



Seaford Town Council

Seaford Town Council Finance & General Purposes Agenda – 18 December 2025

To the Members of the Finance & General Purposes Committee

Councillors S Dubas (Chair), S Ali (Vice Chair), R Buchanan, L Boorman, F Hoareau, 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 Thursday 18 December 2025 at 7.00pm, which you are summoned to attend.

Steve Quayle,
Town Clerk

11 December 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
- Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email

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. Finance & General Purposes (Non-Finance) Update Report – December 2025

To consider report 111/25 providing an update on non-finance areas of responsibility for the Finance & General Purposes Committee (pages 7 to 11).

5. Finance & General Purposes Finance Report for 1 April 2025 to 31 October 2025

To consider report 127/25 presenting the income and expenditure for 1 April 2025 to 31 October 2025 for the Finance & General Purposes Committee and to highlight significant variances from budget (pages 12 to 29).

6. Receipts, Payments and Bank Reconciliation Reports for August, September and October 2025

To consider report 126/25 advising the Committee of Receipts, Payments and Bank Reconciliation for August, September and October 2025 (pages 30 to 33).

7. Review of Website Provision

To consider report 123/25 providing an update on the review of the Town Council's website provision and the plans in place to upgrade the Town Council's and Seaford Head Golf Course's websites (pages 34 to 38).

8. Finance & General Purposes Committee Draft Budget Report 2026 - 2027

To consider report 120/25 presenting the Finance & General Purposes Committee Draft Budget for 2026 – 2027 for consideration and recommendation to Full Council (pages 39 to 45).

9. Full Council Draft Budget Report 2026 - 2027

To consider report 121/25 presenting the Full Council Draft Budget for 2026 - 2027 for consideration by this Committee and recommendation to Full Council (pages 46 to 65).

10. Review of Updated Seaford Head Golf Course Membership Terms & Conditions

To consider report 130/25 presenting the revised Seaford Head Golf Course Membership Terms & Conditions for comment (pages 66 to 74).

11. Review of the Town Council's Concessions Tendering Process & Policy

To consider report 125/25 presenting a review of the Town Council's concession tendering process – following lessons learned from previous programmes and the introduction of the Procurement Act 2023 – in preparation for the 2026 concessions tender programme (pages 75 to 127).

12. Policy Review Update – December 2025

To consider report 122/25 presenting an update on the review of the Town Council's suite of policies (pages 128 to 138).

13. Policy Reviews x 4 – IT and Data Protection Policies

To consider report 118/25 presenting the review of four interrelated IT and Data protection policies for consideration by Committee and recommendation to Full Council for adoption (pages 139 to 185).

14. Review of Updated Purchase Ordering and Payment for Goods and Services Policy

To consider report 129/25 presenting the revised Purchase Ordering and Payment for Goods and Services Policy for review and recommendation to Full Council for adoption (pages 186 to 200).

15. 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 resolutions of the item will be recorded publicly in the minutes of this meeting.

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

16. Receipts Due for Payment as at 1 December 2025 - EXEMPT

To consider report 128/25 informing the Committee of unpaid receipts due as at 1 December 2025 (exempt pages).

Reason for exemption: to progress a confidential debtors matter.

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:	111/25
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Finance & General Purposes (non-Finance) Update Report – December 2025
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To provide an update on non-finance 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. Introduction

- 1.1 At the annual meeting in May 2025, Full Council adopted the Committee Terms of Reference, which is the policy document that sets out which areas each committee has responsibility for.
- 1.2 These terms of reference are the basis for 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.

- 1.3 With this in mind, please find the Finance & General Purposes non-finance update below, set out in alphabetical order of the terms of reference headings.
- 1.4 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 The 2025 – 2026 grants scheme saw the Town Council supporting 13 local organisations and community groups, with grants totalling £20,528.

2.3 In accordance with the Town Council's grants process, all recipients of large grants (over £500) have been invited to attend the 2026 Town Forum (being held on 30 April 2026). Attendance at the event is a requirement of the large grants. The groups will be provided with a tabletop stand to display information about their organisation and what the grant monies have enabled.

2.4 In addition to the above, grant evaluation forms have been issued to all grant recipients (small and large grants), which are to be completed and returned to the Town Council by 31 January 2026. This enables the Town Council to monitor the usage of the grants for the purposes applied for and to assess the success and impact of the grants awarded.

2.5 The above evaluation forms will inform a report to this Committee in March 2026, which will seek to 'close' the 2025 - 2026 grants scheme. Should it be required, the Committee will also be asked to consider any anomalies, such as the handling of any grant monies that have not been spent by the end of the financial year, or grants that have not been spent in full, for example.

2.6 In accordance with the request of this Committee, discussed at its June 2025 meeting, a meeting of the Grants Working Group is being arranged to review and comment on the Town Council's Discretionary Grants Policy and how the Town Council evaluates the use of grants awarded. Officers are planning to arrange this meeting for Monday 19 January 2026 at 7pm, in the Council Chambers – all Committee members are invited to attend the Working Group meeting. The Working Group's discussions will feed into the officer's review of the Discretionary Grants Policy ahead of the 2026 – 2027 grants scheme that will be presented to this Committee in March 2026.

2.7 Civic & Ceremonial activities

- 2.8** The Mayor of Seaford has attended over 50 engagements so far this civic year; updates to this work are presented at each Full Council meeting in the Mayor's Update report.
- 2.9** At the time of writing, the Mayor is busily preparing for the Carol Service which takes place on Wednesday 10 December at St Leonard's Church from 6.30pm. Attendance is looking positive with many dignitaries confirmed including the Lord Lieutenant of East Sussex and High Sheriff of East Sussex.
- 2.10** The Mayor's chosen charity this year is [Family Support Work](#), which provides one-to-one intensive help to children and families in Sussex, plus a range of group support and structured play activities.
- 2.11** The Mayor has a few charity activities taking place, such as raising funds at the Carol Service on 10 December and leading the Seaford Community Secret Santa campaign.
- 2.12** The [Seaford Community Secret Santa](#) campaign invites members of the public and businesses to donate gifts for children aged 0-18yrs old. These gifts are collected by the Town Council and then handed over to Family Support Work who will distribute them to families in need this Christmas, in a bid to ensure no child is without a Christmas gift.
- 2.13** Other fundraising activities will be planned in the new year to take place in Spring 2026.
- 2.14 Consideration of annual budget request of all standing committees for recommendation to Full Council**
- 2.15** The whole council budget request will be considered by this Committee and recommended to Full Council for adoption. A report appears elsewhere on this agenda detailing the full budget requirements.
- 2.16 Considering and agreeing action to all Internal Audit reports**
- 2.17** Parish and Town Auditing Services completed their audit on 29 September 2025. Due to the volume of items on the agenda for this meeting, officers have agreed to bring a report to the next Finance & General Purposes Committee Meeting on 26 March 2026 detailing the feedback and actions taken from this report.

2.18 Electoral matters

2.19 Nothing to report at the time of writing.

2.20 Oversight of external funding performance

2.21 This area of responsibility relates largely to the external funding work that will be coordinated and carried out by the prospective Funding & Contracts Officer post. Officers are delighted to inform the Committee that this position has now been recruited to, with the successful applicant due to commence in post imminently.

2.22 Review of Full Council budget position

2.23 At each meeting, this Committee considers a Finance Report providing the income and expenditure figures for the whole Council. This report features elsewhere on this agenda.

2.24 Risk management strategy

2.25 Review of the Town Council's Corporate Risk Register and Internal Controls has already commenced and will be completed by the end of Q3 (March 2026).

2.26 Town Council leases

2.27 Involvement in the Town Council's leases currently spans the entire committee structure. Finance & General Purposes is responsible for overseeing the lease systems of the Town Council, with individual committees responsible for reviewing first drafts or heads of terms of leases relating to their areas of responsibility. Final agreement of leases is reserved to Full Council only.

2.28 The Assets & Contract Manager is currently reviewing 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. An update on progress will be provided to the Committee in March 2026.

2.29 Town Council litigation

2.30 Officers continue to pursue a debtor who is in the process of bankruptcy proceedings, but whom the Official Receiver is now investigating following on from information provided.

2.31 Officers are in receipt of a personal injury claim alleged to have been sustained on the Golf Course that has been referred to the Town Council's insurers.

2.32 Town Council offices (37 Church Street)

2.33 Officers have held very early-stage discussions with Sussex Police, the Town Council's landlord, for its leased offices at 37 Church Street in preparation for the expiry of the current lease in January 2028.

2.34 There has been no change since the last update provided by Sussex Police's Estates Strategy team - that no decision on the site will be made until "November or December 2025 at the earliest".

2.35 Town Council policy programme

2.36 An update on policy work appears elsewhere on this agenda.

2.37 Outstanding debts in accordance with the Town Council's Bad Debt Policy

2.38 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 Darryl Keech, Deputy Town Clerk & RFO.



Seaford Town Council

Report No:	127/25
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Finance & General Purposes Finance Report for 1 April 2025 to 31 October 2025
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the income and expenditure for 1 April 2025 to 31 October 2025 for the Finance & General Purposes Committee, and to highlight significant variances from budget

Actions

The Committee is advised:

1. To consider and ask any questions about the Finance Report.
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 in **Appendix A** is the detailed income and expenditure for the period of 1 April 2025 to 31 October 2025 for all committees compared to the annual budget.
- 1.2** With regards to the Finance & General Purposes (F&GP) Committee Income & Expenditure report, any significant variances are reported in **Appendix B**.

- 1.3** This report only covers the F&GP Committee (see pages 6 - 8 of Appendix A for the F&GP cost centres), as over/under performance against budget on other committees are reported at individual committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.

2. Financial Appraisal

- 2.1** As at 31 October 2025, the F&GP expenditure is £561,224 which is 57.5% of the projected budget, which is broadly in line with where it should be at this point in the financial year.
- 2.2** The F&GP income is £1,322,074, which is 101.2% of the projected budget and is mainly due to having received all of the precept.
- 2.3** Overall, the Full Council actual spend is £1,384,307 being 62.5% of the budget and the income being £2,221,204, which is 100.3% of the budget.

3. Contact Officer

- 3.1** The Contact Officer for this report is Lucy Clark, Finance Manager

07/11/2025

Seaford Town Council 2025/2026 Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Golf, Open Spaces & Climate</u>							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	220,015	206,875	(13,140)			106.4%	
1001 Golf Course Green Fees M-F	164,578	155,500	(9,078)			105.8%	
1002 Golf Course Green Fees w/eb/h	130,202	128,000	(2,202)			101.7%	
1003 Golf Course Societies	64,763	80,000	15,237			81.0%	
1004 Golf Course Locker	1,956	2,500	544			78.2%	
1007 Golf Course Air Traffic	5,625	7,500	1,875			75.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	1,479	900	(579)			164.4%	
1077 Income Sale Equipment	24,500	0	(24,500)			0.0%	24,500
1100 Income Advertising	700	0	(700)			0.0%	
1311 Buggy Hire	22,470	23,000	530			97.7%	
Golf Course :- Income	636,288	604,360	(31,928)			105.3%	24,500
4000 Salaries & Wages	98,782	168,781	69,999		69,999	58.5%	
4001 Employers NI	12,583	21,567	8,984		8,984	58.3%	
4002 Employers Superannuation	19,855	33,925	14,070		14,070	58.5%	
4010 Staff Training	413	2,100	1,687		1,687	19.7%	
4011 Staff PPE / H&S	1,233	2,250	1,017		1,017	54.8%	
4012 Staff Expenses	0	100	100		100	0.0%	
4041 Golf Professional Retainer	35,104	71,570	36,466		36,466	49.0%	
4045 Golf Course Player Costs	354	500	146		146	70.8%	
4046 Golf Club Membership Fees	21,294	20,750	(544)		(544)	102.6%	
4051 Rates	11,894	17,542	5,648		5,648	67.8%	
4052 Water & Sewerage	302	1,200	898		898	25.1%	
4060 Refuse	642	941	299		299	68.3%	
4100 Telecommunications	2,004	2,350	346		346	85.3%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	187	200	13		13	93.3%	
4112 Subscriptions	757	780	23		23	97.1%	
4113 Software Support	2,024	2,632	608		608	76.9%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	11,360	11,455	95		95	99.2%	
4116 Web Site	90	93	3		3	96.8%	
4156 Bank Charges	5,509	7,799	2,290		2,290	70.6%	
4201 Cleaning & Hygiene	633	700	67		67	90.4%	
4251 Dog Bin Emptying	546	1,559	1,013		1,013	35.0%	
4261 General Maintenance	37,944	46,170	8,226		8,226	82.2%	
4270 Vehicles & Equipment Maint	15,590	21,630	6,040		6,040	72.1%	

