



## Seaford Town Council

### **Seaford Town Council Assets & Facilities Agenda – 22 May 2025**

#### **To the Members of the Assets & Facilities Committee**

Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, G Rutland, S Markwell, J Meek and L Wallraven.

A meeting of the **Assets & Facilities** will be held at **Council Chambers, 37**

**Church Street, Seaford, BN25 1HG** on **Thursday, 22 May 2025** at **7.00pm**, which you are summoned to attend.

Steve Quayle,  
Town Clerk  
16 May 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 Financial Report of Community Services**

To consider report 04/25 presenting the 2024 - 2025 year-end financial position of the former Community Services Committee based on the previous committee structure (pages 5 to 25).

### **5. Assets & Facilities Projects Log & Update Report – May 2025**

To consider report 06/25 presenting the Assets & Facilities Projects Log and providing an update on progress and actions relating to the Town Councils Assets & Facilities (pages 26 to 33).

*N.B. Appendix A of this report will be issued as soon as possible week commencing 19 May 2025*

### **6. Seaford Street Market – Consultation Update**

To consider report 11/25 providing an update on the Investigatory work into the street market licence and progress to date with the consultation to support the above (pages 34 to 36).

### **7. Hurdis House Update & Next Steps**

To consider report 05/25 providing the committee with an update on the current status of Hurdis House and the planned next steps (pages 37 to 41).

## **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](mailto: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](mailto: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](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.



## Seaford Town Council

<b>Report No:</b>	<b>04/25</b>
<b>Agenda Item No:</b>	<b>4</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>22 May 2025</b>
<b>Title:</b>	<b>2024 – 2025 Year End Financial Report for Community Services</b>
<b>By:</b>	<b>Lucy Clark, Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To present the 2024 - 2025 year-end financial position of the former Community Services Committee based on the previous committee structure</b>

### **Actions**

#### **The Committee is advised:**

1. To consider and ask any questions on the year end financial position of the previous Community Services Committee budget.
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** Following the restructuring of the Town Council's committees, this year-end report is based on the previous committee structure. As the work of the former Community Services Committee straddles both the new Assets & Facilities Committee and the new Golf, Open Spaces & Climate Action Committee this report will be presented to both Committees.

- 1.2 Attached as Appendix A is final income and expenditure figures for the previous Community Services Committee for the 2024 - 2025 financial year.
- 1.3 All income and expenditure up to 31 March 2025 is included with year-end adjustments to include all anticipated expenditure (not yet paid) and anticipated income (not yet received) relating to the financial year ending 31 March 2025.
- 1.4 Attached as Appendix B is the variance report explaining any significant variations compared to budget.

**Income:**

- 1.5 Overall income was budgeted to be £254,319 with the actual reaching £314,317, an increase of £59,998. This is primarily due to the annual Community Infrastructure Levy (CIL) receipts and a one-off grant for the Changing Places facility.
- 1.6 £70,049 of this income was unbudgeted and while it is shown in the Income and Expenditure report, the funds were fully transferred to the relevant Ear Marked Reserves (EMR). As such, it has no impact on the net revenue position reported against budget. When adjusted for this transfer, the actual income received falls short of the original budget by £10,051.
- 1.7 This shortfall is due to various factors, but it is largely explained by the decision not to install the concession beach huts after the budgets had been set which envisioned income being derived from them.

**Expenditure**

- 1.8 Overall expenditure was budgeted at £528,026 with an actual spend of £672,102. Whilst this appears to be overbudget, it is important to highlight that this variance is primarily due to the refurbishment of the Martello Toilets. In 2024 - 2025, £261,862 of costs were incurred and coded to an account code with a nil budget, as it was previously agreed that the expenditure would be funded from the CIL EMR and therefore treated outside of the usual Income and Expenditure position.
- 1.9 Of the Martello Toilets 2024 - 2025 expenditure, £252,387 was funded from EMR, with the remaining £9,475 met from General Reserves. This additional spend was due to the new roof and drainage works. The existing

roof was deemed inadequate and could have resulted in significant damage to the refurbished building.

- 1.10 Consequently, while these works are reflected within the reported expenditure, with the exception of the additional £9,475, they do not represent an overspend against the original budget set for the Committee.
- 1.11 Other expenditure included within the Income and Expenditure report but not representing an overspend (as it was funded from EMRs) include:
  - (a) Repair works to the flint wall within the Crouch - £6,050
  - (b) Water refill station maintenance - £845
  - (c) New roof to the Greenkeepers hut (part funded from EMR) - £9,744

### **Net Income over Expenditure**

- 1.12 The approved budget for 2024-2025 included a net expenditure requirement of £273,707. The actual outturn for the year was £357,786. This appears to represent an overspend of £84,079 against the original budget.
- 1.13 However, after adjusting for the use of EMRs, the committee's adjusted net position is £158,809. This results in an effective underspend of £114,898 compared to the original budgeted requirement.
- 1.14 Underspends across the budget largely relate to areas where works were delayed, deferred, or delivered below estimated costs. The majority of these relate to Building Maintenance, Playground Works, Memorial Benches, Professional Fees, Litter Picking, Dog Bin Emptying, Cleaning & Hygiene (Public Toilets) and CCTV.

## **2. Earmarked Reserves (EMRs)**

- 2.1 A table showing the EMR movements during 2024 - 2025 relating to the Community Services Committee is attached in Appendix C.
- 2.2 Some EMRs, such as Building Maintenance and Grounds Maintenance, are shared across the whole of the Town Council's budgets and unless otherwise specified, are not allocated exclusively for any one Committee.
- 2.3 As agreed during the budget setting process, £12,000 of the Building Maintenance EMR has been specifically allocated for ceiling works at the Martello Tower.
- 2.4 With regard to the Bönningstedt Wall repair works, £50,000 was approved to be used from General Reserves during 2024 - 2025. As the works were

unable to commence before the year end, this amount was transferred to an EMR for use in 2025 - 2026.

### **3. Financial Appraisal**

- 3.1** This report presents the final outcome and expenditure figures for the 2024 - 2025 financial year.

### **4. Contact Officer**

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



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## Detailed Income &amp; 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
<b>Community Services</b>							
<b>105 Salts Recreation Ground</b>							
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%	
<b>Salts Recreation Ground :- Income</b>	<b>53,109</b>	<b>53,387</b>	<b>278</b>			<b>99.5%</b>	<b>230</b>
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%	
<b>Salts Recreation Ground :- Indirect Expenditure</b>	<b>121,567</b>	<b>163,645</b>	<b>42,078</b>	<b>0</b>	<b>42,078</b>	<b>74.3%</b>	<b>279</b>
<b>Net Income over Expenditure</b>	<b>(68,459)</b>	<b>(110,258)</b>	<b>(41,799)</b>				
6000 plus Transfer from EMR	279	0	(279)				
6001 less Transfer to EMR	230	0	(230)				
<b>Movement to/(from) Gen Reserve</b>	<b>(68,410)</b>	<b>(110,258)</b>	<b>(41,848)</b>				

