report

Policy	Committee
<i>Committee Terms of Reference *</i>	<i>-</i>
Memorial & Donation Policy	Assets & Facilities
Traveller Policy	Assets & Facilities
Acceptable Use of Computers, Internet and Email Facilities Policy	Finance & General Purposes
Annual Investment Strategy *	Finance & General Purposes
<i>Committee Chairs Management Group Policy</i>	<i>Finance & General Purposes</i>
Communications Strategy	Finance & General Purposes
Complaints Procedure	Finance & General Purposes
Corporate Sponsorship Policy	Finance & General Purposes
Financial Regulations *	Finance & General Purposes
General & Financial Risk Assessment *	Finance & General Purposes
<i>Mayors Portfolio</i>	<i>Finance & General Purposes</i>
<i>Scheme of Delegation to Officers *</i>	<i>Finance & General Purposes</i>
Standing Orders *	Finance & General Purposes
Climate Emergency Policy	Golf, Open Spaces & Climate Action
Diversity & Inclusion Policy - Tennis	Golf, Open Spaces & Climate Action
Safeguarding Policy - Tennis	Golf, Open Spaces & Climate Action
Dignity at Work Policy	Personnel
Equal Opportunities Policy	Personnel
Pay Policy	Personnel
Performance Management Policy	Personnel

* reviewed annually

Recruitment Policy	Personnel
Safeguarding Policy (whole Council)	Personnel
Staff Handbook (deferred from 2024 – 2025)	Personnel
Training and Development Policy	Personnel
Whistleblowing Policy	Personnel

Indicative 2026 – 2027 List of Policies Due for Review

The indicative list of policies due to be reviewed during the 2026 – 2027 municipal year is set out below (in alphabetical order by Committee, rather than chronological).

An estimate of 21 policies:

Policy	Committee
Committee Terms of Reference *	-
Tree Policy	Assets & Facilities
Agenda & Minute Policy	Finance & General Purposes
Annual Investment Strategy *	Finance & General Purposes
Bad Debt Policy	Finance & General Purposes
Code of Conduct for Members	Finance & General Purposes
Councillor Officer Protocol	Finance & General Purposes
Financial Regulations *	Finance & General Purposes
FOI Publication Scheme	Finance & General Purposes
FOI Requests Procedure	Finance & General Purposes
General & Financial Risk Assessment *	Finance & General Purposes
Gifts & Hospitality Policy	Finance & General Purposes
Health & Safety Policy	Finance & General Purposes
National and Local Mourning Procedure EXEMPT	Finance & General Purposes
Purchase Ordering and Payment for Goods & Services Policy	Finance & General Purposes
Scheme of Delegation to Officers *	Finance & General Purposes
Standing Orders *	Finance & General Purposes
Family Leave Policy	Personnel

* reviewed annually

LGPS (Pension) Employer Discretion Policy	Personnel
Probationary Policy	Personnel
Sickness Policy	Personnel



Seaford Town Council

Report No:	29/25
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	11 June 2025
Title:	Annual Review of Standing Orders
By:	Georgia Raeburn, HR & Governance Manager
Purpose of Report:	To present the annual review of the Town Council's Standing Orders policy document

Actions

The Committee is advised:

1. To consider the proposed Standard Orders policy document and ask any questions.
2. To move to a vote on the motion below

Recommendations

The Committee is recommended:

1. To recommend that Full Council adopts the Standing Orders policy document as presented with report 29/25.

1. Information

- 1.1** As a core part of a local council's governance documents, it is considered best practice that local councils review their Standing Orders annually.
- 1.2** The National Association of Local Councils (NALC) oversees the national model standing orders, which all parish and town councils are recommended to adopt.