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271 Vehicle & Equipment Lease	55,878	73,425	17,547		17,547	76.1%	
4272 Furniture & Equipment	11,855	3,000	(8,855)		(8,855)	395.2%	11,855
4275 Building Maintenance	1,761	6,555	4,794		4,794	26.9%	
4279 Fire & Security	641	688	47		47	93.2%	
4308 Golf Course Overheads	0	25,000	25,000		25,000	0.0%	
4309 Buggy Lease & Maintenance	6,580	10,364	3,784		3,784	63.5%	
Golf Course :- Indirect Expenditure	355,892	555,751	199,859	0	199,859	64.0%	11,855
Net Income over Expenditure	280,396	48,609	(231,787)				
6000 plus Transfer from EMR	11,855	0	(11,855)				
6001 less Transfer to EMR	24,500	0	(24,500)				
Movement to/(from) Gen Reserve	267,751	48,609	(219,142)				
<u>102 Golf Course Capital Costs</u>							
4155 Professional Fees	1,925	15,000	13,075		13,075	12.8%	
Golf Course Capital Costs :- Indirect Expenditure	1,925	15,000	13,075	0	13,075	12.8%	0
Net Expenditure	(1,925)	(15,000)	(13,075)				
<u>105 Salts Recreation Ground</u>							
1023 Income Professional Fee Refund	1,500	0	(1,500)			0.0%	
1025 Income Sponsorship	230	230	0			100.0%	690
1050 Income Rent	2,157	2,252	95			95.8%	
1051 Income Insurance Recharge	2,020	1,991	(29)			101.4%	
1058 Income Water Recharge	2,196	0	(2,196)			0.0%	
1073 Sports Pitch Hire & Green Fees	3,647	5,435	1,788			67.1%	
1095 Income Tennis Annual Pass	2,905	3,135	230			92.7%	
1096 Income Tennis Pay & Play	3,243	3,502	259			92.6%	
Salts Recreation Ground :- Income	17,898	16,545	(1,353)			108.2%	690
4018 Water Refill Maint	98	0	(98)		(98)	0.0%	98
4052 Water & Sewerage	4,540	8,617	4,077		4,077	52.7%	
4053 Tennis Electric	152	366	214		214	41.5%	
4055 Electricity	207	800	593		593	25.9%	
4095 Tennis Court Expenditure	1,409	8,582	7,173		7,173	16.4%	
4096 LTA Loan	5,125	5,125	0		0	100.0%	
4100 Telecommunications	225	348	123		123	64.7%	
4115 Insurance	3,596	3,595	(1)		(1)	100.0%	
4155 Professional Fees	4,720	0	(4,720)		(4,720)	0.0%	
4251 Dog Bin Emptying	273	1,593	1,320		1,320	17.1%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Grounds Maintenance Contract	41,392	73,087	31,695		31,695	56.6%	
4261 General Maintenance	2,340	4,590	2,250		2,250	51.0%	
4275 Building Maintenance	500	740	240		240	67.6%	
4283 Playground & Gym Equipment	18,898	10,000	(8,898)		(8,898)	189.0%	11,545
Salts Recreation Ground :- Indirect Expenditure	83,476	118,443	34,967	0	34,967	70.5%	11,643
Net Income over Expenditure	(65,578)	(101,898)	(36,320)				
6000 plus Transfer from EMR	11,643	0	(11,643)				
6001 less Transfer to EMR	690	0	(690)				
Movement to/(from) Gen Reserve	(54,625)	(101,898)	(47,273)				
<u>106 Crouch Recreation Ground</u>							
1050 Income Rent	1,968	2,550	583			77.2%	
1051 Income Insurance Recharge	758	746	(12)			101.6%	
1058 Income Water Recharge	941	2,450	1,509			38.4%	
1073 Sports Pitch Hire & Green Fees	11,802	11,989	187			98.4%	
Crouch Recreation Ground :- Income	15,468	17,735	2,267			87.2%	0
4052 Water & Sewerage	6,833	8,112	1,279		1,279	84.2%	
4115 Insurance	1,027	1,030	3		3	99.7%	
4155 Professional Fees	393	0	(393)		(393)	0.0%	
4251 Dog Bin Emptying	455	1,138	683		683	40.0%	
4260 Grounds Maintenance Contract	17,560	29,252	11,692		11,692	60.0%	
4261 General Maintenance	3,548	3,610	62		62	98.3%	
4275 Building Maintenance	0	2,450	2,450		2,450	0.0%	
4283 Playground & Gym Equipment	1,875	4,000	2,125		2,125	46.9%	
Crouch Recreation Ground :- Indirect Expenditure	31,691	49,592	17,901	0	17,901	63.9%	0
Net Income over Expenditure	(16,222)	(31,857)	(15,635)				
<u>107 Martello Fields</u>							
1050 Income Rent	1,462	5,351	3,889			27.3%	
Martello Fields :- Income	1,462	5,351	3,889			27.3%	0
4018 Water Refill Maint	114	0	(114)		(114)	0.0%	114
4115 Insurance	14	12	(2)		(2)	114.3%	
4251 Dog Bin Emptying	364	911	547		547	40.0%	
4260 Grounds Maintenance Contract	8,948	15,801	6,853		6,853	56.6%	
4261 General Maintenance	138	1,000	862		862	13.8%	
Martello Fields :- Indirect Expenditure	9,578	17,724	8,146	0	8,146	54.0%	114
Net Income over Expenditure	(8,116)	(12,373)	(4,257)				
6000 plus Transfer from EMR	114	0	(114)				
Movement to/(from) Gen Reserve	(8,003)	(12,373)	(4,370)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Other Open Spaces							
1050 Income Rent	90	90	0			100.0%	
1098 Income Grass Cutting	10,810	0	(10,810)			0.0%	
1099 Income BT Openreach Pole	158	0	(158)			0.0%	
Other Open Spaces :- Income	11,058	90	(10,968)			12286.5	0
4018 Water Refill Maint	261	0	(261)		(261)	0.0%	261
4052 Water & Sewerage	(13)	200	213		213	(6.4%)	
4115 Insurance	49	45	(4)		(4)	109.2%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	637	1,821	1,184		1,184	35.0%	
4260 Grounds Maintenance Contract	14,333	25,307	10,974		10,974	56.6%	
4261 General Maintenance	2,809	7,780	4,971		4,971	36.1%	
4262 Trees for Seaford	5,981	0	(5,981)		(5,981)	0.0%	5,981
4268 Grass Verge Cutting	18,681	25,000	6,319		6,319	74.7%	
4275 Building Maintenance	0	200	200		200	0.0%	
Other Open Spaces :- Indirect Expenditure	42,739	60,413	17,674	0	17,674	70.7%	6,242
Net Income over Expenditure	(31,681)	(60,323)	(28,642)				
6000 plus Transfer from EMR	6,242	0	(6,242)				
Movement to/(from) Gen Reserve	(25,439)	(60,323)	(34,884)				
116 Seaford Head Estate							
1011 Income Filming	31,213	20,000	(11,213)			156.1%	
1021 Income South Hill Barn	0	300	300			0.0%	
1050 Income Rent	10,000	10,000	0			100.0%	
1200 Income Nature Reserve	511	0	(511)			0.0%	
Seaford Head Estate :- Income	41,723	30,300	(11,423)			137.7%	0
4115 Insurance	600	600	(0)		(0)	100.1%	
4155 Professional Fees	9,585	0	(9,585)		(9,585)	0.0%	9,585
4251 Dog Bin Emptying	546	911	365		365	59.9%	
4260 Grounds Maintenance Contract	728	1,285	557		557	56.7%	
4261 General Maintenance	4,317	1,445	(2,872)		(2,872)	298.7%	2,827
4274 Projects Expenditure	6,762	6,000	(762)		(762)	112.7%	
4275 Building Maintenance	7	1,000	993		993	0.7%	
4279 Fire & Security	0	245	245		245	0.0%	
4424 South Hill Barn Development	8,419	40,800	32,381		32,381	20.6%	
4500 Nature Reserve Expenses	22,021	22,343	322		322	98.6%	
4501 Filming Expenses	5,653	4,000	(1,653)		(1,653)	141.3%	
4502 Toilet Hire	720	0	(720)		(720)	0.0%	
Seaford Head Estate :- Indirect Expenditure	59,359	78,629	19,270	0	19,270	75.5%	12,412
Net Income over Expenditure	(17,635)	(48,329)	(30,694)				
6000 plus Transfer from EMR	12,412	0	(12,412)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,223)	(48,329)	(43,106)				
<u>117 Seafront</u>							
1011 Income Filming	2,250	200	(2,050)			1125.0%	
1025 Income Sponsorship	460	460	0			100.0%	
1058 Income Water Recharge	(32)	0	32			0.0%	
1084 Income Promenade	260	0	(260)			0.0%	
1092 Income General Maintenance	414	0	(414)			0.0%	
Seafront :- Income	3,352	660	(2,692)			507.9%	0
4018 Water Refill Maint	35	0	(35)		(35)	0.0%	35
4022 Telescope Expenditure	0	200	200		200	0.0%	
4052 Water & Sewerage	(32)	0	32		32	0.0%	
4115 Insurance	318	318	0		0	99.9%	
4253 Shelters	1,524	3,000	1,476		1,476	50.8%	
4261 General Maintenance	6,302	6,605	303		303	95.4%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4501 Filming Expenses	360	40	(320)		(320)	900.0%	
Seafront :- Indirect Expenditure	8,506	10,313	1,807	0	1,807	82.5%	35
Net Income over Expenditure	(5,154)	(9,653)	(4,499)				
6000 plus Transfer from EMR	35	0	(35)				
Movement to/(from) Gen Reserve	(5,119)	(9,653)	(4,534)				
<u>125 Allotments</u>							
1050 Income Rent	1,355	1,350	(5)			100.4%	
Allotments :- Income	1,355	1,350	(5)			100.4%	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	1,355	850	(505)				
Golf, Open Spaces & Climate :- Income	728,605	676,391	(52,214)			107.7%	
Expenditure	593,165	906,365	313,200	0	313,200	65.4%	
Net Income over Expenditure	135,440	(229,974)	(365,414)				
plus Transfer from EMR	42,301	0	(42,301)				
less Transfer to EMR	25,190	0	(25,190)				
Movement to/(from) Gen Reserve	152,551	(229,974)	(382,525)				

Finance & General Purposes

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201 Administration							
1062 Income Telephone Recharge	813	780	(33)			104.3%	
1176 Precept	1,248,360	1,248,359	(1)			100.0%	
1190 Interest Received	44,231	50,000	5,769			88.5%	
1320 Income Walk The Chalk	(3,280)	0	3,280			0.0%	
Administration :- Income	1,290,124	1,299,139	9,015			99.3%	0
4000 Salaries & Wages	335,891	613,624	277,733		277,733	54.7%	
4001 Employers NI	38,360	76,731	38,371		38,371	50.0%	
4002 Employers Superannuation	56,836	105,605	48,769		48,769	53.8%	
4003 Sub-contracted Staff	14,709	1,500	(13,209)		(13,209)	980.6%	
4009 Recruitment Costs	1,313	1,000	(313)		(313)	131.3%	
4010 Staff Training	2,751	3,000	249		249	91.7%	
4011 Staff PPE / H&S	322	0	(322)		(322)	0.0%	
4012 Staff Expenses	926	1,000	74		74	92.6%	
4015 Office Refreshments	124	100	(24)		(24)	124.5%	
4100 Telecommunications	3,201	4,635	1,434		1,434	69.1%	
4105 Postage	153	250	97		97	61.3%	
4106 Stationery	386	1,000	614		614	38.6%	
4107 Photocopier	650	1,350	700		700	48.2%	
4108 Recycling & Shredding	167	400	233		233	41.7%	
4110 Advertising & Publicity	741	1,500	759		759	49.4%	
4112 Subscriptions	5,047	5,397	350		350	93.5%	
4113 Software Support	9,620	11,000	1,380		1,380	87.5%	
4114 Licence Fee	0	77	77		77	0.0%	
4115 Insurance	1,933	1,895	(38)		(38)	102.0%	
4116 Web Site	1,418	1,000	(418)		(418)	141.8%	
4118 IT Hardware	5,007	4,000	(1,007)		(1,007)	125.2%	
4154 Land Registry Fees	189	100	(89)		(89)	189.0%	
4155 Professional Fees	9,516	10,500	984		984	90.6%	
4156 Bank Charges	634	1,339	705		705	47.3%	
4157 Audit Fees	(7,195)	10,000	17,195		17,195	(72.0%)	
4199 Other Expenditure	40	100	60		60	40.0%	
4201 Cleaning & Hygiene	4	0	(4)		(4)	0.0%	
4272 Furniture & Equipment	1,348	3,000	1,652		1,652	44.9%	
4284 Maintenance Tools & Equipment	2,700	0	(2,700)		(2,700)	0.0%	
Administration :- Indirect Expenditure	486,790	860,103	373,313	0	373,313	56.6%	0
Net Income over Expenditure	803,334	439,036	(364,298)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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	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	5,791	7,715	1,924			75.1%	
Premises - Church Street :- Income	5,791	7,715	1,924			75.1%	0
4050 Rent payable	25,760	25,760	0		0	100.0%	
4051 Rates	5,916	8,601	2,685		2,685	68.8%	
4059 Church Street Service Charges	5,405	24,250	18,845		18,845	22.3%	
4115 Insurance	9	9	0		0	97.1%	
4270 Vehicles & Equipment Maint	321	444	123		123	72.4%	
4275 Building Maintenance	2,102	1,000	(1,102)		(1,102)	210.2%	
Premises - Church Street :- Indirect Expenditure	39,514	60,064	20,550	0	20,550	65.8%	0
Net Income over Expenditure	(33,723)	(52,349)	(18,626)				
210 Civic Expenses							
4013 Members Expenses	0	100	100		100	0.0%	
4014 Member Training	1,236	1,500	264		264	82.4%	
4106 Stationery	0	50	50		50	0.0%	
4113 Software Support	2,504	2,607	103		103	96.1%	
4115 Insurance	64	64	0		0	99.6%	
4180 Room Hire	400	2,750	2,350		2,350	14.5%	
4181 Civic - Mayors Allowance	753	1,500	747		747	50.2%	100
4182 Catering & Hospitality	(74)	200	274		274	(36.9%)	
4183 Civic - Awards	23	200	177		177	11.5%	
4184 Civic - other	628	1,000	372		372	62.8%	
4188 Town Crier Expenses	30	200	170		170	15.0%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	5,564	20,171	14,607	0	14,607	27.6%	100
Net Expenditure	(5,564)	(20,171)	(14,607)				
6000 plus Transfer from EMR	100	0	(100)				
Movement to/(from) Gen Reserve	(5,464)	(20,171)	(14,707)				
215 Grants							
4401 Grants	20,528	26,000	5,472		5,472	79.0%	
4406 Service Funding Agreements	9,000	9,000	0		0	100.0%	
Grants :- Indirect Expenditure	29,528	35,000	5,472	0	5,472	84.4%	0
Net Expenditure	(29,528)	(35,000)	(5,472)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>226 CIL and S106 Receipts</u>							
1014 CIL Receipts	26,158	0	(26,158)			0.0%	26,158
CIL and S106 Receipts :- Income	26,158	0	(26,158)				26,158
Net Income	26,158	0	(26,158)				
6001 less Transfer to EMR	26,158	0	(26,158)				
Movement to/(from) Gen Reserve	0	0	0				
Finance & General Purposes :- Income	1,322,074	1,306,854	(15,220)			101.2%	
Expenditure	561,396	975,338	413,942	0	413,942	57.6%	
Net Income over Expenditure	760,678	331,516	(429,162)				
plus Transfer from EMR	100	0	(100)				
less Transfer to EMR	26,158	0	(26,158)				
Movement to/(from) Gen Reserve	734,619	331,516	(403,103)				
Assets and Facilities							
<u>103 The View</u>							
1050 Income Rent	32,425	48,750	16,325			66.5%	
1093 Income Rates	3,958	5,848	1,890			67.7%	
The View :- Income	36,382	54,598	18,216			66.6%	0
4051 Rates	3,958	5,848	1,890		1,890	67.7%	
4115 Insurance	3,071	3,030	(41)		(41)	101.4%	
4261 General Maintenance	0	1,000	1,000		1,000	0.0%	
4270 Vehicles & Equipment Maint	125	1,000	875		875	12.5%	
4275 Building Maintenance	4,259	4,092	(167)		(167)	104.1%	
4279 Fire & Security	591	752	161		161	78.5%	
The View :- Indirect Expenditure	12,004	15,722	3,719	0	3,719	76.3%	0
Net Income over Expenditure	24,379	38,876	14,497				
<u>104 The View Capital Costs</u>							
4301 Public Works Loan Payment	52,488	105,000	52,512		52,512	50.0%	
The View Capital Costs :- Indirect Expenditure	52,488	105,000	52,512	0	52,512	50.0%	0
Net Expenditure	(52,488)	(105,000)	(52,512)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 Memorials							
4052 Water & Sewerage	79	190	111		111	41.4%	
4115 Insurance	266	266	0		0	99.9%	
4204 War Memorial (Sutton Road)	0	800	800		800	0.0%	
4250 Memorial Bench	25	2,500	2,475		2,475	1.0%	
4254 Martello Entertainments Area	23,350	0	(23,350)		(23,350)	0.0%	9,770
4255 The Shoal Maintenance	0	500	500		500	0.0%	
Memorials :- Indirect Expenditure	23,720	4,256	(19,464)	0	(19,464)	557.3%	9,770
Net Expenditure	(23,720)	(4,256)	19,464				
6000 plus Transfer from EMR	9,770	0	(9,770)				
Movement to/(from) Gen Reserve	(13,950)	(4,256)	9,694				
113 Crypt							
1057 Income Electricity Recharge	411	1,800	1,389			22.8%	
1058 Income Water Recharge	186	315	129			59.0%	
1063 Income Gas Recharge	228	1,148	920			19.9%	
Crypt :- Income	825	3,263	2,438			25.3%	0
4052 Water & Sewerage	186	315	129		129	59.0%	
4055 Electricity	411	1,800	1,389		1,389	22.8%	
4056 Gas	228	1,148	920		920	19.9%	
4115 Insurance	319	320	1		1	99.7%	
4154 Land Registry Fees	300	0	(300)		(300)	0.0%	
4275 Building Maintenance	0	10,000	10,000		10,000	0.0%	
4279 Fire & Security	110	150	40		40	73.3%	
Crypt :- Indirect Expenditure	1,554	13,733	12,179	0	12,179	11.3%	0
Net Income over Expenditure	(729)	(10,470)	(9,741)				
114 Public Toilets							
4115 Insurance	626	627	1		1	99.9%	
4203 Public Toilet Cleaning	20,018	53,500	33,482		33,482	37.4%	
4275 Building Maintenance	4,499	2,380	(2,119)		(2,119)	189.0%	
4502 Toilet Hire	150	0	(150)		(150)	0.0%	
Public Toilets :- Indirect Expenditure	25,294	56,507	31,213	0	31,213	44.8%	0
Net Expenditure	(25,294)	(56,507)	(31,213)				