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## Detailed Income &amp; 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
<b>106 Crouch Recreation Ground</b>							
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%	
<b>Crouch Recreation Ground :- Income</b>	<b>16,925</b>	<b>14,318</b>	<b>(2,607)</b>			<b>118.2%</b>	<b>0</b>
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%	
<b>Crouch Recreation Ground :- Indirect Expenditure</b>	<b>41,115</b>	<b>49,609</b>	<b>8,494</b>	<b>0</b>	<b>8,494</b>	<b>82.9%</b>	<b>6,050</b>
<b>Net Income over Expenditure</b>	<b>(24,190)</b>	<b>(35,291)</b>	<b>(11,101)</b>				
6000 plus Transfer from EMR	6,050	0	(6,050)				
<b>Movement to/(from) Gen Reserve</b>	<b>(18,140)</b>	<b>(35,291)</b>	<b>(17,151)</b>				
<b>107 Martello Fields</b>							
1050 Income Rent	5,243	5,000	(243)			104.9%	
<b>Martello Fields :- Income</b>	<b>5,243</b>	<b>5,000</b>	<b>(243)</b>			<b>104.9%</b>	<b>0</b>
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%	
<b>Martello Fields :- Indirect Expenditure</b>	<b>16,836</b>	<b>17,742</b>	<b>906</b>	<b>0</b>	<b>906</b>	<b>94.9%</b>	<b>258</b>
<b>Net Income over Expenditure</b>	<b>(11,592)</b>	<b>(12,742)</b>	<b>(1,150)</b>				
6000 plus Transfer from EMR	258	0	(258)				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,335)</b>	<b>(12,742)</b>	<b>(1,407)</b>				
<b>108 Other Open Spaces</b>							
1050 Income Rent	90	90	0			100.0%	
1092 Income Grnds Maint Non Contrat	8,454	0	(8,454)			0.0%	
<b>Other Open Spaces :- Income</b>	<b>8,544</b>	<b>90</b>	<b>(8,454)</b>			<b>9493.3%</b>	<b>0</b>

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## Detailed Income &amp; 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	<b>57,414</b>	<b>58,102</b>	<b>688</b>	<b>0</b>	<b>688</b>	<b>98.8%</b>	<b>73</b>
<b>Net Income over Expenditure</b>	<b>(48,870)</b>	<b>(58,012)</b>	<b>(9,142)</b>				
6000 plus Transfer from EMR	73	0	(73)				
<b>Movement to/(from) Gen Reserve</b>	<b>(48,797)</b>	<b>(58,012)</b>	<b>(9,215)</b>				
<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	<b>2,910</b>	<b>0</b>	<b>(2,910)</b>				<b>0</b>
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	<b>3,263</b>	<b>3,380</b>	<b>117</b>	<b>0</b>	<b>117</b>	<b>96.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(353)</b>	<b>(3,380)</b>	<b>(3,027)</b>				
<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	<b>12,226</b>	<b>17,165</b>	<b>4,939</b>	<b>0</b>	<b>4,939</b>	<b>71.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,226)</b>	<b>(17,165)</b>	<b>(4,939)</b>				

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## Detailed Income &amp; 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
<b>115 Martello Tower</b>							
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	<b>5,744</b>	<b>18,420</b>	<b>12,676</b>	<b>0</b>	<b>12,676</b>	<b>31.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,744)</b>	<b>(18,420)</b>	<b>(12,676)</b>				
<b>116 Seaford Head Estate</b>							
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	<b>37,155</b>	<b>37,730</b>	<b>575</b>			<b>98.5%</b>	<b>0</b>
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	<b>42,719</b>	<b>47,215</b>	<b>4,496</b>	<b>0</b>	<b>4,496</b>	<b>90.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,564)</b>	<b>(9,485)</b>	<b>(3,921)</b>				
<b>117 Seafront</b>							
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	<b>61,943</b>	<b>77,950</b>	<b>16,007</b>			<b>79.5%</b>	<b>460</b>
4018 Water Refill Maint	235	0	(235)		(235)	0.0%	235
4022 Telescope Expenditure	45	200	155		155	22.5%	

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## Seaford Town Council 2024/2025 2024-2025

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## Detailed Income &amp; 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	<b>24,422</b>	<b>46,215</b>	<b>21,793</b>	<b>0</b>	<b>21,793</b>	<b>52.8%</b>	<b>235</b>
<b>Net Income over Expenditure</b>	<b>37,521</b>	<b>31,735</b>	<b>(5,786)</b>				
6000 plus Transfer from EMR	235	0	(235)				
6001 less Transfer to EMR	460	0	(460)				
<b>Movement to/(from) Gen Reserve</b>	<b>37,296</b>	<b>31,735</b>	<b>(5,561)</b>				
<b>118 Beach Huts</b>							
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	<b>53,501</b>	<b>60,748</b>	<b>7,247</b>			<b>88.1%</b>	<b>0</b>
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	<b>20,463</b>	<b>25,902</b>	<b>5,439</b>	<b>0</b>	<b>5,439</b>	<b>79.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33,038</b>	<b>34,846</b>	<b>1,808</b>				
<b>119 Old Town Hall</b>							
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	<b>1,998</b>	<b>1,793</b>	<b>(205)</b>			<b>111.4%</b>	<b>0</b>

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## Detailed Income &amp; 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	<b>1,539</b>	<b>1,493</b>	<b>(46)</b>	<b>0</b>	<b>(46)</b>	<b>103.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>459</b>	<b>300</b>	<b>(159)</b>				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4402 Seaford in Bloom	6,081	6,000	(81)		(81)	101.3%	
Seaford in Bloom :- Indirect Expenditure	<b>6,081</b>	<b>6,000</b>	<b>(81)</b>	<b>0</b>	<b>(81)</b>	<b>101.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,581)</b>	<b>(5,500)</b>	<b>81</b>				
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	<b>1,311</b>	<b>1,338</b>	<b>27</b>			<b>98.0%</b>	<b>0</b>
4261 General Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,311</b>	<b>838</b>	<b>(473)</b>				
<u>130 Other Recreation</u>							
4410 Swimming Pool	3,782	10,000	6,218		6,218	37.8%	
Other Recreation :- Indirect Expenditure	<b>3,782</b>	<b>10,000</b>	<b>6,218</b>	<b>0</b>	<b>6,218</b>	<b>37.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,782)</b>	<b>(10,000)</b>	<b>(6,218)</b>				
<u>134 CCTV</u>							
1053 Income Grants	1,361	0	(1,361)			0.0%	
CCTV :- Income	<b>1,361</b>	<b>0</b>	<b>(1,361)</b>				<b>0</b>
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	<b>7,350</b>	<b>12,893</b>	<b>5,543</b>	<b>0</b>	<b>5,543</b>	<b>57.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,988)</b>	<b>(12,893)</b>	<b>(6,905)</b>				

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## Detailed Income &amp; 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
<b>135 Community Service Events</b>							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	<b>457</b>	<b>1,465</b>	<b>1,008</b>			<b>31.2%</b>	<b>0</b>
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	<b>21,487</b>	<b>27,245</b>	<b>5,758</b>	<b>0</b>	<b>5,758</b>	<b>78.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,030)</b>	<b>(25,780)</b>	<b>(4,750)</b>				
<b>225 Projects Pool</b>							
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	<b>69,359</b>	<b>0</b>	<b>(69,359)</b>				<b>69,359</b>
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	<b>285,736</b>	<b>21,500</b>	<b>(264,236)</b>	<b>0</b>	<b>(264,236)</b>	<b>1329.0%</b>	<b>262,132</b>
<b>Net Income over Expenditure</b>	<b>(216,377)</b>	<b>(21,500)</b>	<b>194,877</b>				
6000 plus Transfer from EMR	262,132	0	(262,132)				
6001 less Transfer to EMR	69,359	0	(69,359)				
<b>Movement to/(from) Gen Reserve</b>	<b>(23,604)</b>	<b>(21,500)</b>	<b>2,104</b>				
<b>301 Planning &amp; Highways</b>							
4263 Bus Shelter Maintenance/Clean	360	1,000	640		640	36.0%	
Planning & Highways :- Indirect Expenditure	<b>360</b>	<b>1,000</b>	<b>640</b>	<b>0</b>	<b>640</b>	<b>36.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(360)</b>	<b>(1,000)</b>	<b>(640)</b>				
Community Services :- Income	<b>314,317</b>	<b>254,319</b>	<b>(59,998)</b>			<b>123.6%</b>	
Expenditure	<b>672,102</b>	<b>528,026</b>	<b>(144,076)</b>	<b>0</b>	<b>(144,076)</b>	<b>127.3%</b>	
<b>Net Income over Expenditure</b>	<b>(357,786)</b>	<b>(273,707)</b>	<b>84,079</b>				
plus Transfer from EMR	<b>269,026</b>	<b>0</b>	<b>(269,026)</b>				
less Transfer to EMR	<b>70,049</b>	<b>0</b>	<b>(70,049)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(158,809)</b>	<b>(273,707)</b>	<b>(114,898)</b>				