1.3 In March 2025, NALC issued revised model Standing Orders, which can be found on the [NALC website](#). The model contains changes to two sections, which have been tracked on the attached Appendix A, and are as follows:

- (a) Standing Order 14, page 24-25:** this change sees the retention of the bold order at new section 14.a (which is legally required) but removal of the more procedural parts of the text. Officers do not have any concerns with the removal of this text, as descriptive process within a policy document can cause issues if following that process is going to be challenging in practice.
- (b) Standing Order 18, page 27-28:** there is a minor change to order 18.a.v. at the top of page 28, to update the contract value to reflect the Financial Regulations, which is the figure including VAT (£30,000).
- (c)** The model contains further sections 18 c, d & e, but the Town Council has previously taken the decision to incorporate these sections in its Financial Regulations, as they relate to procedural procurement matters and are better sited in the Regulations along with the other financial guidance and stipulations. As a result of this previous decision sections 18 c, d & e do not appear in the policy document. Officers can confirm that the Town Council's Financial Regulations, as adopted in March 2025, do reflect the revised model Standing Orders in this respect.

1.4 In addition to the above changes to the model, officers have received a request from councillors relating to how votes are recorded in the minutes, namely whether this should stipulate numbers that have voted for, against or abstained:

- (a)** Having researched this, there is no legal requirement for this to be recorded in the minutes. It also does not feature in the model standing orders or any best practice guidance.
- (b)** The Town Council's Agendas and Minutes Policy states the following:

'The resolution will then record the decision of the Town Council on the matter. There is no need to record proposers and seconders or who voted in favour or against, unless a recorded vote is requested. If the meeting has executive power to make the decision this will be recorded as "It was

resolved to..” if it does not have executive powers it will be recorded as “It was recommended...”. This recommendation will then be considered by Full Council when considering the minutes.’

- (c) The requirement is that minutes capture decisions made and, where requested by a councillor, a recorded vote may be taken where individual councillor votes are specific in the minutes.
- (d) There is a concern by officers that, because motions passed are done so by majority and are then binding upon the whole council or committee, that to include in the minutes how many Councillors voted in favour or against a resolution may serve to undermine some decisions made, particularly where a majority has only just been achieved. In practice, a majority of one is as strong as unanimity, but some observers may consider a small majority has less of a democratic mandate supporting it.
- (e) In light of the above, officers are therefore recommending that this extra information should not be added to the Town Council’s Standing Orders.

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.



Seaford Town Council

Standing Orders

2025 Review Version

Policy Ref.	C7	
Date Last Adopted	25 th July 2024	
Date of Next Review	June 2025	
Possible Prompts for Earlier Review	<ul style="list-style-type: none"> • Change in national model Standing Orders 	
Previous Adoption Dates	June 2023 May 2022 August 2021 June 2020 June 2019 May 2018	May 2017 May 2016 November 2014 June 2013 June 2012 March 2011
Author	Town Clerk	

Standing Orders

Introduction

Standing Orders are the written rules of Seaford Town Council. They are used to confirm the Town Council's internal organisation, administrative procedures, procedural matters for meetings and enable good and effective working relationships between officers and members.

Meetings of Full Council and its committees, councillors, the Proper Officer and Responsible Financial Officer are subject to many statutory (legal) requirements. The Standing Orders confirm those statutory requirements.

These Standing Orders are based on the national model produced by the National Association of Local Councils (NALC). Standing orders that are within bold type contain statutory requirements and it is therefore recommended that councils adopt them without changing them. Other standing orders not in bold are designed to help the Town Council operate effectively but do not contain statutory requirements so they may be drafted or amended to suit the Town Council's needs.

The Town Council has a suite of other policies that may be made mention to in the Standing Orders. The Town Council has its adopted Financial Regulations which regulate and control the financial affairs and accounting procedures of the Town Council.

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1 Rules of debate at all meetings

General Debate

- a Councillors shall address the presiding Chair.
- b A councillor shall indicate that they wish to speak by raising a hand and councillors shall be heard in the order in which they indicated. If two or more councillors indicate at once, the presiding Chair shall call upon one of them to speak before the other.
- c When given permission by the Chair of the meeting to speak councillors shall stand whilst addressing the Chair (except when a councillor has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a councillor to be seated when speaking.
- d Whenever the presiding Chair speaks during a debate all other councillors shall be silent.
- e These rules apply to Full Council as well as committee and sub-committee meetings, with the exception of 1c above which only applies to Full Council meetings.