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115 Martello Tower							
4115 Insurance	3,590	3,590	0		0	100.0%	
4275 Building Maintenance	0	18,000	18,000		18,000	0.0%	
Martello Tower :- Indirect Expenditure	3,590	21,590	18,000	0	18,000	16.6%	0
Net Expenditure	(3,590)	(21,590)	(18,000)				
118 Beach Huts							
1054 Income Other	460	0	(460)			0.0%	
1057 Income Electricity Recharge	41	50	10			81.0%	
1060 Beach Huts Site Licence	29,004	28,987	(17)			100.1%	
1061 Beach Hut Annual Rent	11,903	13,222	1,320			90.0%	
1094 Income Seasonal Beach Huts	10,587	14,000	3,413			75.6%	
Beach Huts :- Income	51,993	56,259	4,266			92.4%	0
4051 Rates	3,585	5,045	1,460		1,460	71.1%	
4052 Water & Sewerage	515	480	(35)		(35)	107.4%	
4055 Electricity	146	1,006	860		860	14.5%	
4115 Insurance	678	565	(113)		(113)	120.0%	
4156 Bank Charges	11	0	(11)		(11)	0.0%	
4258 Seasonal Beach Hut Revenue Exp	9,273	13,500	4,227		4,227	68.7%	
4259 Bönningstedt Wall	45,973	0	(45,973)		(45,973)	0.0%	45,973
4275 Building Maintenance	29	900	871		871	3.2%	
4502 Toilet Hire	818	1,313	495		495	62.3%	
Beach Huts :- Indirect Expenditure	61,029	22,809	(38,220)	0	(38,220)	267.6%	45,973
Net Income over Expenditure	(9,036)	33,450	42,486				
6000 plus Transfer from EMR	45,973	0	(45,973)				
Movement to/(from) Gen Reserve	36,937	33,450	(3,487)				
121 Seaford in Bloom							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,287	6,263	(24)		(24)	100.4%	
Seaford in Bloom :- Indirect Expenditure	6,287	6,263	(24)	0	(24)	100.4%	0
Net Income over Expenditure	(5,787)	(5,763)	24				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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130 Other Recreation							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
134 CCTV							
4055 Electricity	1,183	4,163	2,980		2,980	28.4%	
4115 Insurance	110	110	(0)		(0)	100.1%	
4276 Maintenance - CCTV	4,281	9,718	5,437		5,437	44.0%	
CCTV :- Indirect Expenditure	5,573	13,991	8,418	0	8,418	39.8%	0
Net Expenditure	(5,573)	(13,991)	(8,418)				
135 Events							
1075 Income Christmas Event	600	0	(600)			0.0%	
Events :- Income	600	0	(600)				0
4080 D-Day 80	392	2,000	1,608		1,608	19.6%	
4115 Insurance	67	68	1		1	99.1%	
4195 Events Expenditure	83	1,500	1,417		1,417	5.6%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	6,827	6,500	(327)		(327)	105.0%	
Events :- Indirect Expenditure	7,369	20,068	12,699	0	12,699	36.7%	0
Net Income over Expenditure	(6,769)	(20,068)	(13,299)				
140 Lifeguard Hut							
4115 Insurance	51	51	(0)		(0)	100.6%	
4274 Projects Expenditure	6,032	5,000	(1,032)		(1,032)	120.6%	
Lifeguard Hut :- Indirect Expenditure	6,083	5,051	(1,032)	0	(1,032)	120.4%	0
Net Expenditure	(6,083)	(5,051)	1,032				
145 Concessions & Street Trading							
1024 Salts Cafe Concession	15,481	24,000	8,519			64.5%	
1026 South Hill Barn Concession	4,050	3,500	(550)			115.7%	
1027 Splash Point Concession	6,695	6,500	(195)			103.0%	
1028 Martello Cafe Concession	10,168	14,808	4,640			68.7%	
1029 West View Kiosk Concession	6,255	8,340	2,085			75.0%	
1031 Dane Road Concession	7,500	3,600	(3,900)			208.3%	

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1032 Marine Parade Concession	16,125	21,500	5,375			75.0%	
1033 Bonningstedt Prom Concession	6,300	6,000	(300)			105.0%	
1034 Bonningstedt Steps Concession	3,500	2,500	(1,000)			140.0%	
1035 Old Town Hall Concession	1,829	2,664	835			68.7%	
1036 West View Beach Hut Concession	0	4,900	4,900			0.0%	
1057 Income Electricity Recharge	1,497	12,234	10,737			12.2%	
1058 Income Water Recharge	353	5,356	5,003			6.6%	
1083 Income Street Market	471	471	0			100.0%	
Concessions & Street Trading :- Income	80,224	116,373	36,149			68.9%	0
4052 Water & Sewerage	653	5,343	4,690		4,690	12.2%	
4055 Electricity	1,546	11,375	9,829		9,829	13.6%	
4115 Insurance	538	538	0		0	99.9%	
4275 Building Maintenance	11,908	1,735	(10,173)		(10,173)	686.3%	3,150
Concessions & Street Trading :- Indirect Expenditure	14,644	18,991	4,347	0	4,347	77.1%	3,150
Net Income over Expenditure	65,580	97,382	31,802				
6000 plus Transfer from EMR	3,150	0	(3,150)				
Movement to/(from) Gen Reserve	68,730	97,382	28,652				
<u>146 Martello Changing Places</u>							
4055 Electricity	133	2,000	1,867		1,867	6.6%	
4115 Insurance	112	112	0		0	100.0%	
4275 Building Maintenance	227	400	173		173	56.8%	
Martello Changing Places :- Indirect Expenditure	472	2,512	2,040	0	2,040	18.8%	0
Net Expenditure	(472)	(2,512)	(2,040)				
<u>206 Premises - Hurdis House</u>							
4115 Insurance	540	541	1		1	99.9%	
4154 Land Registry Fees	35	0	(35)		(35)	0.0%	
4155 Professional Fees	1,250	2,000	750		750	62.5%	
4275 Building Maintenance	71	5,000	4,929		4,929	1.4%	
4301 Public Works Loan Payment	7,501	7,500	(1)		(1)	100.0%	
Premises - Hurdis House :- Indirect Expenditure	9,397	15,041	5,644	0	5,644	62.5%	0
Net Expenditure	(9,397)	(15,041)	(5,644)				
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	367	1,000	633		633	36.7%	
Planning & Highways :- Indirect Expenditure	367	1,000	633	0	633	36.7%	0
Net Expenditure	(367)	(1,000)	(633)				

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets and Facilities :- Income	170,525	230,993	60,468			73.8%	
Expenditure	229,872	332,534	102,662	0	102,662	69.1%	
Net Income over Expenditure	(59,347)	(101,541)	(42,194)				
plus Transfer from EMR	58,893	0	(58,893)				
Movement to/(from) Gen Reserve	(454)	(101,541)	(101,087)				
Grand Totals:- Income	2,221,204	2,214,238	(6,966)			100.3%	
Expenditure	1,384,434	2,214,237	829,803	0	829,803	62.5%	
Net Income over Expenditure	836,770	1	(836,769)				
plus Transfer from EMR	101,294	0	(101,294)				
less Transfer to EMR	51,348	0	(51,348)				
Movement to/(from) Gen Reserve	886,716	1	(886,715)				

Finance & General Purposes Committee 2025 - 2026

1000 Codes = Income

4000 Codes = Expenditure

Financial Variance Report for F&GP Meetings			
		25th September	18th December
201 Administration		(Apr-July) - 33%	(Aug-Oct) - 58%
1176	Precept	This income is the first half of the Precept. The balance will be paid in September.	The second half of the Precept was received in early September.
1190	Interest Received	The interest income from the CCLA PSDF was budgeted prudently. To date, the actual income reflects a stronger than budgeted yield. Total interest for the year will also depend on the average balance held in the account, but if current trends continue, it is likely to exceed the original estimate.	The interest income from the CCLA PSDF stands at £44,231 (88.5% of budget) which therefore looks on track to exceed budget by the year end.
4003	Sub Contracted Staff		This account has significantly exceeded budget due to the HR & OD Manager position currently being covered by a temporary agency worker.
4009	Recruitment Costs	Following the staffing review, additional recruitment costs have arisen due to the new roles added to the staffing structure. While the majority of positions have now been filled, further recruitment activity is expected later in the year, which will result in the account exceeding budget. These costs will, however, be met from the Recruitment EMR.	As previously reported
4010	Staff Training		The account is showing a high percentage of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy).
4011	Staff PPE / H&S	Following the introduction of the new staffing structure and the appointment of a Maintenance Officer, it has been necessary to provide appropriate PPE and health & safety equipment to support the role. As this post was established after the budget was set, the associated costs will be met from the General Reserve	As previously reported
4012	Staff Expenses		This account is showing a high percentage of budget due to an increase in claims for eye test and glasses contributions for DSE use where the staffing numbers have increased.
4015	Office Refreshments	The office refreshment budget will be overspent due to increased number of staff, in-office working and in-house meetings, leading to higher tea, coffee, and milk usage.	As previously reported
4112	Subscriptions	This is showing a high percentage of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year.	As previously reported
4113	Software Support	This is showing a high percentage 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

		25th September	18th December
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported
4116	Website		The account has exceeded its budget due to the necessary amendments that needed to make the Town Council's website compliant with the new Assertion 10 on the Annual Governance Accountability Return (AGAR)
4118	IT Hardware	Following the introduction of the new staffing structure, it has been necessary to provide appropriate IT hardware to support the roles. As the approved staffing restructure was established after the budget was set, the associated costs will be met from the Recruitment EMR.	As previously reported
4155	Professional Fees		This account is showing a high percentage of budget due to necessary legal advice on various matters.
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 2023 -* 2024 financial year. The figure also takes into account the additional costs of the ongoing investigation.	As previously reported
4284	Maintenance Tools & Equipment	Following the introduction of the new staffing structure and the appointment of a Maintenance Officer, it has been necessary to provide appropriate My equipment to support the role. As this post was established after the budget was set, the associated costs will be met from the General Reserve.	As previously reported
205	Premises Church Street		
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported
4275	Building Maintenance	This account has been overspent due to the unbudgeted but necessary clear out of hazardous waste in the garage which in itself cost just over the whole budget. Other costs relating to the garage clearance have totalled £413 adding to the additional spend.	As previously reported
210	Civic Expenses		
4014	Member Training		The account is showing a high percentage of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy).
4113	Software Support		This account relates to the Microsoft licences which have now been accounted for up to the year end and no further costs are expected.
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported
4182	Catering & Hospitality	The minus figure relates to an accrual from the previous year.	As previously reported
4190	Election Costs		Whilst this account is now showing any expenditure, the full amount is expected to be spent on the bi-election earlier this year. Officers have chased LDC for the cost which is likely to be known in January.
215	Grants		
4401	Grants	All approved grant monies were approved and paid out in July with the balance being transferred to the EMR as previously approved by this committee.	As previously reported

		25th September	18th December
4406	Service Funding Agreements	The full budget has been allocated accordingly and paid out in July 2025.	As previously reported
226	CIL and S106 Receipts		
1014	CIL Receipts	This income relates to the 25% of CIL passed on by Lewes District Council, which was received in May. 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 with the October amount now having been received.

Glossary

CCLA PDSF

CIL

DSE

EMR

H&S

LDC

PPE

S106

Churches, Charities & Local Authorities Investment Management - Public Sector Deposit Fund

Community Infrastructure Levy

Display screen equipment

Ear-marked reserve

Health and safety

Lewes District Council

Personal protective equipment

Section 106 of the Town & Country Planning Act 1990



Seaford Town Council

Report No:	126/25
Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Receipts, Payments and Bank Reconciliation Reports for August, September and October 2025
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for August, September and October 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 once reconciled by the Finance Manager.
- 1.3 In line with the above, the bank reconciliations have been verified by the Chair of the Committee. 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 August, September and October 2025.
- 1.5 Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6 In accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy, and in addition to the review and approval of the RFO or Finance Manager, two councillors will also review all invoices prior to payment being made. The councillors are provided with all source documents (copies of purchase orders, supporting information, delivery notes etc) and will check and sign an authorisation sheet that is held on file by the Finance team as part of the audit trail.
- 1.7 Currently, there are only two councillors who carry out this task on a (usually) weekly basis – Councillors Boorman and Wallraven. A report will be brought to the March 2026 meeting of this Committee to invite two more councillors to volunteer themselves as substitutes in this process, should this be required.
- 1.8 The Finance Manager 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.
- 1.9 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; no other type of payments from this account can be made.
- 1.10 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.
- 1.11 From 1 April 2025 to 31 October 2025, a total of £44,230.66 interest has been received.

- 1.12** From 1 April 2025 to 31 October 2025, a net total of £650,000 has been transferred into the CCLA account. As of 31 October 2025, the balance in this account is £2,320,000.
- 1.13** The published average yield for October 2025 stood at 4.0115%, compared with 4.9372% reported in October 2024. While this represents a reduction in returns, the PSDF continues to offer one of the more competitive rates available to the Council, particularly given the flexibility of instant access to funds.
- 1.14** 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 October 2025, the actual monies held in the Cooperative current account were £186,302.91, along with £2,320,000 being held in the CCLA Account.
- 2.2** For clarity, the balance carried forward in the accounts within Appendix A differs slightly from 2.1 above as this includes items that are in showing in the accounts but have not yet cleared in the bank.

3. Contact Officer

- 3.1** The Contact Officer for this report is Lucy Clark, Finance Manager.