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Seaford Town Council 2024/2025 2024-2025

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
Grand Totals:- 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)				



Community Services Committee  
2024 - 25

1000 Codes = Income  
4000 Codes = Expenditure

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
<b>105</b>	<b>Salts Recreation Ground</b>				
<b>1050</b>	Income Rent		<u>Total To Date Income Split:</u> Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £450 Seaford Rugby Club - £1,000 Shredition - £41.25 <b>Total - £2,188.97</b>	<u>Total To Date Income Split:</u> Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £600 Seaford Rugby Club - £1,000 Shredition - £41.25 <b>Total - £2,338.97</b>	<u>Total To Date Income Split:</u> Cycle Seahaven - £46 Seaford & St Leonards Scouts - £651.72 Seaford Cricket Club - £600 Seaford Rugby Club - £1,000 Shredition - £41.25 <b>Total - £2,338.97</b>
<b>1057</b>	Electricity Recharge				The electricity recharge income was 72.1% of the budget at year end, which aligns with actual expenditure being 73.6% of budget. The lower percentage reflects reduced usage rather than under-recovery.
<b>1058</b>	Income Water Recharge	Recharging will be looked at in August	The recharges have been invoiced, however, due to a water leak at one of the meters and a higher than usual recharge to the Rugby Club, officers are looking whether this needs reducing.	Officers are continuing to monitor this situation. An agreed recharge rate with the Rugby Club will be applied until the leak has been fully rectified.	The water recharge income is at 88% of budget, in line with expenditure. However, this still represents an under-recovery, as the recharge budget was set lower than total expenditure, reflecting the fact that the Council covers approximately 60% of water costs. The shortfall is primarily due to a leak at one of the licensed premises, where a reduced rate has been agreed until the issue is resolved. The leak is under investigation and expected to be rectified shortly.
<b>1066</b>	Income Concession	Fully invoiced for this year with payments being received in quarterly instalments	<u>Total to Date Income Split:</u> Salts Café - £25,000 <b>Total - £25,000</b>	As previously reported	<u>Total to Date Income Split:</u> Salts Café - £25,000 <b>Total - £25,000</b>
<b>1073</b>	Sports Pitch Hire & Green Fees			<u>Total to Date Income Split:</u> Cricket - £2,345.60 Rugby - £1,283.20 Premier - £192.00 Sussex Community Stoolball Association (SCSA) - £1,165.20 <b>Total - £4,986.00</b>	<u>Total to Date Income Split:</u> Cricket - £2,345.60 Rugby - £1,408 Premier - £224.00 Sussex Community Stoolball Association (SCSA) - £1,285.20 <b>Total - £5,262.80</b>
<b>4018</b>	Water Refill Maintenance	The expenditure is covered by the Ear Marked Reserve which is topped up with income generated from the sponsorship of the water refill station. This is the same for all Water Refill Maintenance accounts within this Committee.	As previously reported	As previously reported	As previously reported
<b>4250</b>	Memorial Bench				As the memorials had been put on hold during 2024/25, there was no expenditure associated with this account code as any repair works would come under 4261. This relates to all cost centres within this committee.
<b>4095</b>	Tennis Court Expenditure				Whilst this account is showing a low % of budget, £5,400 has been transferred to the EMR as part of the sinking fund stipulated within the Lawn Tennis Association (LTA) loan agreement for the courts. As this is a transfer rather than an actual expense, it doesn't appear in the income & expenditure report. But to confirm, £5,400 of this budget has been moved to the EMR accordingly.
<b>4096</b>	LTA Loan	The budgeted amount of £1,825 was insufficient, as it should have been £3,650. Only one instalment was budgeted for when it should have been for two. Therefore, the account will show as overbudget by £1,825 by the year end	As previously reported	As previously reported	As previously reported

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
4155	Professional Fees			There was no requirement for this expenditure under this cost centre however the underspend will go towards additional professional fee costs within the 201 cost centre.	There was no requirement for this expenditure under this cost centre however the underspend will go towards additional professional fee costs within the 201 cost centre.
4201	Cleaning & Hygiene			The original budget was based on estimated costs, as it was set before the new contract was in place, under which significant savings were achieved	The original budget was based on estimated costs, as it was set before the new contract was in place, under which significant savings were achieved
4250	Memorial Bench				As reported within the Salts cost centre
4251	Dog Bins				The switch to the new dual bins resulted in significant savings across all cost centres where the bins were introduced
4261	General Maintenance				The expenditure has been lower than anticipated during 2024 - 2025 but with areas still requiring attention, the surplus has been transferred to the general maintenance EMR.
4275	Building Maintenance				The expenditure has been lower than anticipated during 2024 - 2025 but with areas still requiring attention, the surplus has been transferred to the building maintenance EMR.
4283	Playground				The budget of £20,000 for replacement equipment has not been able to be utilised during 2024 - 2025. Therefore, £15,000 of the surplus has been transferred to the playground EMR for use in 2025 - 2026.
106	The Crouch				
1050	Income Rent		Bowling - £956.25 Football - £956.25 <b>Total - £1,912.50</b>	<u>Total to Date Income Split:</u> Bowling - £1,275 Football - £1,275 <b>Total - £2,550</b>	<u>Total to Date Income Split:</u> Bowling - £1,275 Football - £1,275 <b>Total - £2,550</b>
1058	Income Water Recharge	The actual to date figure is showing a negative income which is the result of an accrual for the 23/24 year end. The recharges expected in August should correct this and bring the balance up	Now recharged.		The water recharge income currently stands at 190.6% of the annual budget. While the recharge budget was intentionally set lower than total expenditure—reflecting the Council's contribution of approximately 60% towards overall water costs—usage at the rechargeable sites has been significantly higher than anticipated, resulting in a higher proportion of recoverable income
1073	Sports Pitch Hire & Green Fees	This account largely relates to the annual bowls fees which will be received by the end of August	<u>Total to Date Income Split:</u> Football Training & Games - £927.20 Mini Soccer - £140.80 Bowling Green Fees - £10,271.25 <b>Total - £11,339.25</b>	<u>Total to Date Income Split:</u> Football Training & Games (main pitch) - £1,413.60 Mini Soccer (mini pitch) - £268.80 Bowling Green Fees - £10,271.25 <b>Total - £11,953.66</b>	<u>Total to Date Income Split:</u> Football Training & Games (main pitch) - £1,565.60 Mini Soccer (mini pitch) - £307.20 Bowling Green Fees - £10,271.25 <b>Total - £12,144.06</b>
4155	Professional Fees				There was no requirement for this expenditure under this cost centre however the underspend will go towards additional professional fee costs within the 201 cost centre.
4250	Memorial Bench				As reported within the Salts cost centre
4261	General Maintenance	There is an overspend of £6,050 which relates to the Flint Wall. This amount has been covered using funds from the Grounds Maintenance/Open Spaces EMR326, which will result in no impact on the Income & Expenditure (I&E) at the year end	As previously reported	As previously reported - due to the spend from the EMR, the percentage spent compared to budget is 11.6%	The use of EMR reduced the year end % spend to 18.68%.
4275	Building Maintenance				The expenditure is lower than anticipated for 2024 - 2025. The surplus has been transferred to the building maintenance EMR for future use.