Motions

- f Debate on an agenda item can and usually will take place prior to any motion being made.
- g Reports, and motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- h A motion (including an amendment) shall not be progressed unless it has been proposed and seconded.
- i A motion on the agenda that is not proposed and seconded may be treated by the Chair of the meeting as withdrawn.

- j If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

Amendments

- k An amendment is a proposal to remove or add words to a recommendation or motion. It shall not negate the motion.
- l If an amendment to the original recommendation or motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- m An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- n A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- o If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- p Subject to Standing Order 1(q) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- q One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- r A councillor may not move more than one amendment to an original or substantive motion.
- s The mover of an amendment has no right of reply at the end of debate on it.
- t Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion

immediately before it is put to the vote.

Debate on Motions

- u Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- v With the exception of 1(u) above, the Chair will only allow a councillor to speak again if the councillor is introducing new information.
- w When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory requirements.
- x Before an original or substantive motion is put to the vote, the Chair of the

meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- y Excluding motions moved under Standing Order 1(w) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

Voting

- z The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Town Council at the Annual Meeting of the Town Council.

- aa **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor the voting on any question shall be recorded so as to show how each councillor present voted. Such a request shall be made before or after the vote** but certainly before moving on to the next item of business on the agenda.

Point of Order

- bb During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.

A councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- cc A point of order shall be decided by the Chair of the meeting and their decision shall be final.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly – this includes councillors, officers, members of the public or other third parties present. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may propose that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other suitable premises are available free of charge or at a reasonable cost.**
- b **A minimum of three clear days' notice of Full Council meetings must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include:**
 - 1. the day on which notice was issued
 - 2. the day of the meeting
 - 3. a Sunday
 - 4. a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning

- c A minimum of three clear days' notice of a committee or sub-committee meeting must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include:
 - 1. the day on which notice was issued
 - 2. the day of the meeting
- d The notice referred to at 3b and 3c above refers to the public notice of the meeting and the summons served upon councillors to attend said meeting (the front sheet of the agenda pack). The Town Council also issues supporting reports with the agenda, in order to ensure that councillors have at least three clear days
- e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f Members of the public who are present at meetings during public participation may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, subject to the Town Council's Public Participation policy.
- g A person present at a meeting may not create an oral report or oral commentary (such as, for example, using an audio recorder to record that person's commentary on the meeting, or to take that person's verbal notes of the meeting) about a meeting as it takes place without permission from the meeting Chair. This is so as to prevent disruption to or confusion at the meeting.
- h **Subject to Standing Order 3 (f), a person attending the meeting is permitted to film, photograph, make an audio recording of the meeting, or other means, in order to enable those not present to see or hear an accurate account of the meeting as it takes/took place or later in order to give them an accurate oral or written account of the meeting.**

- i The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- j Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Town Council may in their absence be done by, to or before the Vice-Chair of the Town Council (if any).
- k The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- l Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.
- m A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Town Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.
- n No business may be transacted at a meeting unless at least one-third of the whole number of members of the Full Council or committee are in attendance at the meeting (regardless of if they have declared an interest and abstained from voting or exited the meeting for an agenda item) and in no case shall the quorum of a meeting be less than three.

See Standing Order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- o If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- p The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent, noting those that have given apologies;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- q A meeting shall not exceed a period of three hours, except where a motion is passed by the meeting to extend beyond three hours.
- r In the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by Full Council (or committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.
- s All formal meetings of Full Council and its committees must be administered by an appropriate Town Council Officer or, where that is not deemed appropriate, by an officer sourced from another local authority or authorised local government body.