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Aug-25	£ 246,621.35	£ 98,036.68	£ 191,810.53	£ 152,847.50
Sep-25	£ 152,847.50	£ 743,510.17	£ 814,247.70	£ 82,109.97
Oct-25	£ 82,109.97	£ 310,503.00	£ 205,214.06	£ 187,398.91

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Aug-25	£ 1,920,000.00	£ -	£ -	£ 1,920,000.00
Sep-25	£ 1,920,000.00	£ 600,000.00		£ 2,520,000.00
Oct-25	£ 2,520,000.00		£ 200,000.00	£ 2,320,000.00



Seaford Town Council

Report No:	123/25
Agenda Item No:	7
Committee:	Finance and General Purposes
Date:	18 December 2025
Title:	Review of Website Provision
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To provide an update on the review of the Town Council's website provision and the plans in place to upgrade the Town Council's and Seaford Head Golf Course's websites

Actions

The Committee is advised:

1. To consider and review the website provision report below.
2. To move to vote on the recommendations below.

Recommendations

The Committee is recommended:

1. To note the contents of the report

1. Background

- 1.1** In accordance with the Town Council's recently adopted 2025 – 2027 Strategy Programme (SP), officers have been tasked, as per SP Ref 1.2, to improve the and maintain the accessibility of Seaford Town Council's website and Seaford Head Golf Course's website.

- 1.2** The first Goal (SP Ref 1.2 A) is to identify areas of improvement for Web Content Accessibility Guidelines (WCAG 2.2 AA) compliance across both websites, which is due to be completed by December 2025.
- 1.3** A new external audit regulatory regime for the 2025-2026 financial year has been introduced, called 'Assertion 10'. This introduces a new requirement for parish and town councils to demonstrate digital and data compliance via their annual governance statements. Part of this requires public sector websites to comply with WCAG 2.2 AA standards and to ensure the publication of required content (minutes, AGAR, councillor information, etc) to the same standard.

2. Current Situation - Compliance

- 2.1** The Town Council's two websites are operated by separate providers: Seaford Town Council's (STC) website by local provider Madisons, and Seaford Head Golf Course's (SHGC) website by an international organisation, SportsNext, managed in the UK by BRS Golf.
- 2.2** STC's website is approximately seven years old and the SHGC website is approximately 11 years old. Neither website have benefitted from significant updates or investment since their inception.
- 2.3** The average life spans of websites are typically between three to five years before they require major upgrades or replacement.
- 2.4** Officers completed free accessibility scans available online and researched the WCAG 2.2 AA guidelines before reviewing both websites to understand if they complied with protocols needed to meet the current accessibility standards.
- 2.5** STC's website scored poorly in accessibility scans with an 83% score, considerably below the 95% target set, with just under 50 accessibility issues highlighted.
- 2.6** SHGC fared slightly worse with a score of 81% and just under 300 accessibility issues highlighted.
- 2.7** The STC website is not particularly user friendly; its presentation is dated and trying to ensure that it remains WCAG 2.2 AA accessible will be a challenge given the age of the website and its current limitations.
- 2.8** Officers met with Madisons Solutions, as the current STC website provider, to gain an insight into how they could help STC with both initial support and

longer term. A proposal was made to address the urgent short-term accessibility issues of the STC website at a cost of £345, with further works (£450) to address the 32,000 errors within the website, mainly linked with the events pages.

- 2.9** These works have now been carried out and Madisons advise they have provided STC with 100% accessibility compliance on the STC website and have addressed the errors within the website. This means that for the short term at least, the STC website is operating to the best levels it can.
- 2.10** SHGC's website represents a poor advertisement for a fantastic golf course and does not do the course justice. It lacks any detail or imagery of the course and has numerous outdated references.
- 2.11** Officers are unable, in its existing format, to address any of the accessibility issues highlighted on the SHGC website. It is evident from meeting BRS Golf that website development and accessibility concerns are not key priorities of their provision, and they lack knowledge of WCAG 2.2 AA protocols.

3. Website Improvement

- 3.1** As part of the process of reviewing accessibility and the current website provision, officers have also looked at longer term solutions which include the replacement of both websites. This links to SP Ref 4.1, specifically Goal A.
- 3.2** Officers have obtained quotes from three website providers (Madisons Solutions, Aubergine and Parish-Online) to gain an understanding of the options available to STC regarding upgrading or replacing both websites. Parish-Online and Aubergine have a long history and experience of providing websites to town and parish councils.
- 3.3** Officers agreed that the SHGC website was the priority now for replacement, due to its inability to be made WCAG 2.2 AA compliant, and quotes were provided to do so, with further quotes provided for the STC website, noting that this too will require replacement very soon.
- 3.4** After a review of the three providers, officers agreed the best course of action was to work with Aubergine. Their keen pricing, superior knowledge of town council requirements, WCAG 2.2 AA standard-built websites, a proven history of providing high quality websites for town councils, and a

range of solutions to many of the issues currently experienced, meant they are the provider of choice.

3.5 Officers plan to replace the existing SHGC website before the end of this financial year to ensure compliance to Assertion 10 (as detailed earlier in this report) before the Annual Governance and Accountability Return (AGAR) process must be completed.

3.6 Examples of websites provided by Aubergine are listed below with details of some of their unique functions:

[Aylesbury Town Council](#) (Community noticeboard example)

[Bampton Parish Council](#) (small parish using new video module)

[Berkhamsted Town Council](#) (Planning portal integration example (optional))

[Leamington Spa Town Council](#) (Meeting documents layout example)

[Leighton Linlade Town Council](#) (Accessible events calendar example)

[Lewes Town Council](#)

[Stony Stratford Town Council](#) (AGAR & Finance example)

[Taunton Town Council](#)

4. [Teignmouth Council](#) (online payments example) Financial Appraisal

4.1 As detailed in 2.8 above, £795 has been expended to render the STC website compliant with WCAG 2.2 AA. Some of this cost has been registered as an overspend within this year's Committee budget because it is a compliance issue that must be resolved. STC's website falls within the responsibility of this Committee.

4.2 The initial cost of the replacement of the SHGC website is £1,699, this includes design, build, officer training, uploads of data from current website and hosting of the website. The ongoing cost is £299 per year for hosting.

4.3 The SHGC website falls within the responsibility of the GOSCA Committee, which has sufficient budget this financial year to cover these costs.

4.4 Future replacement of the STC website, (as per SP 4.1) will be budgeted into the 2026 - 2027 financial year for this Committee. The price for the replacement STC website is identical to the quote for the new SHGC website: £1,699 for design and build and £299 for hosting.

4.5 To confirm, there is no decision-making being asked of this Committee in relation to the website provisions already actioned, as officers have

identified and are taking the necessary steps to ensure that both of STC's websites are compliant by the end of the financial year. This Committee is, however, asked to consider the budget allocation for the replacement STC website work in the budget report for 2026-27, elsewhere on this agenda.

5. Contact Officer

- 5.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.



Seaford Town Council

Report No:	120/25
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Finance & General Purposes Draft Budget Report 2026 - 2027
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the Finance & General Purposes Draft Budget for 2026 – 2027 for consideration and recommendation to Full Council

Actions

The Committee is advised:

1. To consider and comment upon the Finance and General Purposes draft budget 2026 – 2027.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To comment upon the draft Finance & General Purposes Committee Budget 2026 - 2027 and recommend its proposals to Full Council.

1. Background

- 1.1** The Council has a statutory duty to set a budget annually, and to use this budget to determine the amount requested as the precept.
- 1.2** Each committee with budget responsibility formulates its own budget request, which is then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget for the Town Council.

- 1.3** Every effort is made to produce a draft proposal which accurately reflects the likely income and expenditure for the year, with figures based on known costs, inflationary increase and/or the best estimates where absolute figures are unavailable.

2. Summary

- 2.1** Attached to this report, as **Appendix A**, is the draft Finance & General Purposes Committee Budget for 2026 - 2027 along with budget projections to 2030 – 2031.
- 2.2** All budgets have been set on a prudent basis. Income has only been included where certain, expenditure is realistic, and savings have been made where possible.
- 2.3** All utilities have a 5% increase applied and insurance a 6% increase on last year's budgets based on the current year projected outturn.
- 2.4** With the exception of those budget lines that have set increases, the majority of income and expenditure has been based on the Consumer Price increase (CPI) for the 12 months average proceeding the budget setting period (October 2024 to September 2025) and this is the practice that will be followed for all future budget setting. This approach provides a consistent, transparent and objective method for applying increases year on year.
- 2.5** As part of the budget setting process, the figures have been reviewed by relevant Town Council officers.
- 2.6** The current budget position for 2026 - 2027 is -£1,058,632, an increase of £106,015 (11.2%) on the current projected outturn.
- 2.7** Commentary provided below highlights areas of significant variation and those not covered in the points above.

3. Budget Information

Administration

- 3.1** 1190 Interest Received this financial year is projected to be approximately £75,000. We have reduced the 2026 – 2027 budget amount down to £60,000, a £15,000 (20%) decrease, as it is anticipated that the Town

Council will be utilising Community Infrastructure Levy (CIL) money held in its CCLA account in 2026 - 2027 and therefore will see a reduction in interest gained.

- 3.2** 4000 Salaries and Wages will increase from the forecast outturn of £622,161 this financial year to £724,539 in the 2026 - 2027 budget. This is an increase of £102,378 (16.5%) and takes into account a fully staffed team of officers. It is worth noting that the current HR & OD Manager's costs are currently sitting in line 4003 Sub-contracted Costs as they are an agency employee, which positively impacts this expenditure line.
- 3.3** 4000 Salaries and Wages budget for 2026 – 2027 also factors in any incremental salary increases, there are a number of new staff at the lower end of their pay scales that will receive incremental salary increases in line with their contract throughout the next financial year. It also factors in an estimated pay increase for all officers equivalent to the 3.2% received last year.
- 3.4** 4001 Employers National Insurance (NI) will see an increase of £21,316 (27.4%) up from the projected outturn for this financial of £77,723 to £99,039.
- 3.5** 4002 Employers Superannuation (pension) increases from a projected outturn of £104,039 this financial year to £124,250, which is an increase of £20,211 (19.4%). This reflects the details highlighted in points 3.2 and 3.3.
- 3.6** 4003 Sub-contracted Costs will reduce down from the projected outturn of £37,100 this financial year to £1,650 (95.5% decrease) in the 2026 – 2027 budget, as the Town Council should no longer be paying agency fees for temporary staff.
- 3.7** 4009 Recruitment Costs will see a reduction of £1,500 (75%) from its projected outturn of £2,000 this financial year, with the 2026 – 2027 budget being £500. This is due to all posts being filled but a small contingency amount remaining to cater for unexpected leavers throughout the year.
- 3.8** 4116 Website as highlighted elsewhere on this agenda, due to the new Assertion 10 on the Annual Governance and Accountability Return (AGAR) there is a requirement for council websites to be Website Compliance

Accessibility Guideline (WCAG) 2.2AA compliant. The increase in costs of £857 (52.2%) is to replace the existing Seaford Town Council website to ensure full compliance both now and in the future.

- 3.9** 4118 IT Hardware and Equipment will see a significant reduction of £3,000 (54.5%) on its projected outturn this year, reducing from £5,500 to £2,500 in the 2026 – 2027 budget. This year's high level of costs covered the new IT required for the new staffing structure.
- 3.10** 4155 Professional Fees in the new 2026 – 2027 budget will be reduced to £10,000 from the current projected outturn of £13,500, a reduction of £3,500 (25.9%). This year has required a number of third-party services which should not be repeated to the same level next financial year.
- 3.11** 4157 Audit Fees will reduce to £5,000 in the 2026 – 2027 budget, a decrease of £5,000 (50%) from the projected outturn of £10,000 this financial year. This year we have allocated funds to cover potential fees still outstanding from the 2024 – 2025 AGAR which may include external auditor costs.
- 3.12** 4272 Furniture and Equipment budget for 2026 – 2027 has reduced by £1,500 (50%), from the projected outturn this year of £3,000 down to £1,500. This year purchases were made for new desks, chairs and other office equipment to support the growth in the team of officers. There is less requirement for such a level of expenses in 2026 – 2027.
- 3.13** 4284 Maintenance Tools and Equipment budget for 2026 – 2027 will reduce by £1,500 (50%) against the projected outturn of £3,000 for this current financial year. This year initial investment was made in a number of pieces of equipment to support the newly appointed Maintenance Officer, which is not expected to be repeated. There is however an allocation of £1,000 in the budget towards a new graffiti removing machine, that officers feel will be beneficial to the town and its appearance.

Civic Expenses

- 3.14** 4190 Election Costs have increased to £20,000 in the 2026 – 2027 budget, up £10,000 (100%) from the £10,000 projected outturn this year. These funds go into earmarked reserves (EMR) to meet the election costs for

2027 - 2028. These have doubled due to the anticipated costs provided for the by-election earlier this year.

4. Financial Appraisal

- 4.1** The bottom line shows that overall, this Committee's budget requirement has increased by £141,789 from the 2025 –2026 Budget £916,843 to £1,058,632 for the 2026 – 2027 Budget.
- 4.2** The budget represents one part of the Town Council's overall budget and must be combined with other committee budgets to formulate the overall precept requirement.
- 4.3** All committee budgets have now been drafted and the tax base figure has been confirmed by Lewes District Council as 9,822.1.
- 4.4** The overall Town Council budget currently shows that an annual increase to the Band D figure will be £24.53 (19.19%) per annum and 0.47p per week. This figure may change if the decision is made to recommend either of the other budget options presented elsewhere on this agenda.
- 4.5** For every £14,500 increase or decrease in the draft budget, the Band D equivalent changes by approximately 1%.

5. Contact Officer

- 5.1** The contact Officer for this report is Darryl Keech, Deputy Town Clerk and RFO.