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
4283	Playground				The budget has not been utilised during 2024 - 2025. The surplus has been transferred to the playground EMR for future use.
107	<b>Martello Fields</b>				
4018	Water Refill Maintenance				As reported within the Salts cost centre
4251	Dog Bin Emptying				As reported within the Salts cost centre
4261	General Maintenance				This expenditure was not fully utilised as anticipated. The underspend will go towards additional general maintenance costs within other cost centres.
108	<b>Other Open Spaces</b>				
1092	Income Grnds Main Non Contract				This income relates to a contribution from East Sussex County Council for the grass cutting and a contribution from Seaford Community Partnership (SCP) towards costs at the Beach Garden. This income helps to offset additional costs within the 4261 account code below.
4018	Water Refill Maintenance				As reported within the Salts cost centre
4052	Water & Sewerage				Due to this being a newly identified cost at the time the budgets were set, the budget was based on an estimate without any historical data for reference. This has resulted in actual expenditure being higher than budgeted
4155	Professional Fees				There was no requirement for this expenditure under this cost centre however the underspend will go towards additional professional fee costs within the 201 cost centre.
4250	Memorial Bench				As reported within the Salts cost centre
4251	Dog Bin Emptying				As reported within the Salts cost centre
4261	Grounds Maintenance	This shows a higher expenditure % for this time of year due to necessary tree works in Normansal Park and High & Over areas.			The additional spend primarily relates to works at the Beach Garden (part of which has been covered from SCP) and the cutting back of gorse at High and Over which were not originally budgeted for.
113	<b>The Crypt</b>				
1057 1058 1063 4052 4055 4056	Income Electric Recharge Income Water Recharge Income Gas Recharge Water & Sewerage Electricity Gas	There are not budgets allocated for these utility income and expenditure because the costs are recharged resulting in a nil balance. However, a discrepancy has been identified where the gas income is higher than the associated expenditure due to a missed accrual at the end of the 23/24. Specifically, the gas income of £408 should have been accounted for in the 23/24 financial year, but it was not, resulting in the current mismatch.	As previously reported	As previously reported	As previously reported
4275	Building Maintenance				The expenditure has been lower than anticipated during 2024 - 2025 but with areas still requiring attention, the surplus has been transferred to the building maintenance EMR.
4279	Fire & Security		This has exceeded budget due to the fire extinguishers being serviced. These costs were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.	As previously reported	As previously reported

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
114	<b>South Street Toilets</b>				
4201	Cleaning & Hygiene				The original budget was based on estimated costs, as it was set before the new contract was in place, under which significant savings were achieved
4275	Building Maintenance				The expenditure has been lower than anticipated during 2024 - 2025 but with areas still requiring attention, the surplus has been transferred to the building maintenance EMR.
115	<b>Martello Tower</b>				
4275	Building Maintenance			There will be an underspend of £12K at the end of the year. As per the budget process, this underspend is intended to be moved to an EMR and added to next year's £18K budget, ensuring sufficient funds to carry out the urgent ceiling works.	As previously reported, £12K was transferred to the Building Maintenance EMR at the year end and to be utilised for ceiling works in the new year.
116	<b>Seaford Head Estate</b>				
1021	Income South Hill Barn				This budget being based on the previous year before it became known that those would be one off bookings. In the absence of water or electricity, the barn is not a suitable venue for many types of events, which has resulted in income being lower than budgeted.
1053	Income Grants				The Higher Level Stewardship grant which was offered over 10 years, came to an end in October 2024 which reduced the budgeted annual income. Officers are currently exploring options for further grant offers.
1055	Memorial Bench				As reported within the Salts cost centre
1200	Income Nature Reserve				This income relates to the donations collected from the Barn car park donation box along with online donations.
4155	Professional Fees				The additional spend relates to the new Farmers Lease.
4156	Bank Charges				This relates to Stripe fees incurred from online donations. Although the budget was originally set in the 201 cost centre, the expenditure has been posted to the correct cost centre.
4250	Memorial Bench				As reported within the Salts cost centre
4251	Dog Bin Emptying				As reported within the Salts cost centre
4275	Building Maintenance				The expenditure has been lower than anticipated during 2024 - 2025 but with areas still requiring attention, the surplus has been transferred to the building maintenance EMR.
4279	Fire & Security	These costs were originally budgeted under the Building Maintenance account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.			As previously reported
4500	Nature Reserve Expenses				This account has exceeded its budget due to an underestimation of the inflation rate applied to the annual maintenance charges. Additional contributing factors include necessary flail cutting works.
117	<b>Seafront</b>				
1011	Income Filming				Filming income is uncertain so budgets are set prudently. 2024 - 2025 has seen increased interest for seafront filming which shows in the significantly increase income.

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
1066	Income Concession		<p><u>Total to Date Income Split:</u>  Dane Road - £2,360  Marine Parade - £21,000  Splash Point - £6,500  Martello Kiosk - £12,340  Bonningstedt Sauna - £1,600  Bonningstedt Water Sports - £1,250  West View Kiosk - £8,100  <b>Total - £53,150</b></p> <p>Marine Parade, Splash Point, Martello &amp; West View Kiosks have been invoiced in full with total amounts outlined above. However, the payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.</p>	<p><u>Total to Date Income Split:</u>  Dane Road - £2,950.00  Marine Parade - £21,000  Splash Point - £6,500  Martello Kiosk - £12,340  Bonningstedt Sauna - £2,200  Bonningstedt Water Sports - £1,550  West View Kiosk - £8,100  <b>Total - £54,640</b></p> <p>Marine Parade, Splash Point, Martello &amp; West View Kiosks have been invoiced in full with total amounts outlined above. However, the payments are being made in instalments over the course of the year meaning not all this income has been fully received to date.</p>	<p><u>Total to Date Income Split:</u>  Dane Road - £2,655  Marine Parade - £21,000  Splash Point - £6,500  Martello Kiosk - £12,340  Bonningstedt Sauna - £2,400  Bonningstedt Water Sports - £1,650  West View Kiosk - £8,100  <b>Total - £54,645</b></p> <p>This income budget was set prior to the awarding of the concessions resulting in a difference of the estimated income.</p>
1084	Income Promenade				This income relates to charity runs and 'well being' businesses that used the prom during 2024 - 2025
4018	Water Refill Maintenance				As reported within the Salts cost centre
4052	Water & Sewerage				This account is over budget as the original allocation was insufficient due to the difficulty in estimating water usage. However, the cost has been recharged, this results in a nil effect.
4055	Electricity				This underspend is largely due to the relocation of the Martello Concession where the unit has a lower electrical load. Additionally, the previous concession site is now a Changing Places facility resulting in reduced usage overall.
4250	Memorial Bench				As reported within the Salts cost centre
4501	Filming Expenses				The costs appear overbudget because they are set at 20% of the income, which itself exceeds the budget. However, the net income remains in credit
118	<b>Beach Huts</b>				
1054	Income Other		This income relates to an admin fee from the selling of beach huts.	As previously reported	As previously reported
1057	Income Electricity	This income relates to the electricity cards purchased by the Bonningstedt Beach Hut owners. The budget was set conservatively low since its uncertain how many cards will actually be purchased throughout the year.	As previously reported	As previously reported	As previously reported
1066	Income Concession		The budget for four temporary concession huts on the seafront was set prior to the tender process. However, due to an insufficient number of responses during the tender, the decision was made not to erect these huts for 24/25 resulting in no income being generated from them.	As previously reported	As previously reported
1094	Income Seasonal Beach Huts			The year-end income will be £10,720, falling short of the budgeted figure of £14,550. Factors such as poor weather conditions and the rising cost of living may have contributed to lower sales.	As previously reported
4052	Water & Sewerage	This account is showing as overbudget due to the challenges in setting accurate annual budgets largely due to Castle Water invoicing in advance on estimated readings.	As previously reported	As previously reported, Castle Water does not have a consistent invoicing method. However, an increase in usage has also been identified.	As previously reported
4055	Electricity				The account is showing as exceeding budget due to the utility company back dating charges to 2023 that were not included in the previous year.