4 Committees, sub-committees and working groups

Part 1 - Committees & Sub-Committees

- a The Town Council can operate two different types of committee or sub-committee;
 - i. Standing committees/sub-committees, which have ongoing responsibilities concerning the performance of the statutory powers and functions of the Town Council and related work.
 - ii. Advisory committees/sub-committees, which are usually created with short-term responsibilities or where the terms of reference do not fall within those of an existing committee.
- b Reference to a 'committee' or 'sub-committee' within the Standing Orders document refers to both standing and advisory committees/sub-committees.
- c **Unless Full Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- d **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Town Council.**
- e **Unless Full Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- f Councillors who cannot attend a committee or sub-committee can appoint any councillor to attend in their absence as a voting ex-officio member (a 'substitute'). The absent councillor must advise the Town Clerk or Committee Clerk of the nomination.

- g All councillors who are not members of a committee (save for those attending as a substitute as per Standing Order 4f above) are entitled to attend the said meeting and participate but not vote and will leave for any confidential items of business.
- h Exempt committee papers for all committees and sub-committees will be issued to committee members and any substitutes but not non-committee or non-sub-committee councillors.
- i Any exception to the 4(g) or 4(h) above would be determined by the Proper Officer in consultation with Chair of the relevant committee, but councillors must understand that some matters will be confidential to the members of the meetings.
- j Full Council may appoint standing committees or advisory committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Full Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to Standing Orders 4(f) to (i) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or sub-committee.

Part 2 – Working Groups

- k Full Council or one of its committees or sub-committees may appoint a working group to undertake a specific task.
- l Working groups are not subject to those Standing Orders relating to committees/sub-committees. For clarity, working group meetings are not public meetings; there are no notice or minutes requirements and no right for the public to access the meetings.
- m When a working group is established, its parent committee will determine clearly defined terms of reference, including whether or not the group has the ability to co-opt its own members, whether councillors or non-councillors.
- n Working groups will not have any decision-making powers beyond the ability to co-opt their own members, whether councillors or non-councillors. A working group will usually report back to its parent committee, making recommendations for decisions to be made.
- o Working groups are not usually subject to being re-established at each annual meeting (as committees/sub-committees are), save for in an ordinary election year where a change in councillors may mean this is required.

- p A working group will dissolve when its terms of reference have been completed or its parent committee determines the group's work has finished.

5 Ordinary Full Council meetings

- a In an election year, the annual meeting of the Town Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Town Council shall be held on such day in May as the Town Council may direct.
- c If no other time is fixed, the annual meeting of the Town Council shall take place at 7pm.
- d In addition to the annual meeting of the Town Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Town Council directs.
- e The first business conducted at the annual meeting of the Town Council shall be the election of the Chair and Vice-Chair (if any) of the Town Council.
- f The Chair of the Town Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Town Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Town Council at the next annual meeting of the Town Council.
- h In an election year, if the current Chair of the Town Council has not been re-elected as a member of the Town Council, they shall preside at the meeting until a successor Chair of the Town Council has been elected. The current Chair of the Town Council shall not have an original vote in respect of the election of the new Chair of the Town Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chair of the Town Council has been re-elected as a member of the Town Council, they shall preside at the meeting until a new Chair of the Town Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Town Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Town Council and Vice-Chair (if any) of the Town Council at the annual meeting of the Town Council, the business of the annual meeting shall include:

 - i. In an election year, delivery by the Chair of the Town Council and councillors of their acceptance of office forms unless the Town Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Town Council of their acceptance of office form unless the Town Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of Full Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with Standing Order 4 above;
 - vii. Review of representation on or work with external bodies and arrangements for reporting back;
 - viii. In an election year, to make arrangements with a view to the Town Council becoming eligible to exercise the general power of competence in the future;
 - ix. Review of inventory of land and assets including buildings and office equipment;

6 Extraordinary meetings of Full Council and committees and sub-committees

- a An extraordinary meeting can be defined as a meeting that has not been previously agreed by Full Council (a committee or sub-committee) and is scheduled on a needs basis during a municipal year.
- b **The Chair of the Town Council may convene an extraordinary meeting of Full Council at any time.**
- c **If the Chair of the Town Council does not or refuses to call an extraordinary meeting of Full Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of Full Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- d The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- e If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.
- f The convening of extraordinary meetings (whether under 6b - e above) will be done in collaboration with the Proper Officer. If this is not possible, this will be undertaken in collaboration with the officer that will administer the meeting in accordance with Standing Order 3r.
- g The Proper Officer looking to arrange an extraordinary meeting will do so in consultation with the relevant meeting Chair and where there is a clear justification for an additional meeting.