Report 120/25 Appendix A

Account	Cost Centre	2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Administration										
Cost Centre 201										
1062	Income Telephone Recharge	780	745	833	53	865	898	932	967	1,004
1190	Interest Received	50,000	37,095	75,000	25,000	60,000	50,000	50,000	50,000	50,000
1320	Income Walk The Chalk	-	(3,280)	-	-	-	-	-	-	-
1317	Income VAT PE Adjustment	-	-	-	-	-	-	-	-	-
Administration Income		50,780	34,560	75,833	25,053	60,865	50,898	50,932	50,967	51,004
4000	Salaries & Wages	613,624	284,636	622,161	8,537	724,539	752,072	780,651	810,315	841,107
4001	Employers NI	76,731	31,923	77,723	992	99,039	102,802	106,709	110,764	114,973
4002	Employers Superannuation	105,605	47,930	104,039	(1,566)	124,250	128,971	133,872	138,959	144,240
4003	Sub-contracted Costs	1,500	9,747	37,100	35,600	1,650	1,713	1,778	1,845	1,915
4009	Recruitment Costs	1,000	1,153	2,000	1,000	500	519	539	559	580
4010	Staff Training	3,000	1,014	3,000	-	3,500	3,633	3,771	3,914	4,063
4011	Staff PPE / H&S	-	322	500	500	500	519	539	559	580
4012	Staff Expenses	1,000	638	1,326	326	1,500	1,557	1,616	1,678	1,741
4015	Office Refreshments	100	113	200	100	200	208	215	224	232
4100	Telecommunications	4,635	3,136	5,487	852	5,500	5,709	5,926	6,151	6,385
4105	Postage	250	153	200	(50)	250	260	269	280	290
4106	Stationery	1,000	382	1,000	-	1,000	1,038	1,077	1,118	1,161
4107	Photocopier	1,350	502	1,350	-	1,401	1,455	1,510	1,567	1,627
4108	Recycling and Shredding	400	167	500	100	500	500	500	500	500
4110	Advertising & Publicity	1,500	741	1,500	-	2,500	2,595	2,694	2,796	2,902
4112	Subscriptions	5,397	4,877	5,078	(319)	5,907	6,131	6,364	6,606	6,857
4113	Software Support	11,000	8,172	10,713	(287)	11,158	11,716	12,302	12,917	13,563
4114	Licence Fee	77	-	77	-	80	83	86	89	93
4115	Insurance	1,895	1,933	1,895	-	2,009	2,010	2,086	2,166	2,248
4116	Website	1,000	568	1,643	643	2,500	3,600	3,600	3,600	3,600
4118	IT Hardware & Equipment	4,000	5,007	5,500	1,500	2,500	2,595	2,694	2,796	2,902
4154	Land Registry Fees	100	126	300	200	250	500	500	500	500
4155	Professional Fees	10,500	7,791	13,500	3,000	10,000	10,000	10,000	10,000	10,000
4156	Bank Charges	1,339	532	1,339	-	1,390	1,443	1,498	1,554	1,613
4157	Audit Fees	10,000	(7,590)	10,000	-	5,000	3,100	3,100	3,100	3,100
4199	Other Expenditure	100	40	100	-	100	100	100	100	100
4272	Furniture & Equipment	3,000	1,348	3,000	-	1,500	3,000	3,000	3,000	3,000
4284	Maintenance Tools & Equipment	-	2,613	3,000	3,000	1,500	500	500	500	500
Administration Expenditure		860,103	407,974	914,231	54,128	1,010,723	1,048,328	1,087,495	1,128,158	1,170,374
Net (Expenditure) Income		(809,323)	(373,414)	(838,398)	(29,075)	(949,858)	(997,430)	(1,036,564)	(1,077,191)	(1,119,370)
Premises - Church Street										
Cost Centre 205										
1050	Income Rent	7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
Premises - Church Street Income		7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
4050	Rent Payable	25,760	12,880	25,760	(0)	25,760	25,760	25,760	25,760	25,760
4051	Rates	8,601	5,071	8,451	(150)	8,772	9,105	9,451	9,811	10,183
4059	Church Street Service Charge	24,250	-	24,250	-	25,172	26,128	27,121	28,151	29,221
4115	Insurance	9	9	9	-	9	10	10	10	11
4270	Vehicle & Equipment Maintenance	444	214	428	(16)	445	462	479	497	516
4275	Building Maintenance	1,000	2,102	2,500	1,500	1,000	1,500	1,500	1,500	1,500
TBA	Strategic Plan Potential Costs - Office Relocation	-	-	-	-	-	-	-	-	-
Premises - Church St Expenditure		60,064	20,276	61,398	1,334	61,158	62,965	64,322	65,730	67,192
Net (Expenditure) Income		(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)
Civic Expenses										
Cost Centre 210										
Civic Expenses Income		-	-	-	-	-	-	-	-	-
4013	Members Expenses	100	-	100	-	100	100	100	100	100
4014	Members Training	1,500	45	1,500	-	1,557	1,616	1,678	1,741	1,807
4106	Stationery	50	-	50	-	-	150	-	-	-
4113	Software Support	2,607	1,268	2,504	(103)	2,629	2,761	2,899	3,044	3,196
4115	Insurance	64	64	64	-	68	70	72	74	76
4118	IT Hardware & Equipment	-	-	-	-	200	-	-	-	-
4180	Room Hire	2,750	-	2,750	-	1,200	1,200	1,200	1,200	1,200
4181	Civic - Mayor's Expenses	1,500	728	1,500	-	1,500	1,500	1,500	1,500	1,500
4182	Catering & Hospitality	200	(74)	200	-	200	200	200	200	200
4183	Civic - Awards	200	23	200	-	200	200	200	200	200
4184	Civic - Other	1,000	628	1,000	-	1,000	1,000	1,000	1,000	1,000
4188	Town Crier Expenses	200	30	200	-	200	200	200	200	200
4190	Election Costs	10,000	-	10,000	-	20,000	10,000	10,000	10,000	10,000
Civic Expenses Expenditure		20,171	2,712	20,068	(103)	28,854	18,997	19,048	19,259	19,480
Net (Expenditure) Income		(20,171)	(2,712)	(20,068)	103	(28,854)	(18,997)	(19,048)	(19,259)	(19,480)
Grants Pool										
Cost Centre 215										
Grants Income		-	-	-	-	-	-	-	-	-
4401	Grants	26,000	20,528	26,000	-	26,500	26,500	26,500	26,500	26,500
4406	Service Funding Agreements	9,000	9,000	9,000	-	9,000	9,000	9,000	9,000	9,000
Grants Expenditure		35,000	29,528	35,000	-	35,500	35,500	35,500	35,500	35,500
Net (Expenditure) Income		(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
CIL & s106 Receipts										
Cost Centre 226										
1014	CIL Receipts	-	14,394	26,159	26,159	-	-	-	-	-
Grants Income		-	14,394	26,159	26,159	-	-	-	-	-

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Grants Expenditure	-	-	-	-	-	-	-	-	-
	Net (Expenditure) Income	-	14,394	26,159	26,159	-	-	-	-	-
	<u>F&GP COMMITTEE SUMMARY</u>									
201	Administration	(809,323)	(373,414)	(838,398)	(29,075)	(949,858)	(997,430)	(1,036,564)	(1,077,191)	(1,119,370)
205	Premises Church Street	(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)
210	Civic Expenses	(20,171)	(2,712)	(20,068)	103	(28,854)	(18,997)	(19,048)	(19,259)	(19,480)
215	Grants	(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
226	CIL and s106 Receipts	-	14,394	26,159	26,159	-	-	-	-	-
	Total Net Expenditure (Income)	(916,843)	(405,745)	(921,086)	(4,242)	(1,067,386)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)
	Total Committee Income	58,495	54,745	109,612	51,117	68,848	59,185	59,534	59,896	60,272
	Total Committee Expenditure	975,338	460,490	1,030,697	55,359	1,136,234	1,165,789	1,206,365	1,248,647	1,292,545
	Net Committee Requirement	(916,843)	(405,745)	(921,086)	(4,242)	(1,067,386)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)
	Plus Expenditure from EMR:									
	EMR320 - Elections			-						
	EMR329 - Discretionary Grants			-		8,754				
	EMR371 - Mayors Allowance		100	100						
	Total FROM EMR		100	100		8,754	-	-	-	-
	Less Income transferred to EMR:									
	EMR320 - Elections			-		-				
	EMR329 - Discretionary Grants			5,472		-				
	EMR361 - CIL Receipts		14,394	26,159		-				
	Total TO EMR		14,394	31,631	-	-	-	-	-	-
		(916,843)	(420,039)	(952,617)	(35,773)	(1,058,632)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)



Seaford Town Council

Report No:	121/25
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Full Council Draft Budget Report 2026 - 2027
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the Full Council Draft Budget for 2026 - 2027 for consideration by this Committee and recommendation to Full Council

Actions

The Committee is advised:

1. To consider and comment upon the draft budget for the Full Town Council for 2026 – 2027.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To comment upon the Full Council Draft Budget 2026 - 2027 and recommend its proposals to Full Council.

1. Introduction

- 1.1** The Town Council has a statutory duty to set a budget annually, and to use this budget to determine the amount requested as the precept.
- 1.2** Each committee with budget responsibility formulates its own budget request, which is then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget for the Town Council.

- 1.3** The overall budget determines the amount required to be raised via the precept, although this figure may be adjusted through the use of, or need to replenish, reserve balances held by the council.
- 1.4** It is a statutory requirement that final approval of the budget and precept can only be agreed by a meeting of the Full Council. The Town Council's process is that this approval is based upon any recommendations received from this meeting of the Finance & General Purposes Committee.
- 1.5** Every effort is made to produce a draft proposal which accurately reflects the likely income and expenditure for the year, with figures based on known costs, inflationary increase and/or the best estimates where absolute figures are unavailable.

2. Precept Calculation

- 2.1** The precept is the amount requested by the Town Council from the billing authority and forms part of the overall council tax bill issues to residents.
- 2.2** The amount paid by residents is dependent upon the tax base of the area, which is the estimated full year equivalent number of chargeable dwellings, after taking into consideration any discounts applicable in relation to the circumstances of individuals living in the property.
- 2.3** The precept amount paid to the Town Council is shown on residents' council tax bills, alongside a percentage increase figure compared to the previous financial year.
- 2.4** Comparative data between councils is based on the Band D equivalent figure, which is deemed to be the average sized property across the country.
- 2.5** The Band D equivalent is calculated using the tax base figure, which is provided by the billing authority. The tax base figure for 2026 - 2027 was agreed by Lewes District Council Cabinet in November 2025, and for Seaford Town Council is 9,822.1.
- 2.6** The Band D equivalent is calculated by using the equation below:

$$\text{Precept requirement} \div \text{tax base} = \text{Band D equivalent}$$

3. Summary

- 3.1 Attached to this report at **Appendix A** is the Full Council Draft Budget for 2026 - 2027 along with budget projections to 2030 – 2031. This is presented as per Option 1 presented at 4.2 of this report.
- 3.2 All budgets have been set on a prudent basis. Income has only been included where certain, expenditure is realistic, and savings have been made where possible.
- 3.3 All utilities have a 5% increase applied and insurance a 6% increase on last year's budgets based on the current year projected outturn.
- 3.4 With the exception of those budget lines that have set increases, the majority of income and expenditure has been based on the Consumer Price increase (CPI) for the 12 months average proceeding the budget setting period (October 2024 to September 2025) and this is the recommended practice for all future budget setting. This approach provides a consistent, transparent and objective method for applying increases year on year.
- 3.5 New hire charges for 2026 - 2027 Budget inclusive of the CPI increase of 3.8% can be found in APPENDIX B.
- 3.6 At the time of writing this report the costs of the Grounds Maintenance Contract have not been confirmed. Officers have applied at 38% increase to the cost of the existing contract, based on Lewes District Council's evaluation of the market value of the current contract prior to the tender process.
- 3.7 As part of the budget setting process, the figures have been reviewed by relevant Town Council officers.
- 3.8 At Full Council on 23 October 2025, it was resolved to relinquish the existing Strategic Plan 2023 – 2027 and adopt the draft Seaford Town Council Strategy Programme 2025 – 2027. In adopting the Strategy Programme 2025 – 2027, officers have allocated estimated requirements to the draft budget to progress these project plans to the next agreed stage.
- 3.9 At both the Assets & Facilities Committee on 20 November 2025 and the Golf, Open Spaces & Climate Action Committee (GOSCA) on 27 November

2025, the budgets presented were recommended to the Finance & General Purposes Committee for approval.

3.10 The Town Council currently holds £157,095 of Community Infrastructure Levy (CIL) monies that must be used by October 2027.

3.11 At the time of writing, General Reserves currently held are £1,696,357, although this will fluctuate throughout the remainder of the financial year.

3.12 Earmarked reserves for 2025 – 2026 are £714,778.67 and the details of these can be found in **Appendix C**.

4. Draft Full Council Budget 2026 – 2027 Options

4.1 Officers are presenting three draft Full Council budget options in order for the committee to make an informed decision on the budget.

4.2 Option 1 – Draft Budget Inclusive of Strategic Programme Projects

Precept requirement for budget	£1,496,565
Increase on 2025 – 2026 Budget	£248,207
Band D Council Tax cost	£152.37
Council Tax Band D increase in %	19.2%
Council Tax Band D increase in £	£24.53

4.3 Option 2 – Draft Budget Excluding all Strategic Programme Projects

Precept requirement for budget	£1,359,965
Increase on 2025 – 2026 Budget	£111,607
Band D Council Tax cost	£138.46
Council Tax Band D increase in %	8.3%
Council Tax Band D increase in £	£10.62

This budget removes the following Strategic Programme projects and their associated costs from their respective budgets:

GOSCA

Salts Redevelopment Plan	£15,000
Seaford Head Chalk Path Repairs	£35,000

High and Over Footpath Restoration	£2,000
Golf Course Water Recycling Washdown System	£25,000
Golf Course Wildflower Area Extension	£3,600

Assets & Facilities

Signage Changes	£6,000
Community Centre Evidence Base	£20,000
Reinstatement of Crouch Toilet	£20,000
New Bin Provision	£10,000
<u>Total Cost Removed from Budget</u>	<u>£136,600</u>

4.4 Options 3 – Draft Budget with all Strategic Programme Projects and Other Projects Funded by Utilising CIL Funds and General Reserves

Precept requirement for budget	£1,330,665
Increase on 2025 – 2026 budget	£82,307
Band D Council Tax cost	£135.48
Council Tax Band D increase in %	6.0%
Council Tax Band D increase in £	£7.64

The decrease represents Strategy Programme projects being removed from the budget alongside other non-Strategy Programme (NSP) projects (included in option 1). It is important to note that CIL funding can only be used for certain types of projects, hence the reason for some of these proposals to be funded by General Reserves instead. The proposed utilisation of CIL and General Reserves (GR) for these projects:

GOSCA

Strategic Programme projects:

Seaford Head Chalk Path Repairs	£35,000	CIL
High and Over Footpath Restoration	£2,000	CIL
Salts Redevelopment Plan	£15,000	GR
Golf Course Water Recycling Washdown System	£25,000	GR

Golf Course Wildflower Area Extension	£3,600	GR
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NSP projects:

Seaford Head Fencing	£3,300	CIL
Bönningstedt Promenade Grounds Works	£20,000	CIL
South Hill Barn Cycle Racks	£3,000	CIL
The Salts Cycle Racks	£3,000	CIL

Assets and Facilities

Strategic Programme projects:

Signage Changes	£6,000	CIL
Reinstatement of Crouch Toilet	£20,000	CIL
New Bin Provision	£10,000	CIL
Community Centre Evidence Base	£20,000	GR

<u>Total Funding Assigned</u>	<u>£165,900</u>	
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Total value of CIL Funding	£102,300	
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Total value of General Reserve Funding	£63,600	
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4.5 If Option 3 is the preferred option, officers will allocate in the 2026 – 2027 Draft Budget the proposed items highlighted to be funded from General Reserves and earmark these, so they are shown in EMR.

4.6 Option 3 would see General Reserves decrease to £1,632,757 (still significantly higher than the sector-recommended level and the Town Council's risk-based policy to have General Reserves of at least 50% of the precept level), and the CIL Receipts EMR that must be spent by October 2027 decreased to £54,795 (although, as per the EMR list at Appendix B, the total CIL EMR would sit at £191,561).

5. Financial Appraisal

5.1 The precept requirement is needed to support the budget of the Town Council to deliver the planned services and facilities for 2026 - 2027.

5.2 Officers have presented three budget proposals within this paper, the financial implications of which are presented individually within section 4 above.