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
4258	Seasonal Beach Hut Expenditure		This expenditure will be lower than budgeted, as the installation and dismantling of the concession huts was not required.	As previously reported	As previously reported
4502	Toilet Hire	These costs were originally budgeted under the Seasonal Beach Hut Revenue Expenditure account code. They have now been transferred to the designated account code for this type of expenditure, where a budget will be allocated for future years.	As previously reported	As previously reported	As previously reported
119	<b>Old Town Hall</b>				
1050	Income Rent				When the budget was set, it was not known that this would change to a concession offering. Therefore this budget should be allocated against the concession code.
1051	Income Insurance				In line with all other concessions, this is not a rechargeable expense.
1066	Income Concession	This income was initially budgeted under the Income Rent account code. However, since the site is now classified as a 'Concession', the income is being recorded under the correct code.	As previously reported	As previously reported	As reported within 1050 above.
4055	Electricity				This expense relates to the short period during the end of the lease and start of the new concession where STC were responsible for the electric.
130	<b>Other Recreation</b>				
4410	Swimming Pool			Whilst this shows no expenditure, two purchase orders have been raised totalling £2,033 with further works requested at a cost of £1,885. Therefore, there will be a spend by the year end.	
134	<b>CCTV</b>				
1053	Income Grants		Funding was awarded to STC as a contribution towards the ongoing maintenance and SIM costs of the public facing CCTV system	As previously reported.	As previously reported.
4676	CCTV		While we have yet to receive the invoice for the annual maintenance, it is anticipated that, following the installation of the new CCTV system, these costs will be minimal compared to the budget. As a result, we expect to see a significant saving by year-end.		As previously reported, the annual invoices for the CCTV have significantly reduced and as the budget was set before these reductions were known, a significant saving has been made.
135	<b>Community Services Events</b>				
1025	Income Sponsorship				Following the decision not to renew the temporary Sponsorship Role, the income budget was not achievable.
4195	Events Expenditure			This account is showing over budget due to the additional urinals installed for Bonfire Night which also helped to protect the new Martello toilets. The overspend is being met by the underspend for the DDay account.	As previously reported
4273	Christmas Lights			The account is underspent and which will offset the additional Christmas Magic spend.	As previously reported
4281	Christmas Event Expenditure			This account is showing over budget due to the lantern workshop costs having increased significantly from 23/24 and that no income had been generated. However, the reduction in the Christmas Lighting costs will offset the overspend.	As previously reported

Financial Variance Report for Community Services Meetings					
		12th September 2024	5th December 2024	6th March 2024	Year End
225	Projects Pool				
1014	CIL & S106 Receipts	This income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR	As previously reported	As previously reported  The CIL has now increased to £29,359 which will be the closing figure for this financial year.	As previously reported
1053	Income Grants	This income is a grant from LDC specifically towards the costs of the Changing Places	As previously reported	As previously reported	As previously reported
4095	Tennis Court Expenditure	This is showing as a negative spend due to an accrual for these costs being made at the year end. Once the invoices for these costs are received, then the actual spend will return to zero (therefore all costs for the tennis courts will show in 2022 - 2023)	As previously reported	As previously reported	Whilst this is still showing a negative due to an accrual, officers have confirmed that this cost is no longer expected and so has not been carried forward to the new year and remains a credit within 2024 - 2025.
4259	Bonningstedt Wall	This expense relates to the storage of the timber and steel work of the Bonningstedt Wall.			As previously reported.
4274	Projects Pool			The old greenkeepers shed roof has now been replaced with part of the expenditure being met from the EMR.	As previously reported
4421	Martello Toilets	Whilst there is no budget showing in the account code for the 24/25 financial year, this remaining expenditure for the rebuild has been covered using funds from the CIL EMR361 as previously approved and which will result in no impact on the I&E at year end.	As previously reported	As previously reported	In addition to that previously reported, there was an additional spend of £9,475 (new roof) which has come from general reserves.

## Seaford Town Council

## Earmarked 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	Detail	Committee
321	Building Maintenance	£40,000.00	£26,000.00			£66,000.00	Contingency to meet unexpected liability on all buildings <b>2024 - 2025</b> <b>Store Hut Roof Works</b> - £25,000. Use of this EMR was not required - spent from Projects account code and Projects EMR <b>Year End</b> - £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	£25,000.00			£6,050.00	£18,950.00	Contingency to meet unexpected liability on all grounds and open spaces <b>2024 - 2025</b> <b>Grass Cutting</b> £10,000 (if required). Not needed in 2024 - 2025 <b>Flint Wall to Crouch Community Gardens</b> £6,050 (spent) <b>Cycle Racks</b> £500 - postponed	Shared
334	Seaford Head/ South Hill Barn	£51,476.95				£51,476.95	South Hill Barn Works / Hope Gap Steps	CS
340	Vehicles & Equipment	£25,000.00				£25,000.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared
342	Trees for Seaford *	£5,981.49				£5,981.49	Income received from Grants and Resident Donations. Restricted to spend only on Trees	CS
344	Projects Reserve	£20,481.87	£10,000.00		£9,744.25	£20,737.62	<b>2024 - 2025</b> Finger Post signs - (postponed) Greenkeepers Roof - £9,744.25 balance of invoice that was outside of budget.	CS
345	Memorial Bench Maintenance	£3,681.00				£3,681.00	Contingency to meet maintenance needs of Memorial Benches	CS
353	Professional Fees	£20,561.93			£20,561.93	£0.00	Contingency to meet unknown liabilities <b>2024 - 2025</b> The overspend within the Admin cost centre	Shared
356	Playgrounds	£31,319.00	£20,000.00			£51,319.00	Maintenance of playground and equipment <b>2024 - 2025</b> <b>Year End</b> - £20,000 added following underspends in the budget.	CS
357	Seafront Maintenance	£10,000.00				£10,000.00	Seafront maintenance	CS
358	Community Projects	£1,469.75				£1,469.75	Beach Access Platform - to be used for maintenance & repairs.	CS
361	CIL Receipts *	£450,731.10	£69,358.83		£252,387.28	£267,702.65	Income received from Community Infrastructure Levies (CIL) received - Restricted use- to be discussed at Full Council <b>2024 - 2025</b> <b>Martello Toilets</b> - £252,387 (including grant) spent Income: £29,359 from Neighbourhood CIL £40,000 Changing Places Grant from Lewes District Council	Shared
362	Seafront Projects	£9,770.00				£9,770.00	Sum earmarked from profits made on sale of memorials at the Martello Entertainment area. Note: following Council resolution, this EMR will be fully utilised in 2025 - 2026 for the Memorial Plaque refunds	CS
367	Water Refill Stations	£3,795.95	£690.00		£844.00	£3,641.95	Sponsorship income earmarked to use for maintenance	CS
368	Tennis Courts	£20,330.84	£5,400.00			£25,730.84	Contingency of £5,400 to be budgeted annually in accordance with loan agreement	CS
369	VAT PE Calculation	£58,365.56				£58,365.56	Sum received after partial exemption calculations	Shared
370	Training	£3,000.00				£3,000.00	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	Detail	Committee
372	Utilities	£5,000.00				£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
375	Bonningstedt Wall	£0.00	£50,000.00		£0.00	£50,000.00	New EMR set up for replacement of the Bonningstedt Wall. 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 and which will cover the overspend within the Bonningstedt Wall expenditure code.	CS
	<b>TOTAL EMR</b>	<b>£785,965.44</b>	<b>£181,448.83</b>	<b>£0.00</b>	<b>£289,587.46</b>	<b>£677,826.81</b>		