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by:
 - i. a special motion, which requires written notice by at least 50% plus one of those in attendance at the meeting where the original decision took place, to be given to the Proper Officer in accordance with Standing Order 9 below, or
 - ii. by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Town Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9 Preparation of agendas

- a The Town Council's Agendas & Minutes Policy sets out information and processes relating to agendas for Full Council, committee and sub-committee meetings.
- b With regards to motions that are considered at these meetings, these will come about in one of three ways:
 - i) motions presented within a report accompanying the agenda (see section 9.1 below)

ii) motions that a councillor wishes to include on an agenda and that required written notice (see section 9.2 below)

iii) motions that can be raised in the meeting by a councillor and require no written notice (see section 9.3 below)

9.1 Motions within reports

- a The most common method for motions being presented at a meeting are those included within the written report accompanying the agenda for that meeting. The suggested motions are listed at the start of the report, in the 'recommendations' section.
- b The meeting clerk will liaise with the Chair in advance of the meeting to discuss the reports that are scheduled to be presented at the upcoming meeting, and the motions within the report i.e. the decisions that meeting is being asked to consider.

9.2 Motions for a meeting that require written notice to be given to the Proper Officer

- a The preferred operation of the Town Council is for councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary (as per motions at 9.1 above). However, if a councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Town Council's statutory functions, powers and obligations or an issue which specifically affects the Town Council's area or its residents, such as national policies or those of a principal authority, waste services, anti-social behaviour, transport / education / health infrastructure etc.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice

or the day of the meeting.

- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e The motion shall be included on the agenda with a brief covering report from the Proper Officer, appending the councillor motion.
- f If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- g If the wording or subject of a proposed motion is considered to be improper by the Proper Officer, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- h Subject to Standing Order 9(f) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Motions received shall be recorded and numbered in the order that they are received.
- j Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection, which will have been informed to the proposer of the motion.

9.3 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11 Management of information

See also Standing Order 20.

- a The Town Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Town Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Town Council's**

retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Town Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also Standing Order 3(o) above.

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Town Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which they have a prejudicial interest (whether pecuniary or non-pecuniary). They may return to the meeting after it has considered the matter in which they had the interest.
- c When declaring a non-prejudicial interest, the councillor or non-councillor with voting rights will inform the meeting if they intend to remain in the meeting room, take part in the discussion and / or take part in the vote. A councillor may wish to seek the advice of the meeting Clerk or Chair on this, ideally ahead of the meeting or alternatively, as soon as the interest is realised and declared.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e Dispensation requests raised before a meeting shall be determined by the Proper Officer. Where a dispensation request is raised at the start of the meeting, this shall be determined by the Council / committee itself under the guidance of the Proper Officer or meeting clerk.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to Standing Orders 13(d) and (e) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;**
 - ii. granting the dispensation is in the interests of persons living in the Town Council's area or;**
 - iii. it is otherwise appropriate to grant a dispensation.**

14 Code of conduct complaints

- ~~a—Upon notification by the District Council that it has deemed a complaint worthy of investigation that a councillor or non-councillor with voting rights has breached the Town Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to Full Council.~~
- ~~b—Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Town Council of this fact, and the Acting Proper Officer shall assume the duties in relation to the complaint until it has been determined and Full Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.~~
- ~~c—The Town Council may:~~
- ~~i.—provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;~~
 - ~~ii.—seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.~~

- da** Upon notification by the District Council that a councillor or non-

councillor with voting rights has breached the Council's Code of Conduct, Full Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office. ~~The District Council's Monitoring Officer will submit a report containing recommendations for Full Council to consider.~~