6. Contact Officer

6.1 The Contract Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.

Committee		2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
Golf, Open Spaces and Climate Action	Income	676,391	681,478	855,908	767,648	796,329	825,808	856,443	888,303
	Expenditure	906,366	513,497	949,414	1,068,338	998,694	1,028,315	1,009,185	1,014,845
	Net Expenditure	-229,974	167,981	-93,506	-300,690	-202,365	-202,507	-152,742	-126,542
Finance & General Purposes	Income	58,495	54,745	109,612	68,848	59,185	59,534	59,896	60,272
	Expenditure	975,338	460,490	1,030,697	1,136,234	1,165,789	1,206,365	1,248,647	1,292,545
	Net Expenditure	-916,843	-405,745	-921,086	-1,067,386	-1,106,605	-1,146,832	-1,188,752	-1,232,274
Assets & Facilities	Income	230,993	167,020	220,020	243,317	248,397	255,137	262,136	268,105
	Expenditure	332,534	221,522	400,587	381,160	294,110	298,544	303,155	298,952
	Net Expenditure	-101,541	-54,502	-180,567	-137,842	-45,714	-43,407	-41,019	-30,846
Total Committees	Income	965,879	903,243	1,185,540	1,079,813	1,103,911	1,140,479	1,178,474	1,216,680
	Expenditure	2,214,238	1,195,509	2,380,699	2,585,732	2,458,594	2,533,224	2,560,987	2,606,342
Total Net Expenditure		-1,248,358	-292,266	-1,195,159	-1,505,919	-1,354,683	-1,392,745	-1,382,513	-1,389,662
<i>Plus</i>									
Funded FROM Earmarked Reserves									
GOSCA									
EMR326 - General Maint /Open Space			-	2,827					
EMR334 - Seaford Head / Sth Hill Barn			12,412	12,412					
EMR342 - Trees for Seaford			5,981	5,981					
EMR349 - Golf Machinery - Capital			7,205	11,855					
EMR356 - Playgrounds			11,545	11,545					
EMR361 - CIL			-	-					
EMR367 - Water Refill Station			-	508	600				
F&GP									
EMR320 - Elections			-	-					
EMR329 - Discretionary Grants			-	-	8,754				
EMR371 - Mayors Allowance			100	100					
A&F									
EMR321 - Building Maintenance			3,150	3,150					
EMR375 - Bonningstedt Wall			45,973	45,973					
EMR361 - CIL			-	-	-				
EMR362 - Seafront Projects			9,770	9,770					
		-	96,136	104,122	9,354	-	-	-	-
From General Reserves									
		-	-	-	-	-	-	-	-
<i>Less</i>									
Transfers TO Earmarked Reserves									
GOSCA									
EMR349 - Golf Machinery - Capital			24,500	24,500					
EMR367 - Water Refill Station			690	690					
F&GP									
EMR320 - Elections			-	-					
EMR329 - Discretionary Grants			-	5,472					
EMR361 - CIL Receipts			14,394	26,159					
A&F									
		-	39,584	56,821	-	-	-	-	-
To General Reserves									
		-	-	-	-	-	-	-	-
Funding Requirement- Precept		- 1,248,358		- 1,147,858	- 1,496,565	- 1,354,683	- 1,392,745	- 1,382,513	- 1,389,662
Tax Base		9,765			9,822	9,882	9,882	9,882	9,882
Band D Council Tax		- 127.84			- 152.37	- 137.08	- 140.94	- 139.90	- 140.62
Council Tax increase (%)		12.97%			19.19%				
Council Tax Band D increase (£)		£ 14.68			£ 24.53				

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
The View										
Cost Centre 103										
1050	Income Rent	48,750	32,425	49,192	442	60,000	60,000	60,000	60,000	60,000
1093	Income Rates	5,848	3,392	5,651	(197)	8,212	8,524	8,848	9,184	9,533
The View Income		54,598	35,817	54,843	245	68,212	68,524	68,848	69,184	69,533
4051	Rates	5,848	3,392	5,651	(197)	8,212	8,524	8,848	9,184	9,533
4115	Insurance	3,030	3,071	3,071	41	3,255	3,379	3,507	3,641	3,779
4155	Professional fees	-	-	2,000	2,000	-	-	-	-	-
4261	General Maintenance	1,000	-	1,000	-	1,000	1,000	1,000	1,000	1,000
4270	Vehicles & Equipment Maintenance	1,000	125	1,000	-	-	-	-	-	-
4275	Building Maintenance	4,092	4,259	4,600	508	5,000	5,000	5,000	5,000	5,000
4279	Fire & Security	752	507	778	26	808	838	870	903	937
The View Expenditure		15,722	11,354	18,100	2,378	18,275	18,741	19,225	19,728	20,250
Net (Expenditure) Income		38,876	24,463	36,743	(2,133)	49,937	49,783	49,623	49,456	49,284
The View Capital Costs										
Cost Centre 104										
Capital Costs Income		-	-	-	-	-	-	-	-	-
4301	Public Works Loan Payment	105,000	52,488	105,000	-	105,000	105,000	105,000	105,000	105,000
Capital Costs Expenditure		105,000	52,488	105,000	-	105,000	105,000	105,000	105,000	105,000
Net (Expenditure) Income		(105,000)	(52,488)	(105,000)	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
Memorials										
Cost Centre 109										
Memorial Benches Income		-	-	-	-	-	-	-	-	-
Memorials Income		-	-	-	-	-	-	-	-	-
4052	Water & Sewerage	190	79	148	(42)	163	171	179	188	198
4115	Insurance	266	266	266	-	282	293	304	315	327
4204	War Memorial (Sutton Road)	800	-	-	(800)	400	400	400	400	400
4250	Memorial Benches	2,500	25	2,500	-	1,000	1,000	1,000	1,000	1,000
4254	Martello Entertainment Area	-	22,550	31,350	31,350	-	-	-	-	-
4255	The Shoal Maintenance	500	-	500	-	500	500	500	500	500
Memorials Expenditure		4,256	22,920	34,764	30,508	2,345	2,364	2,383	2,404	2,425
Net (Expenditure) Income		(4,256)	(22,920)	(34,764)	(30,508)	(2,345)	(2,364)	(2,383)	(2,404)	(2,425)
Crypt										
Cost Centre 113										
1057	Income Electricity Recharge	1,800	333	873	(927)	917	962	1,011	1,061	1,114
1058	Income Water Recharge	315	96	376	61	395	415	435	457	480
1063	Income Gas Recharge	1,148	188	647	(501)	679	713	749	786	826
Crypt Income		3,263	617	1,896	(1,367)	1,991	3,462	3,566	3,673	2,420
4052	Water & Sewerage	315	96	376	61	395	415	435	457	480
4055	Electricity	1,800	333	873	(927)	917	962	1,011	1,061	1,114
4056	Gas	1,148	188	647	(501)	679	713	749	786	826
4115	Insurance	320	319	319	-1	338	351	364	378	393
4154	Land Registry Fees	-	300	300	300	-	-	-	-	-
4275	Building Maintenance	10,000	-	10,000	-	-	1,000	1,000	1,000	1,000
4279	Fire & Security	150	110	110	(40)	300	311	323	336	348
Crypt Expenditure		13,733	1,346	12,625	(1,108)	2,629	3,753	3,882	4,018	4,161
Net (Expenditure) Income		(10,470)	(729)	(10,729)	(259)	(638)	(291)	(317)	(346)	(1,741)
Public Toilets (Previously South Street Toilets)										
Cost Centre 114										
Public Toilet Income		-	-	-	-	-	-	-	-	-
4115	Insurance	627	626	626	(1)	664	689	715	742	770
4203	Public Toilet Cleaning	53,500	17,294	41,295	(12,205)	45,000	46,710	48,485	50,327	52,240
4275	Building Maintenance	2,380	4,459	6,000	3,620	6,500	6,747	7,003	7,270	7,546
4502	Toilet Hire	-	150	150	150	10,000	-	-	-	-
Public Toilet Expenditure		56,507	22,529	48,071	(8,436)	62,164	54,146	56,203	58,339	60,556
Net (Expenditure) Income		(56,507)	(22,529)	(48,071)	8,436	(62,164)	(54,146)	(56,203)	(58,339)	(60,556)
Martello Tower										
Cost Centre 115										
Martello Income		-	-	-	-	-	-	-	-	-
4115	Insurance	3,590	3,590	3,590	-	3,805	3,950	4,100	4,256	4,418
4275	Building Maintenance	18,000	-	18,000	-	1,000	1,000	1,000	1,000	1,000
Martello Tower Expenditure		21,590	3,590	21,590	-	4,805	4,950	5,100	5,256	5,418
Net (Expenditure) Income		(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
Beach Huts										
Cost Centre 118										
1054	Income Other	-	460	460	460	-	-	-	-	-
1057	Income Electricity Recharge	50	41	41	(9)	43	45	47	50	52
1057	Income Water Recharge	-	-	-	-	609	639	671	705	740
1060	Beach Hut Site Licence	28,987	29,004	29,004	17	30,107	31,011	31,941	32,899	33,886
1061	Beach Hut Annual Rental	13,222	11,903	11,903	(1,319)	12,355	12,725	13,107	13,500	13,905
1094	Income Seasonal Beach Huts	14,000	10,587	10,587	(3,413)	12,000	12,456	12,929	13,421	13,931

Account Cost Centre Code		2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
Beach Huts Income		56,259	51,995	51,995	(4,264)	55,114	56,877	58,696	60,575	62,515
4051	Rates	5,045	3,075	5,115	70	5,309	5,511	5,721	5,938	6,164
4052	Water & Sewerage	480	368	1,160	680	1,218	1,279	1,343	1,410	1,480
4055	Electricity	1,006	124	296	(710)	311	326	343	360	378
4115	Insurance	565	678	678	113	719	746	774	804	834
4156	Bank Charges	-	11	11	11	11	12	12	13	13
4258	Seasonal Beach Hut Revenue Expenditure	13,500	7,693	8,930	(4,570)	9,269	9,622	9,987	10,367	10,761
4259	Bonningstedt Wall	-	45,973	45,973	45,973	-	-	-	-	-
4275	Building Maintenance	900	29	6,130	5,230	30,812	1,000	1,000	1,000	1,000
4502	Toilet Hire	1,313	713	1,455	142	1,510	1,568	1,627	1,689	1,753
Beach Huts Expenditure		22,809	58,664	69,748	46,939	49,160	20,063	20,807	21,580	22,383
Net (Expenditure) Income		33,450	(6,669)	(17,753)	(51,203)	5,954	36,813	37,889	38,995	40,131
Seaford In Bloom										
Cost Centre 121										
1025	Sponsorship	500	500	500	-	500	500	500	500	500
Seaford In Bloom Income		500	500	500	-	500	500	500	500	500
4402	Seaford In Bloom	6,263	6,287	6,287	24	10,000	10,000	10,000	10,000	1,000
Seaford In Bloom Expenditure		6,263	6,287	6,287	24	10,000	10,000	10,000	10,000	1,000
Net (Expenditure) Income		(5,763)	(5,787)	(5,787)	(24)	(9,500)	(9,500)	(9,500)	(9,500)	(500)
Other Recreation										
Cost Centre 130										
Other Recreation Income		-	-	-	-	-	-	-	-	-
4410	Swimming Pool	10,000	-	10,000	-	10,000	10,000	10,000	10,000	10,000
Other Recreation Expenditure		10,000	-	10,000	-	10,000	10,000	10,000	10,000	10,000
Net (Expenditure) Income		(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
CCTV										
Cost Centre 134										
CCTV Income		-	-	-	-	-	-	-	-	-
4055	Electricity	4,163	1,183	4,732	569	4,969	5,217	5,478	5,752	6,039
4115	Insurance	110	110	110	-	117	121	126	130	135
4276	Maintenance - CCTV	9,718	3,919	4,450	(5,268)	5,000	5,190	5,387	5,592	5,804
CCTV Expenditure		13,991	5,212	9,292	(4,699)	10,085	10,528	10,991	11,474	11,979
Net (Expenditure) Income		(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
Events										
Cost Centre 135										
1025	Sponsorship	-	-	-	-	-	-	-	-	-
1053	Income Grants	-	-	-	-	-	-	-	-	-
1054	Income Other	-	-	-	-	-	-	-	-	-
1070	Armed Forces Day	-	-	-	-	-	-	-	-	-
1075	Income Christmas Event	-	-	2,650	2,650	2,750	-	-	-	-
Community Service Events Income		-	-	2,650	2,650	2,750	-	-	-	-
4080	D-Day/Victory Days	2,000	392	392	(1,608)	-	-	-	-	-
4115	Insurance	68	67	67	(1)	71	74	77	79	82
4195	Events Expenditure	1,500	83	1,083	(417)	1,500	1,500	1,500	1,500	1,500
4273	Christmas Lights	10,000	-	9,150	(850)	12,000	12,000	12,000	12,000	12,000
4281	Christmas Event Expenditure	6,500	6,827	9,983	3,483	10,000	10,000	10,000	10,000	10,000
4282	Armed Forces Day Expenditure	-	-	-	-	500	500	500	500	500
Community Service Events Expenditure		20,068	7,369	20,675	607	24,071	24,074	24,077	24,079	24,082
Net (Expenditure) Income		(20,068)	(7,369)	(18,025)	2,043	(21,321)	(24,074)	(24,077)	(24,079)	(24,082)
Lifeguard Hut										
Cost Centre 140										
Lifeguard Hut Income		-	-	-	-	-	-	-	-	-
4115	Insurance	51	51	51	-	54	56	58	60	63
4274	Projects Expenditure	5,000	6,032	6,032	1,032	-	-	-	-	-
4275	Building Maintenance	-	-	-	-	-	-	-	-	-
Lifeguard Hut Expenditure		5,051	6,083	6,083	1,032	54	56	58	60	63
Net (Expenditure) Income		(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
Concessions										
Cost Centre 145										
1024	Salts Café Concession	24,000	15,481	21,606	(2,394)	25,500	26,000	26,988	28,014	29,078
1026	South Hill Barn Concession	3,500	4,050	5,400	1,900	5,400	5,400	5,605	5,818	6,039
1027	Splash Point Concession	6,500	6,695	6,695	195	6,896	7,158	7,430	7,712	8,005
1028	Martello Café Concession	14,808	8,897	15,252	444	15,710	16,307	16,927	17,570	18,238
1029	West View Kiosk Concession	8,340	6,255	8,340	-	8,590	8,850	9,100	9,370	9,726
1031	Dane Road Concession	3,600	7,500	10,000	6,400	11,000	12,000	12,456	12,929	13,421
1032	Marine Parade Concession	21,500	16,125	21,500	-	21,500	22,317	23,165	24,045	24,959

