



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Thursday, 25 September 2025

Held at Council Chambers, 37 Church Street, Seaford, BN25 1HG at 7.00pm

Present:

Councillors S Dubas (Chair), R Buchanan, L Boorman, S Dunn, S Markwell, O Matthews and M Wearmouth

Steve Quayle, Town Clerk

Darryl Keech, Deputy Town Clerk & Responsible Financial Officer

Lucy Clark, Finance Manager

Georgia Raeburn, Senior Committee Clerk

There were no members of the public attendance

F13/09/25 Apologies for Absence

Apologies for absence were received from Councillors F Hoareau, J Meek (Councillor M Wearmouth substituted) and L Wallraven (Councillor S Dunn substituted).

F14/09/25 Disclosure of Interests

There were no disclosures of interests.

F15/09/25 Public Participation

There was no public participation.

F16/09/25 Finance & General Purposes (Non-Finance) Update Report – September 2025

The Committee considered report 82/25 providing an update on non-finance areas of responsibility for the Finance & General Purposes Committee.

It was **RESOLVED** to **NOTE** the contents of the report.

F17/09/25 Receipts, Payments and Bank Reconciliation Reports for April, May, June & July 2025.

The Committee considered report 68/25 advising of Receipts, Payments and Bank Reconciliations for April, May, June & July 2025.

It was **RESOLVED** to **NOTE** the contents of the report.

F18/09/25 Finance & General Purposes Report for 1 April 2025 to 31 July 2025

The Committee considered report 69/25 presenting the income and expenditure for 1 April to 31 July 2025 for the Finance & General Purposes Committee and to highlight significant variances from budget.

Members discussed the breakdown of the income at Seaford Head Estate, concession income now being recorded within its own cost centre in the accounts and the additional building maintenance cost incurred in August 2025 at Martello Changing Places.

It was **RESOLVED** to **NOTE** the contents of the report.

F19/09/25 Policy Update – September 2025

The Committee considered report 81/25 providing an update on the 2025 - 2026 work schedule with the Town Council's policies.

Members welcomed the introduction of an officer to focus on policies and aiding the functioning of the Town Council. Members requested to have the policy review schedule and risk rating as an appendix at the next F&GP meeting. Officers confirmed that the cross-referencing of policies will take place as the reviews are carried out.

It was **RESOLVED** to **NOTE** the contents of the report.

F20/09/25 Revised Bad Debt Policy

The Committee considered report 78/25 presenting a revised Bad Debt Policy for approval and recommendation for adoption by Full Council.

Members thanked officers for the work on the policy. Members discussed the progress of the review of the golf membership forms and the opportunity for the relevant committee to review these.

F20.1 It was **RESOLVED** to **NOTE** the contents of the report and the draft revised Bad Dept policy.

F20.2 It was **RESOLVED** to **RECOMMEND** adoption of the revised Bad Debt Policy to Full Council.

F21/09/25 2026 – 2027 Budget Timetable

The Committee considered report 70/25 advising of the budget timetable for 2026 – 2027.

Members discussed the latest date for amendments to the proposed budgets, with budgetary items ideally coming through the committee meetings in November and December, but that the final deadline is the Full Council meeting held in January.

It was **RESOLVED** to **NOTE** the Budget Timetable.

F22/09/25 Exclusion of the Press & Public

It was **RESOLVED** 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 per the agenda.

F23/09/25 Receipts Due for Payment as at 9 September 2025

EXEMPT

The Committee considered exempt 71/25 detailing unpaid receipts due as of 9 September 2025.

It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as at 9 September 2025.

The meeting closed at 7.31pm.

Councillor S Dubas

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Chair of Finance & General Purposes