## Seaford Town Council

<b>Report No:</b>	<b>06/25</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>22 May 2025</b>
<b>Title:</b>	<b>Assets &amp; Facilities Projects Log &amp; Update Report – May 2025</b>
<b>By:</b>	<b>Sharan Brydon, Operations &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To present the Assets &amp; Facilities Projects Log and provide an update on progress and actions relating to the Town Council’s assets and facilities</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the updates within 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. Introduction**

- 1.1** Welcome to the first meeting of the new Assets & Facilities Committee!
- 1.2** This new committee is part of the revised committee structure that was adopted by Full Council in December 2024 and is being trialled during the 2025 – 2026 Municipal Year.
- 1.3** This report has a two-fold purpose, to present the newly presented projects log for the Assets & Facilities Committee and also to provide an update on the Town Council’s assets and facilities.

## **2. Assets & Facilities Projects Log**

- 2.1** Historically, the Town Council's project updates have predominantly been reported back through the Community Services Committee. Since summer 2023, these took the form of a Projects Log, that was reviewed at each meeting of the Committee.
- 2.2** With the introduction of the new committee structure, it became necessary to review how the project updates are presented and to which committees. Report 174/24 presented to the Community Services Committee in March 2025 set this out in more detail. This can be found on the [Town Councils' website](#) (from page 38), should councillors wish to revisit this.
- 2.3** This report is presenting the revised Projects Log, including those projects relevant to the Assets & Facilities Committee. In due course the Golf, Open Spaces & Climate Action Committee (GOSCA) will receive a similar report presenting a Projects Log specific to its areas of responsibility.
- 2.4** To confirm, all projects that featured on the previous Projects Log have been copied across and are being reported to this Committee or GOSCA, as appropriate, save for where they have been completed or superseded.
- 2.5** As well as enabling councillors to monitor the progress of projects, this revised Projects Log format will also aid with future budget setting processes, monitoring resource levels, assessing risk and business continuity planning.
- 2.6** Please find the revised Assets & Facilities Project Log presented at **Appendix A.**

## **3. Assets & Facilities Update**

- 3.1** 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.
- 3.2** 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 areas of responsibility but also acts as a means to make sure that the terms of reference are correct in practice and fit for purpose.
- 3.3** With this in mind, please find the Assets & Facilities update below, set out in alphabetical order of the terms of reference headings.

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

## **4. Beach Huts**

- 4.1 West View Seasonal Beach Huts
- 4.2 Eight seasonal beach huts have been successfully installed and were opened for bookings from 1 May 2025, as planned.
- 4.3 The huts are available for daily rental from 1 May to 21 September, with a maximum booking period of 14 consecutive days.
- 4.4 Advertising campaigns to help promote and assist sales commenced on 10 March, following approval of the new pricing scheme by the former Community Services Committee on 6 March.
- 4.5 Officers are keen to look at the possibility of extending the operating season for 2026 following an evaluation of the 2025 scheme. This would require applying to Lewes District Council to alter the conditions currently attached to the planning permission for the huts.
- 4.6 Officers will also be reviewing the booking processes, trends and financial performance. This will help assess the effectiveness of the new daily hire offering and aid with decision making for future years arrangements.
- 4.7 Lifeguard's Hut
- 4.8 Seaford Lifeguards have been offered Martello Beach Hut 60 (adjacent to the Changing Places Facility) as their base at the eastern end of the seafront.
- 4.9 The utilities have all now been installed (power, water and waste drainage) in readiness for Seaford Lifeguards to occupy the hut for summer 2025.

## **5. Bus Shelters**

- 5.1 Walmer Road
- 5.2 The glass panes have been broken but a local glazing company is lined up to carry out the reglazing.
- 5.3 Living Roof bus shelter
- 5.4 East Sussex County Council (ESCC) has offered to provide one living roof bus shelter within Seaford. Following councillors discussion on this at the December 2024 Community Services Committee meeting, officers are liaising with ESCC to further explore this whilst assessing the logistics of

taking on ownership of the bus shelter. A report will be brought to the July 2025 Asset & Facilities Committee meeting for a final decision on this.

**5.5 Other bus shelters**

**5.6** The Town Council-owned bus shelters are scheduled to be repainted. This is being worked through in priority order to complete in the near future.

**6. CCTV**

**6.1** Officers have been reviewing the current CCTV placed at assets across Seaford. This has included assessing the current equipment and identifying where there is a lack of recording capacity or out of date equipment.

**6.2** There are also challenges with vandalism to cameras in all areas, so officers are also reviewing steps to take to look at limiting this type of activity.

**6.3** Quotes have been invited to address these challenges, alongside any further requirements to improve and update the current CCTV and monitoring systems for assets.

**6.4** Following approval of the quotes, officers will be updating the CCTV cameras, back boxes, fibre connections, signage and recorders for The Salts and Martello Toilets/Café. This works is due to start over the coming weeks ahead of the summer season.

**7. Concessions & Street Trading**

**7.1** The licence for The Salts Café was signed by Rogers & Ridge on 14 May, in accordance with the decision to delay this licence by Full Council in March 2025. At the time of writing, the Salts Café is scheduled to reopen to residents during week commencing 19 May 2025.

**7.2** All other successful concessions awarded are now in situ and officers are in regular communication with the concessionaires as they settle in.

**7.3** Following the concessions tender process this year, a debrief and process review will take place in the coming months ahead of the next tender process to be run in early-2026.

**8. Esplanade Car Park**

**8.1** Officers have been working closely with the ESCC Gypsy & Traveller team and Lewes District Council in relation to a small group of people who seem to be living from vehicles in the car park. Officers will continue to liaise with these other authorities to move these vehicles on.