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
1033	Bonningstedt Prom Concession	6,000	6,300	8,400	2,400	8,400	8,400	8,719	9,051	9,394
1034	Bonningstedt Steps Concession	2,500	3,500	3,500	1,000	4,000	4,500	4,671	4,848	5,033
1035	Old Town Hall Concession	2,664	1,601	2,744	80	2,826	2,933	3,045	3,161	3,281
1036	West View Beach Hut Concessions (x 4)	4,900	-	-	(4,900)	-	-	-	-	-
1057	Income Electricity Recharge	12,234	1,170	3,321	(8,913)	3,487	3,661	3,844	4,037	4,239
1058	Income Water Recharge	5,356	46	907	(4,449)	952	1,000	1,050	1,102	1,158
1083	Income Street Market	471	471	471	-	489	507	527	547	568
	Concession Income	116,373	78,091	108,136	(8,237)	114,750	119,034	123,527	128,204	133,138
4052	Water & Sewerage	5,343	25	1,228	(4,115)	1,289	1,354	1,422	1,493	1,567
4055	Electricity	11,375	1,219	4,517	(6,858)	4,743	4,980	5,229	5,490	5,765
4115	Insurance	538	538	538	-	570	592	614	638	662
4275	Building Maintenance	1,735	11,722	12,922	11,187	10,000	10,000	10,000	10,000	10,000
	Concession Expenditure	18,991	13,504	19,205	214	16,603	16,926	17,265	17,621	17,994
	Net (Expenditure) Income	97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
	Martello Changing Places Cost Centre 146									
	Martello Changing Places Income	-	-	-	-	-	-	-	-	-
4055	Electricity	2,000	133	265	(1,735)	278	292	307	322	338
4115	Insurance	112	112	112	-	119	123	128	133	138
4275	Building Maintenance	400	227	2,730	2,330	3,000	3,000	3,000	3,000	3,000
	Martello Changing Places Expenditure	2,512	472	3,107	595	3,397	3,415	3,435	3,455	3,476
	Net (Expenditure) Income	(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)
	Premises - Hurdle House Cost Centre 206									
1050	Income Rent	-	-	-	-	-	-	-	-	-
1051	Income Insurance Recharge	-	-	-	-	-	-	-	-	-
	Premises - Hurdle House Income	-	-	-	-	-	-	-	-	-
4115	Insurance	541	540	540	(1)	572	594	617	640	664
4154	Land Registry Fees	-	35	-	-	-	-	-	-	-
4155	Professional Fees	2,000	1,250	2,000	-	2,000	2,000	2,000	2,000	2,000
4275	Building Maintenance	5,000	71	5,000	-	500	500	500	500	500
4301	Public Works Loan Board	7,500	7,501	7,500	-	-	-	-	-	-
	Premises - Hurdle House Expenditure	15,041	9,397	15,040	(1)	3,072	3,094	3,117	3,140	3,164
	Net (Expenditure) Income	(15,041)	(9,397)	(15,040)	1	(3,072)	(3,094)	(3,117)	(3,140)	(3,164)
	Projects Pool - A&F Cost Centre 225									
1053	Income Grants	-	-	-	-	-	-	-	-	-
	Projects Pool Income	-	-	-	-	-	-	-	-	-
TBA	Strategic Plan Potential Costs - Signage	-	-	-	-	6,000	6,000	6,000	6,000	6,000
TBA	Strategic Plan Potential Costs - Community Centre	-	-	-	-	20,000	-	-	-	-
TBA	Strategic Plan Potential Costs - Reinstating Crouch Toilet	-	-	-	-	20,000	-	-	-	-
TBA	Strategic Plan Potential Costs - New Bin Provision	-	-	-	-	10,000	-	-	-	-
TBA	Bonningstedt Water Meter Split	-	-	-	-	2,500	-	-	-	-
TBA	Strategic Prog. Potential Costs - Acquire Appropriate Assets	-	-	-	-	-	-	-	-	-
	Projects Pool - A&F Expenditure	-	-	-	-	58,500	6,000	6,000	6,000	6,000
	Net (Expenditure) Income	-	-	-	-	(58,500)	(6,000)	(6,000)	(6,000)	(6,000)
	Planning & Highways Cost Centre 301									
	Planning & Highways Income	-	-	-	-	-	-	-	-	-
4263	Bus Shelter Maintenance/Cleaning	1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
	Planning & Highways Expenditure	1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
	Net Expenditure (Income)	(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
	ASSETS & FACILITIES COMMITTEE SUMMARY									
	Net Expenditure (Income)									
103	The View	38,876	24,463	36,743	(2,133)	49,937	49,783	49,623	49,456	49,284
104	The View Capital Costs	(105,000)	(52,488)	(105,000)	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
109	Memorials	(4,256)	-	(34,764)	(30,508)	(2,345)	(2,364)	(2,383)	(2,404)	(2,425)
113	Crypt	(10,470)	(729)	(10,729)	(259)	(638)	(291)	(317)	(346)	(1,741)
114	Public Toilets (previously South Street Toilets)	(56,507)	(22,529)	(48,071)	8,436	(62,164)	(54,146)	(56,203)	(58,339)	(60,556)
115	Martello Tower	(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
118	Beach Huts	33,450	(6,669)	(17,753)	(51,203)	5,954	36,813	37,889	38,995	40,131
121	Seaford In Bloom	(5,763)	(5,787)	(5,787)	(24)	(9,500)	(9,500)	(9,500)	(9,500)	(500)
130	Other Recreation	(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
134	CCTV	(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
135	Events	(20,068)	(7,369)	(18,025)	2,043	(21,321)	(24,074)	(24,077)	(24,079)	(24,082)
140	Lifeguard Hut	(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
145	Concessions	97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
146	Martello Changing Places	(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
206	Hurdis House	(15,041)	(9,397)	(15,040)	1	(3,072)	(3,094)	(3,117)	(3,140)	(3,164)
225	Projects Pool - A&F	-	-	-	-	(58,500)	(6,000)	(6,000)	(6,000)	(6,000)
301	Planning & Highways	(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Total Net Committee Requirement		(101,541)	(31,582)	(180,567)	(79,026)	(137,842)	(45,714)	(43,407)	(41,019)	(30,846)
Total Committee Income		230,993	167,020	220,020	(10,973)	243,317	248,397	255,137	262,136	268,105
Total Committee Expenditure		332,534	221,522	400,587	68,053	381,160	294,110	298,544	303,155	298,952
Total Net Committee requirement		(101,541)	(54,502)	(180,567)	(79,026)	(137,842)	(45,714)	(43,407)	(41,019)	(30,846)
Plus Expenditure from EMR:										
	EMR321 - Building Maintenance	-	3,150	3,150						
	EMR362 - CIL	-	-	-						
	EMR362 - Seafront Projects	-	9,770	9,770						
	EMR375 - Bonningstedt Wall	-	45,973	45,973						
Total FROM EMR		-	58,893	58,893	-	-	-	-	-	-
Less Income Transferred to EMR:										
		-								
Total TO EMR		-	-	-	-	-	-	-	-	-
		(101,541)	4,391	(121,674)	(20,133)	(137,842)	(45,714)	(43,407)	(41,019)	(30,846)

Account	Cost Centre	2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Administration										
Cost Centre 201										
1062	Income Telephone Recharge	780	745	833	53	865	898	932	967	1,004
1190	Interest Received	50,000	37,095	75,000	25,000	60,000	50,000	50,000	50,000	50,000
1320	Income Walk The Chalk	-	(3,280)	-	-	-	-	-	-	-
1317	Income VAT PE Adjustment	-	-	-	-	-	-	-	-	-
1320	Income Walk The Chalk	-	-	-	-	-	-	-	-	-
Administration Income		50,780	34,560	75,833	25,053	60,865	50,898	50,932	50,967	51,004
4000	Salaries & Wages	613,624	284,636	622,161	8,537	724,539	752,072	780,651	810,315	841,107
4001	Employers NI	76,731	31,923	77,723	992	99,039	102,802	106,709	110,764	114,973
4002	Employers Superannuation	105,605	47,930	104,039	(1,566)	124,250	128,971	133,872	138,959	144,240
4003	Sub-contracted Costs	1,500	9,747	37,100	35,600	1,650	1,713	1,778	1,845	1,915
4009	Recruitment Costs	1,000	1,153	2,000	1,000	500	519	539	559	580
4010	Staff Training	3,000	1,014	3,000	-	3,500	3,633	3,771	3,914	4,063
4011	Staff PPE / H&S	-	322	500	500	500	519	539	559	580
4012	Staff Expenses	1,000	638	1,326	326	1,500	1,557	1,616	1,678	1,741
4015	Office Refreshments	100	113	200	100	200	208	215	224	232
4100	Telecommunications	4,635	3,136	5,487	852	5,500	5,709	5,926	6,151	6,385
4105	Postage	250	153	200	(50)	250	260	269	280	290
4106	Stationery	1,000	382	1,000	-	1,000	1,038	1,077	1,118	1,161
4107	Photocopier	1,350	502	1,350	-	1,401	1,455	1,510	1,567	1,627
4108	Recycling and Shredding	400	167	500	100	500	500	500	500	500
4110	Advertising & Publicity	1,500	741	1,500	-	2,500	2,595	2,694	2,796	2,902
4112	Subscriptions	5,397	4,877	5,078	(319)	5,907	6,131	6,364	6,606	6,857
4113	Software Support	11,000	8,172	10,713	(287)	11,158	11,716	12,302	12,917	13,563
4114	Licence Fee	77	-	77	-	80	83	86	89	93
4115	Insurance	1,895	1,933	1,895	-	2,009	2,010	2,086	2,166	2,248
4116	Web Site	1,000	568	1,643	643	2,500	3,600	3,600	3,600	3,600
4118	IT Hardware & Equipment	4,000	5,007	5,500	1,500	2,500	2,595	2,694	2,796	2,902
4154	Land Registry Fees	100	126	300	200	250	500	500	500	500
4155	Professional Fees	10,500	7,791	13,500	3,000	10,000	10,000	10,000	10,000	10,000
4156	Bank Charges	1,339	532	1,339	-	1,390	1,443	1,498	1,554	1,613
4157	Audit Fees	10,000	(7,590)	10,000	-	5,000	3,100	3,100	3,100	3,100
4199	Other Expenditure	100	40	100	-	100	100	100	100	100
4272	Furniture & Equipment	3,000	1,348	3,000	-	1,500	3,000	3,000	3,000	3,000
4284	Maintenance Tools & Equipment	-	2,613	3,000	3,000	1,500	500	500	500	500
Administration Expenditure		860,103	407,974	914,231	54,128	1,010,723	1,048,328	1,087,495	1,128,158	1,170,374
Net (Expenditure) Income		(809,323)	(373,414)	(838,398)	(29,075)	(949,858)	(997,430)	(1,036,564)	(1,077,191)	(1,119,370)
Premises - Church Street										
Cost Centre 205										
1050	Income Rent	7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
Premises - Church Street Income		7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
4050	Rent Payable	25,760	12,880	25,760	(0)	25,760	25,760	25,760	25,760	25,760
4051	Rates	8,601	5,071	8,451	(150)	8,772	9,105	9,451	9,811	10,183
4059	Church Street Service Charge	24,250	-	24,250	-	25,172	26,128	27,121	28,151	29,221
4115	Insurance	9	9	9	-	9	10	10	10	11
4270	Vehicle & Equipment Maintenance	444	214	428	(16)	445	462	479	497	516
4275	Building Maintenance	1,000	2,102	2,500	1,500	1,000	1,500	1,500	1,500	1,500
TBA	Strategic Plan Potential Costs - Office Relocation									
Premises - Church St Expenditure		60,064	20,276	61,398	1,334	61,158	62,965	64,322	65,730	67,192
Net (Expenditure) Income		(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)
Civic Expenses										
Cost Centre 210										
Civic Expenses Income		-	-	-	-	-	-	-	-	-
4013	Members Expenses	100	-	100	-	100	100	100	100	100
4014	Members Training	1,500	45	1,500	-	1,557	1,616	1,678	1,741	1,807
4106	Stationery	50	-	50	-	-	150	-	-	-
4113	Software Support	2,607	1,268	2,504	(103)	2,629	2,761	2,899	3,044	3,196
4115	Insurance	64	64	64	-	68	70	72	74	76
4118	IT Hardware & Equipment	-	-	-	-	200	-	-	-	-
4180	Room Hire	2,750	-	2,750	-	1,200	1,200	1,200	1,200	1,200
4181	Civic - Mayor's Expenses	1,500	728	1,500	-	1,500	1,500	1,500	1,500	1,500
4182	Catering & Hospitality	200	(74)	200	-	200	200	200	200	200
4183	Civic - Awards	200	23	200	-	200	200	200	200	200
4184	Civic - Other	1,000	628	1,000	-	1,000	1,000	1,000	1,000	1,000
4188	Town Crier Expenses	200	30	200	-	200	200	200	200	200
4190	Election Costs	10,000	-	10,000	-	20,000	10,000	10,000	10,000	10,000
Civic Expenses Expenditure		20,171	2,712	20,068	(103)	28,854	18,997	19,048	19,259	19,480
Net (Expenditure) Income		(20,171)	(2,712)	(20,068)	103	(28,854)	(18,997)	(19,048)	(19,259)	(19,480)