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Town Council to undertake the work of the Proper Officer when the Proper Officer is absent (known as the Acting Proper Officer).
- b The Proper Officer shall (either themselves or via delegation to other officers N.B. that emboldened items may not be delegated other than to the designated Acting Proper Officer):
 - i. **At least three clear days before a meeting of Full Council, a committee or a sub-committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillors has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Town Council convened by councillors is signed by them).**
 - ii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of Full Council for the election of a new Chair of the Town Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Town Council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the Town Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Town Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
See also Standing Order 22 below.
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Town Council in accordance with its Financial Regulations.
- xiii. record every planning application notified to the Town Council and the Town Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Town Council to the Chair or in their absence Vice-Chair (if any) of the Planning & Highways committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee;
- xv. manage access to information about the Town Council via the publication scheme; and
- xvi. retain custody of the seal of the Town Council which shall not be used

without a resolution to that effect.

See also Standing Order 23 below.

16 Responsible Financial Officer

- a The Town Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a “Proper practices” in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.

18 Financial controls and procurement

- a The Town Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Town Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Town Council’s accounts and/or orders of payments; and

- v. whether contracts with an estimated value below £~~25~~30,000 [including VAT](#) [or](#) due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Full Council OR the Personnel Committee or the Grievance / Disciplinary Sub-Committee is subject to Standing Order 11 above.
- b The Town Clerk shall manage the Town Council's sickness absence in accordance with Town Council Policy.
- c The Town Council's Appraisal Policy sets out the details of the annual review of performance, including those for the Town Clerk.
- d All staff grievances will be conducted in accordance with the Town Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The Town Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall have access restricted accordingly and be encrypted.
- g In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

20 Responsibilities to provide information

See also Standing Order 21.

- a In accordance with freedom of information legislation, the Town Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Town Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21 Responsibilities under data protection legislation

(Below is not an exclusive list).

See also Standing Order 11.

- a The Town Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- b The Town Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Town Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Town Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Town Council shall maintain a written record of its processing activities.

22 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Town Council, its councillors or staff shall be handled in accordance with the Town Council's Press & Media Policy, Press Release Procedure and Communications Strategy.

23 Execution and sealing of legal deeds

See also Standing Orders 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution.
- b **Subject to Standing Order 23(a) above, the Town Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24 Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of Full Council shall be sent, together with the agenda, to the ward councillors of the District and County Councils representing the area of the Town Council.
- b Where deemed necessary by the relevant officer, correspondence sent to the District or County Councils shall be copied to the relevant District or County councillor(s).

25 Councillor activities

- a. The Town Council's Councillor Officer Protocol sets out the roles and responsibilities of councillors and officers, and how both work in partnership to ensure the success of the Town Council.

- b. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the Town Council has a right or duty to inspect (this does not apply to publicly accessible property); or
 - ii. issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Town Council.
- c. Subject to Standing Order 25a, councillors are encouraged to:
 - i. maintain open communication with the electorate, members of public, local businesses and other routes in which to ensure they can represent the wishes and needs of the town.
 - ii. sit on Town Council committees, sub-committees and/or working groups and partake in meetings and the decision-making process.
 - iii. attend and support Town Council events and public activities.
 - iv. represent the Town Council on identified outside bodies, maintain two-way communications for the betterment of both parties.
 - v. help positively promote the work and activities of the Town Council within the local communities and wider area.
 - vi. work collaboratively with officers for the benefit of the Town Council and town.
 - vii. familiarise themselves with Town Council policy documents.
 - viii. bring to the attention of relevant councillors, Chairs or officers, anything that they believe is relevant to the business and activities of the Town Council.
 - ix. monitor their own attendance at Town Council meetings to ensure they do not automatically vacate their office as a result of six months of inactivity (officers can provide greater clarity on this requirement).
 - x. commit to enacting their role and duties in accordance with the Member's Code of Conduct.

26 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements (those in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Town Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with Standing Order 9 above. This provision does not apply when Full Council is carrying out a scheduled review of the Standing Orders policy document.
- c The Proper Officer shall provide a copy of the Town Council's Standing Orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.