## **9. Events (external events on Town Council land and Town Council events – not civic events)**

**9.1** The following figures related to external events on Town Council land between March and May 2025:

- (a)** Martello Fields – 7 bookings – boot fairs
- (b)** South Hill Barn – 0 bookings
- (c)** Promenade – 3 bookings – Seaford 10km run, Rotary Club Half Marathon and a charity walk
- (d)** The Crouch – 0 bookings
- (e)** The Salts – 0 bookings
- (f)** Street Markets – 5 bookings – Seaford Street Market

## **10. Hurdis House**

**10.1** An update report appears elsewhere on the agenda in relation to Hurdis House.

## **11. Martello Café**

**11.1** Officers have been liaising with this concessionaire regarding a number of operational matters, and resolving these matters remains a work in progress. Following concerns raised by residents, the concessionaire has confirmed the venue will be open as per the terms of their licence. Officers have asked the concessionaire to provide a link to their advertised opening times so this can be shared from the Town Council's website.

## **12. Martello Tower**

**12.1** No specific update for this meeting.

## **13. Memorials (including benches, trees and The Shoal)**

**13.1** Plastic Free Seaford – Claire Sumners Memorial Bench

**13.2** In March 2025, Full Council agreed that an exception to the pause on the Memorial Policy could be granted and a memorial bench be installed for Claire Sumners, recognising her commitment and drive in leading the Plastic Free Seaford (PFS) movement. The Town Council took this decision to acknowledge the importance of her work and the community's desire to honour her legacy.

**13.3** Following Full Council's approval, officers met with PFS representatives to discuss the design and placement of the memorial bench further.

- 13.4** It was agreed during this meeting that the placement of memorial bench would be near to Frankie's Beach Café (on the promenade, opposite the top of West View), in its own space but still close to where beach cleans organised by Claire Sumners originally started.
- 13.5** The overall design, size and materials have been agreed upon and meet required regulations. This memorial bench is due to be installed by October 2025. Chris (Claire's husband) and Richard (metal fabricator) are currently finalising a couple of the smaller details on the bench.
- 13.6** Officers will give further updates as and when they become available.
- 13.7** Gareth Wheddon – Memorial Plaque
- 13.8** In March 2025, Full Council agreed that an exception to the pause on the Memorial Policy could be granted and a memorial be placed on the Sutton Road War Memorial island for Gareth Wheddon, who was born and raised in Seaford but tragically died whilst serving for his country in 1979.
- 13.9** Officers have worked with the family and supporters of the cause and identified an appropriate location on the War Memorial site. The family are currently liaising with a local sign maker to finalise the memorial design.
- 13.10** A local benefactor has agreed to cover all costs involved.

## **14. Old Town Hall**

- 14.1** No specific update for this meeting.

## **15. Public Toilets**

- 15.1** Martello Toilets
- 15.2** Officers have determined that some of the products and materials used in the initial build are not fit for purpose. This is due to a very high footfall at this site, with less toilet cubicles than previously, and no urinal units available within the approved design which means the through-flow of users is slower, and this in turn causes a greater queue.
- 15.3** Investigations are taking place to look at durable, longer-term solutions for items such as locks, toilet seats and dispensers.
- 15.4** Officers are also being required to react to regular vandalism of these toilet units. Please see the CCTV update above regarding plans to install CCTV on site as a deterrent.

**15.5** Changing Places Facility

**15.6** The Changing Places facility was reopened on the morning of Saturday 3 May following replacement of faulty & broken items within the unit.

**15.7** That same afternoon, there was a 999 call to the fire service from someone struggling to exit the facility, resulting in the fire service forcing the door open.

**15.8** This has resulted in significant and expensive damage and the unit being unable to be used and is again now closed, with officers looking at the necessary repairs as well as the means of accessing and exiting the facility, to ensure this is fit for purpose and safe.

**15.9** Officers are now consulting with the fire service and changing places organisation to discuss the use of this facility and its safety further before reopening.

**15.10** Compostable Toilets

**15.11** Officers are preparing to move the compostable toilets from their current location on the seafront to adjacent to South Hill Barn, as approved by the former Community Services Committee. This includes obtaining the necessary permissions required and aligning with the availability of the original provider of the units who will be carrying out the relocation.

**16. Street Furniture (including bins, noticeboards, lighting and non-memorial benches)**

**16.1** Seaford in Bloom

**16.2** Officers are liaising with the external contractor about Seaford in Bloom and this year's planting scheme.

**17. Sutton Park War Memorial**

**17.1** No specific update for this meeting. Although please note the update under 'memorials' above in relation to a new memorial plaque to be installed onsite.

**18. The Crypt**

**18.1** Work continues with Lewes District Council to register this asset properly at HM Land Registry following on from historical omissions.

**19. The View**

**19.1** No specific update for this meeting.



## **20. Other assets & facilities as per the Town Council's Fixed Asset Register and not within the remit of the Golf, Open Spaces & Climate Action Committee**

### **20.1 Bönningstedt Wall**

**20.2** Building work, which started on site on 28 April 2025, is now complete.

**20.3** The concrete blocks that were onsite as a temporary measure were removed the week before 25 April.

### **20.4 Promenade Shelters**

**20.5** Glass panes were broken in two of the promenade shelters. The areas were made safe and a local glazing company will be carrying out the reglazing in due course.

### **20.6 Graffiti Vandalism**

**20.7** Graffiti vandalism is continuing to be found across Town Council assets, which the officer team keep on top of as it is reported and work with partners or stakeholders where relevant.

## **21. Financial Appraisal**

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

## **22. Contact Officer**

**22.1** The contact officer for this report is Sharan Brydon, Operations & Facilities Manager.



## Seaford Town Council

<b>Report No:</b>	<b>11/25</b>
<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>22 May 2025</b>
<b>Title:</b>	<b>Seaford Street Market – Consultation Update</b>
<b>By:</b>	<b>Steve Quayle, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To provide an update on the investigatory work into the street market licence and progress to date with the consultation to support the above</b>

### **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. Introduction**

- 1.1** Seaford Street Market has been held on the second and fourth Saturday of the month in Church Street, Seaford, since 2022.
- 1.2** During the last year, some concerns have been raised about the market, including concerns from shop traders about the sales of similar products and the impact on the shop trader's footfall, in particular in Church Street itself.
- 1.3** Officers have been investigating these concerns, although there is further work to be done. This report is providing an update on progress to date and the next steps to be taken.

## **2. Background**

- 2.1** At a Community Services Committee meeting held in July 2021, it was resolved to approve delegated power to Town Council officers and the Town Clerk, in consultation with the Chair of Community Services, to grant a yearly market street licence, subject to a successful trial period of Seaford Street Market during 2022.
- 2.2** In January 2023, officers reviewed the street market licence. This included looking at an update report from the Market Organiser, the non-competitive clause within the licence (stipulating that the market traders will not compete with local shop traders i.e. sell the same products), and any complaints received by the Town Council in relation to the market (only one complaint had been received).
- 2.3** Following this review, officers found that the street market trial had been successful and were happy to propose a further years' licence, subject to consulting with the Chair of Community Services.
- 2.4** Due to a successful trial, the Market Organiser requested for the 'non-competitive' clause to be changed to 'be considerate to local businesses'.
- 2.5** This request was considered by the Town Clerk and Chair of Community Services and subsequently approved and included within the licence from February 2023.

## **3. Current Situation**

- 3.1** A complaint was received from a local shop trader regarding the non-competitive clause being removed from the market licence and this having a direct impact on their business.
- 3.2** Town Council officers and the Chair of Community Services met with the local trader to discuss their concerns. These can be summarised as follows:

  - (a)** More stall holders are now attending Seaford Street Market with directly competing items being sold, which is impacting business and takings for shop traders on market trading days.

- (b) Concerns around how the decision was made to remove the ‘non-competitive’ clause and replace this with ‘be considerate to local businesses’.

**3.3** In order to review and renew the market licence for 2025 – 2026, the above complaint needed to be investigated and resolved.

**3.4** At present, the market is operating on a temporary licence, which has been extended to the end of July 2025 to enable this investigation to be completed.

#### **4. Steps Taken & Next Steps**

**4.1** Officers produced a consultation survey for shop traders via Survey Monkey, with a QR code to scan and complete online.

**4.2** The survey was completed by 15 independent shop traders.

**4.3** The street market organiser also conducted their own survey with the market stall holders and customers who attend the monthly markets.

**4.4** Officers have looked at the results from both consultations and have concluded that a wider consultation is needed to be conducted, as the survey responses were not conclusive enough to draw a consensus view to facilitate decision-making.

**4.5** Officers will review the questions asked in both surveys to date and look at how to both complement and enhance these.

**4.6** This follow up consultation will be run during May/June 2025, enabling a report to be brought to the Assets & Facilities Committee meeting on 17 July 2025. The consultation will invite responses from Seaford shop traders, market stall holders, market customers and local residents.

#### **5. Financial Appraisal**

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

#### **6. Contact Officer**

**6.1** The contact officer for this report is Steve Quayle, Town Clerk.



## Seaford Town Council

<b>Report No:</b>	<b>05/25</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Assets &amp; Facilities</b>
<b>Date:</b>	<b>22 May 2025</b>
<b>Title:</b>	<b>Hurdis House Update &amp; Next Steps</b>
<b>By:</b>	<b>Steve Quayle, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To provide an update on the current status of Hurdis House and the planned next steps</b>

### **Actions**

#### **The Committee is advised:**

1. To consider the update provided within the report.
2. To make any comments in relation to the planned next steps and options appraisal being prepared.
3. To move to a vote on the motion below.

### **Recommendations**

#### **The Committee is recommended:**

1. To note the contents of the report.

## **1. Introduction**

- 1.1** Following the recent departure of the previous tenant and, following this, the other occupants, the Town Council must now consider its plans for Hurdis House moving forward. This report is providing an update on the current situation with Hurdis House and the planned next steps.

## **2. Information**

- 2.1** For clarity, Hurdis House is located at 10 Broad Street, Seaford. This is a five storey (including basement) building that was bought by the Town Council in 2000, shortly after it was established in 1999. The Town Council

offices were based at Hurdis House until 2008, when they were moved to the current offices in Church Street. Since then, the Town Council has leased out Hurdis House as office space and, more recently, a café on the ground floor.

- 2.2** With the introduction of the new committee structure, the committee responsible for Hurdis House has now changed – previously being the Finance & General Purposes Committee (stemming back to when Hurdis House was the Town Council offices) but now the Assets & Facilities Committee to enable the property to be managed alongside other Town Council-owned properties.

### Current Situation

- 2.3** The building is currently empty following the departure of the previous tenant, who leased the entire building. In accordance with the instructions Full Council has previously passed during confidential session, officers are continuing to pursue matters in relation to outstanding monies owed.
- 2.4** Once vacated, officers arranged for the building to be fully secured, utilities to be switched off and the full clearance of the contents of the building.
- 2.5** Officers are arranging for a level 3 building survey to be undertaken of the building. This survey is the most comprehensive of building surveys, offering a thorough analysis of the property's condition and construction, including identifying defects, offering repair advice, and providing technical information.
- 2.6** Officers are aware that some councillors have requested a tour of the building. Officers will look to arrange this once the survey has been completed and its findings are known.
- 2.7** Importantly, the building survey will be a key document in helping officers to cost works required on the building for the different options that are being explored.

### Next Steps

- 2.8** Ultimately, the Town Council will need to make a decision as to the future of the building. The process to enable Full Council to make this decision will be the creation of a full options appraisal. This will enable the Town Council to select the best option by considering various factors and ensuring an informed and evidence-based approach.

- 2.9** Officers are beginning to lay the groundwork for the options appraisal process, including looking at:
- 2.10** Key objectives and outcomes required of the appraisal – the property has been in the Town Council's ownership for 25 years and since the Town Council vacated the property in 2008 and has leased it out, it has experienced a number of challenges suggesting that it would not be sensible to immediately try to enter into another similar lease arrangement without pause.
- 2.11** Additionally, with local government reorganisation and devolution both key topics locally - bringing the opportunity for the Town Council to consider taking on further assets or services in the future – it is vital to ensure that the Town Council is able to effectively manage this asset and maximise its value (whether this be social value or financial value).
- 2.12** The outcome of the options appraisal will be a detailed report that enables the Town Council to make an informed and evidence-based decision on the future of the property, and one that is in the public's best interest. It will be vital that the Town Council is understanding of the estimated financial implications involved with each option – especially in relation to works required to bring the building up to necessary standards.
- 2.13** Evaluation criteria of the options appraisal: this will guide the Town Council's assessment of the options appraisal. The planned criteria are cost, benefits, risks, feasibility and alignment with objectives.
- 2.14** Different types of options available: there are broadly three types of options available with the property:
- (a)** Sell the property,
  - (b)** Retain the property but lease it out (or another similar disposal), or
  - (c)** Retain the property and identify another use for it (inhouse, shared services, social enterprise etc)
- 2.15** Doing nothing with the property is not an option in the medium to longer term – local councils have a legal and financial obligation to effectively manage their assets and maximise their value. There would also be other negative consequences, such as the empty property being an eyesore in the town centre, potential for reputational damage for the Town Council,

and the property continuing to incur maintenance costs but generating no income, as examples.

**2.16 Stakeholder engagement:** officers are working on a communications plan that will ensure the public are engaged with during this process and consulted on the future of this property. This will include considering other local groups, organisations or authorities that should be engaged with during this process or may be able to offer support spreading the word and reach of the engagement to a wider audience.

**2.17 How the options appraisal will be undertaken:**

- (a) Timescales:** the intention is that a decision can be made on the options appraisal ahead of the budget setting process in November / December 2025.
- (b) Who is undertaking the appraisal:** the options appraisal will be a significant piece of work that will require external support. External expertise will certainly be required to undertake the necessary valuations and market assessments, drawing recommendations from these.
- (c)** Officers will work on identifying and assessing other uses for the property if it were retained. As well as the public engagement mentioned above, this will also include facilitating a brainstorming session with councillors following a tour of the property.
- (d) Stakeholders:** there is no tenant in situ and as such no stakeholders on site to be managed during this process. Engagement with public and local businesses has been covered above at 2.17.
- (e) Reporting back:** All information will be gathered, including the external and internal assessments, financial projections, risk assessments, and consultation with stakeholders.
- (f)** The options appraisal will then initially be presented to the Assets & Facilities Committee for consideration and recommendation to Full Council.

### **3. Financial Appraisal**

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

**3.2** For information however:



- (a) a loan was taken out from the Public Works Loan Board by the Town Council to purchase the property. This was a loan of £205,000 over 25 years. Payments on this loan finish in August 2025.
- (b) no income has been budgeted from the property in 2025 – 2026 due to the uncertainty around future use of the property and what income, if any, may be generated.
- (c) £5,000 expenditure has been budgeted for building maintenance.
- (d) £2,000 expenditure has been budgeted for professional fees (solicitors, surveyors etc).
- (e) Officers are looking at ear marking further funds from General Reserve at year end towards the ongoing professional fees incurred by Hurdis House during the 2025 – 2026 financial year.

#### **4. Contact Officer**

- 4.1** The contact officer for this report is Steve Quayle, Town Clerk.