Account	Cost Centre	2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Grants Pool										
Cost Centre 215										
		-	-	-	-	-	-	-	-	-
	Grants Income	-	-	-	-	-	-	-	-	-
4401	Grants	26,000	20,528	26,000	-	26,500	26,500	26,500	26,500	26,500
4406	Service Funding Agreements	9,000	9,000	9,000	-	9,000	9,000	9,000	9,000	9,000
	Grants Expenditure	35,000	29,528	35,000	-	35,500	35,500	35,500	35,500	35,500
	Net (Expenditure) Income	(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
CIL & s106 Receipts										
Cost Centre 226										
1014	CIL Receipts	-	14,394	26,159	26,159	-	-	-	-	-
	Grants Income	-	14,394	26,159	26,159	-	-	-	-	-
	Grants Expenditure	-	-	-	-	-	-	-	-	-
	Net (Expenditure) Income	-	14,394	26,159	26,159	-	-	-	-	-
F&GP COMMITTEE SUMMARY										
201	Administration	(809,323)	(373,414)	(838,398)	(29,075)	(949,858)	(997,430)	(1,036,564)	(1,077,191)	(1,119,370)
205	Premises Church Street	(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)
210	Civic Expenses	(20,171)	(2,712)	(20,068)	103	(28,854)	(18,997)	(19,048)	(19,259)	(19,480)
215	Grants	(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
226	CIL and s106 Receipts	-	14,394	26,159	26,159	-	-	-	-	-
	Total Net Expenditure (Income)	(916,843)	(405,745)	(921,086)	(4,242)	(1,067,386)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)
	Total Committee Income	58,495	54,745	109,612	51,117	68,848	59,185	59,534	59,896	60,272
	Total Committee Expenditure	975,338	460,490	1,030,697	55,359	1,136,234	1,165,789	1,206,365	1,248,647	1,292,545
	Net Committee Requirement	(916,843)	(405,745)	(921,086)	(4,242)	(1,067,386)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)
	Plus Expenditure from EMR:									
	EMR320 - Elections			-						
	EMR329 - Discretionary Grants			-		8,754				
	EMR371 - Mayors Allowance		100	100						
	Total FROM EMR		100	100		8,754	-	-	-	-
	Less Income transferred to EMR:									
	EMR320 - Elections			-		-				
	EMR329 - Discretionary Grants			5,472		-				
	EMR361 - CIL Receipts		14,394	26,159		-				
	Total TO EMR		14,394	31,631	-	-	-	-	-	-
		(916,843)	(420,039)	(952,617)	(35,773)	(1,058,632)	(1,106,605)	(1,146,832)	(1,188,752)	(1,232,274)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	<u>Golf Course</u>									
	Cost Centre 101									
1000	Golf Course Season Ticket	206,875	219,698	222,200	15,325	215,151	223,757	232,707	242,015	251,696
1001	Golf Course Green Fees Mid week	155,500	149,719	221,719	66,219	190,000	197,600	205,504	213,724	222,273
1002	Golf Course Green Fees w/end b/holiday	128,000	115,788	171,288	43,288	150,000	156,000	162,240	168,730	175,479
1003	Golf Course Societies	80,000	57,619	83,019	3,019	83,200	86,528	89,989	93,589	97,332
1004	Golf Course Lockers	2,500	1,925	1,941	(559)	2,600	2,704	2,812	2,925	3,042
1007	Golf Course Air Traffic Control	7,500	5,625	7,500	-	7,500	7,500	7,500	7,500	7,500
1019	Rechargeable Income	-	-	185	185	192	200	208	216	225
1050	Income Rent	85	-	85	-	85	85	85	85	85
1054	Income Other	900	1,479	1,479	579	1,000	1,000	1,000	1,000	1,000
1077	Income Sale of Equipment	-	24,500	24,500	24,500	-	-	-	-	-
1100	Income Advertising	-	-	700	700	700	700	700	700	700
1311	Buggy Hire	23,000	19,792	23,392	392	23,920	24,877	25,872	26,907	27,983
	Golf Course Income	604,360	596,145	758,008	153,648	674,348	700,950	728,617	757,390	787,315
4000	Salaries & Wages	168,781	84,670	169,341	560	176,289	181,930	187,752	193,760	199,960
4001	Employers NI	21,567	10,779	21,651	84	22,693	23,419	24,169	24,942	25,740
4002	Employers Superannuation	33,925	17,019	34,038	113	35,434	36,568	37,738	38,946	40,192
4009	Recruitment Costs	-	-	-	-	-	-	-	-	-
4010	Staff Training	2,100	-	2,100	-	2,180	2,263	2,349	2,438	2,530
4011	Staff Protective Clothing	2,250	701	2,250	-	2,336	2,424	2,516	2,612	2,711
4012	Staff Expenses	100	-	100	-	100	100	100	100	100
4041	Golf Professional Retainer	71,570	30,089	60,177	(11,393)	62,103	64,090	66,141	68,258	70,442
4045	Golf Course Player Costs	500	354	354	(146)	400	415	431	447	464
4046	Golf Club Membership Fees	20,750	21,294	21,294	544	22,103	22,943	23,815	24,720	25,659
4051	Rates	17,542	10,196	16,993	(549)	29,392	30,509	31,668	32,872	34,121
4052	Water & Sewerage	1,200	302	700	(500)	735	772	810	851	893
4060	Refuse	941	539	1,037	96	1,076	1,117	1,160	1,204	1,250
4100	Telecommunications	2,350	1,773	3,041	691	3,157	3,277	3,401	3,531	3,665
4105	Postage	50	-	-	(50)	-	-	-	-	-
4106	Stationery	200	175	200	-	300	311	323	336	348
4110	Advertising & Publicity	-	-	-	-	1,750	1,817	1,886	1,957	2,032
4112	Subscriptions	780	757	757	(23)	786	816	847	879	912
4113	Software Support	2,632	1,900	2,639	7	2,739	2,843	2,951	3,064	3,180
4114	Licence Fee	75	75	75	-	75	75	75	75	75
4115	Insurance	11,455	11,360	11,360	(95)	12,042	12,499	12,974	13,467	13,979
4116	Website	93	90	1,400	1,307	299	598	621	644	669
4118	IT Hardware & Equipment	-	-	825	825	1,000	500	500	500	500
4156	Bank Charges	7,799	4,828	9,286	1,487	9,639	10,005	10,385	10,780	11,190
4201	Cleaning & Hygiene	700	587	700	-	1,000	1,038	1,077	1,118	1,161
4251	Dog Bin Emptying	1,559	468	936	(623)	1,833	1,903	1,975	2,050	2,128
4261	General Maintenance	46,170	29,994	46,170	-	47,924	49,746	51,636	53,598	55,635
4270	Vehicle & Equipment Maintenance	21,630	14,100	21,630	-	22,452	23,305	24,191	25,110	26,064
4271	Vehicle & Equipment Lease	73,425	55,878	73,425	-	91,231	104,507	104,507	74,912	48,746
4272	Furniture & Equipment	3,000	7,205	11,855	8,855	2,000	2,076	2,155	2,237	2,322
4275	Building Maintenance (Relates to main golf building downstairs)	6,555	1,263	6,555	-	7,500	3,000	3,000	3,000	3,000
4285	Building Maint - Greenkeepers	-	-	-	-	1,000	1,038	1,077	1,118	1,161
4279	Fire & Security	688	641	688	-	714	741	769	799	829
4308	Golf Course Overheads	25,000	-	25,000	-	25,950	26,936	27,960	29,022	30,125
4309	Buggy lease & Maintenance	10,364	5,758	10,698	334	11,105	11,526	11,965	12,419	12,891
	Golf Course Expenditure	555,752	312,795	557,275	1,524	599,336	625,108	642,924	631,765	624,674
	Net (Expenditure) Income	48,609	283,350	200,733	152,124	75,012	75,842	85,693	125,625	162,640
	<u>Golf Course Capital Costs</u>									
	Cost Centre 102									
	Capital Costs Income	-	-	-	-	-	-	-	-	-
4155	Professional Fees	15,000	1,925	15,000	-	20,000	20,000	20,000	-	-
	Capital Costs Expenditure	15,000	1,925	15,000	-	20,000	20,000	20,000	-	-
	Net (Expenditure) Income	(15,000)	(1,925)	(15,000)	-	(20,000)	(20,000)	(20,000)	-	-
	<u>Salts Recreation Ground</u>									
	Cost Centre 105									
1023	Income Professional Fee Refund	-	1,500	1,500	1,500	-	-	-	-	-
1025	Income Sponsorship	230	230	230	-	-	-	-	-	-
1050	Income Rent	2,252	2,157	2,307	55	2,352	2,455	2,477	2,477	2,477
1051	Income Insurance Recharge	1,991	2,020	1,991	-	2,110	2,191	2,274	2,360	2,450
1058	Income Water Recharge	-	2,503	4,628	4,628	4,859	5,102	5,357	5,625	5,907
1073	Sports Pitch Hire & Green Fees	5,435	3,189	5,529	94	6,834	7,094	7,364	7,643	7,934
1095	Tennis Court Income - Annual Pass	3,135	2,677	3,705	570	3,845	3,991	4,143	4,300	4,463
1096	Tennis Court Income- Pay & Play	3,502	3,079	4,142	640	4,299	4,463	4,632	4,808	4,991
1097	Tennis Court Income- Coaching Fees	-	-	-	-	-	-	-	-	-
	Salts Recreation Ground Income	16,545	17,355	24,032	7,487	24,300	25,296	26,247	27,214	28,222
4018	Water Refill Maint	-	98	150	150	150	150	150	150	150
4052	Water & Sewerage	8,617	5,168	9,606	989	10,086	10,591	11,120	11,676	12,260
4053	Tennis Electric	366	109	366	-	384	404	424	445	467
4055	Electricity (Cricket Pavillion)	800	178	417	(383)	438	460	483	507	532
4095	Tennis Court Expenditure	8,582	1,341	7,400	(1,182)	7,460	7,522	7,585	7,651	7,719
4096	LTA loan	5,125	1,875	5,125	-	9,625	12,750	12,750	12,750	12,750
4100	Telecommunications	348	193	384	36	403	423	445	467	490
4115	Insurance	3,595	3,596	3,596	1	3,812	3,957	4,107	4,263	4,425
4155	Professional Fees	-	4,720	4,720	4,720	1,500	1,500	1,500	1,500	1,500
4251	Dog Bin Emptying	1,593	234	468	(1,125)	1,833	1,903	1,975	2,050	2,128
4252	Additional Litter Pick	1,000	-	-	(1,000)	0	-	-	-	-
4260	Grounds Maintenance Contract	73,087	35,479	70,956	(2,131)	67,919	70,500	73,179	75,960	78,847
4261	General Maintenance	4,590	2,250	4,590	-	4,764	4,945	5,133	5,328	5,531
4275	Building Maintenance	740	500	740	-	800	830	862	895	929
4283	Playground	10,000	18,563	23,172	13,172	12,000	12,000	12,000	12,000	12,000
	Salts Recreation Ground Expenditure	118,443	74,304	131,690	13,247	121,175	127,935	131,713	135,642	139,727
	Net (Expenditure) Income	(101,898)	(56,949)	(107,658)	(5,760)	(96,875)	(102,639)	(105,466)	(108,427)	(111,506)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	<u>Crouch Recreation Ground</u>									
	Cost Centre 106									
1050	Income Rent	2,550	1,968	2,607	57	2,550	2,805	2,805	2,805	2,805
1051	Income Insurance Recharge	746	758	758	12	803	834	866	899	933
1058	Income Water Recharge	2,450	941	1,892	(558)	1,987	2,086	2,190	2,300	2,415
1073	Sports Pitch Hire & Green Fees	11,989	11,460	12,892	903	14,500	15,051	15,623	16,217	16,833
	Crouch Recreation Ground Income	17,735	15,127	18,149	414	19,840	20,776	21,484	22,220	22,985
4052	Water & Sewerage	8,112	5,104	12,589	4,477	13,218	13,879	14,573	15,302	16,067
4115	Insurance	1,030	1,027	1,027	(3)	1,089	1,130	1,173	1,217	1,264
4155	Professional Fees	-	393	393	393	1,000	1,000	1,000	1,000	1,000
4251	Dog Bin Emptying	1,138	390	780	(358)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	29,252	15,052	30,108	856	41,549	43,128	44,767	46,468	48,234
4261	General Maintenance	3,610	3,454	4,500	890	4,671	4,848	5,033	5,224	5,422
4275	Building Maintenance	2,450	-	2,450	-	2,543	2,640	2,740	2,844	2,952
4283	Playground	4,000	1,875	4,000	-	4,000	4,000	4,000	4,000	4,000
	Crouch Recreation Ground Expenditure	49,592	27,295	55,847	6,255	69,903	72,528	75,261	78,106	81,067
	Net (Expenditure) Income	(31,857)	(12,168)	(37,698)	(5,841)	(50,063)	(51,752)	(53,777)	(55,886)	(58,082)
	<u>Martello Fields</u>									
	Cost Centre 107									
1025	Income Sponsorship	-	-	-	-	-	-	-	-	-
1050	Income Rent	5,351	1,413	1,600	(3,751)	3,150	3,245	3,342	3,442	3,545
	Martello Fields Income	5,351	1,413	1,600	(3,751)	3,150	3,245	3,342	3,442	3,545
4018	Water Refill Maintenance	-	114	150	150	150	150	150	150	150
4115	Insurance	12	14	14	2	15	15	16	17	17
4251	Dog Bin Emptying	911	312	624	(287)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	15,801	7,670	15,336	(465)	21,164	21,968	22,803	23,669	24,569
4261	General Maintenance	1,000	138	1,000	-	1,038	1,077	1,118	1,161	1,205
	Martello Fields Expenditure	17,724	8,248	17,124	(600)	24,200	25,113	26,062	27,047	28,069
	Net (Expenditure) Income	(12,373)	(6,835)	(15,524)	(3,151)	(21,050)	(21,869)	(22,720)	(23,605)	(24,523)
	<u>Other Open Spaces</u>									
	Cost Centre 108									
1050	Income Rent	90	90	90	-	90	90	90	90	90
1098	Income Grass Cutting	-	10,810	10,810	10,810	13,913	13,913	13,913	13,913	13,913
	Other Open Spaces Income	90	10,900	10,900	10,810	14,003	14,003	14,003	14,003	14,003
4018	Water Refill Maintenance	-	261	261	261	150	150	150	150	150
4052	Water & Sewerage	200	(13)	82	(118)	86	90	95	100	105
4115	Insurance	45	49	49	4	52	54	56	58	60
4154	Land Registry Fees	60	-	-	(60)	-	-	-	-	-
4251	Dog Bin Emptying	1,821	546	1,092	(729)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	25,307	12,285	24,576	(731)	33,915	35,204	36,541	37,930	39,371
4261	General Maintenance	7,780	1,984	7,780	-	8,076	8,383	8,701	9,032	9,375
4262	Trees for Seaford	-	5,981	5,981	5,981	-	-	-	-	-
4268	Grass Verge Cutting	25,000	14,800	27,300	2,300	28,000	29,064	30,168	31,315	32,505
4275	Building Maintenance	200	-	-	(200)	-	-	-	-	-
	Other Open Spaces Expenditure	60,413	35,893	67,121	6,708	72,112	74,847	77,687	80,634	83,694
	Net (Expenditure) Income	(60,323)	(24,993)	(56,221)	4,102	(58,109)	(60,844)	(63,684)	(66,631)	(69,691)
	<u>Seaford Head Estate</u>									
	Cost Centre 116									
1011	Income Filming	20,000	25,763	28,000	8,000	20,000	20,000	20,000	20,000	20,000
1021	Income South Hill Barn	300	-	-	(300)	-	-	-	-	-
1050	Income Rent	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000
1053	Income Grants	-	-	-	-	-	-	-	-	-
1200	Income Nature Reserve	-	486	725	725	600	600	600	600	600
	Seaford Head Estate Income	30,300	36,249	38,725	8,425	30,600	30,600	30,600	30,600	30,600
4115	Insurance	600	600	600	-	636	660	685	711	738
4155	Professional Fees	-	9,585	9,586	9,586	1,000	1,000	1,000	1,000	1,000
4251	Dog Bin Emptying	911	468	936	25	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	1,285	624	1,248	(37)	1,722	1,788	1,856	1,926	1,999
4261	General Maintenance	1,445	4,317	4,916	3,471	6,000	6,228	6,465	6,710	6,965
4274	Projects Expenditure	6,000	24	6,000	-	-	-	-	-	-
4275	Buildings Maintenance	1,000	7	1,000	-	1,038	1,077	1,118	1,161	1,205
4279	Fire & Security	245	-	150	(95)	300	311	323	336	348
4424	South Hill Barn Development	40,800	2,487	40,800	-	-	-	-	-	-
4500	Nature Reserve Expenses	22,343	21,481	22,343	-	23,192	24,073	24,988	25,938	26,923
4501	Filming Expenses	4,000	4,390	5,600	1,600	4,000	4,000	4,000	4,000	4,000
4502	Toilet Hire	-	720	1,010	1,010	-	-	-	-	-
	Seaford Head Estate Expenditure	78,629	44,703	94,189	15,560	39,721	41,041	42,410	43,832	45,307
	Net (Expenditure) Income	(48,329)	(8,454)	(55,464)	(7,135)	(9,121)	(10,441)	(11,810)	(13,232)	(14,707)
	<u>Seafont</u>									
	Cost Centre 117									
1011	Income Filming	200	1,800	1,800	1,600	-	-	-	-	-
1025	Income Sponsorship	460	460	460	-	-	-	-	-	-
1084	Income Promenade	-	260	465	465	-	-	-	-	-
1092	Income General Maintenance	-	414	414	414	-	-	-	-	-
	Seafont Income	660	2,934	3,139	2,479	-	-	-	-	-
4018	Water Refill Maint	-	35	35	35	150	150	150	150	150
4022	Telescope Expenditure	200	-	200	-	200	200	200	200	200
4115	Insurance	318	318	318	-	337	350	363	377	391
4253	Shelters	3,000	1,344	3,000	-	3,114	3,232	3,355	3,483	3,615
4261	General Maintenance	6,605	6,277	6,605	-	7,000	7,000	7,000	7,000	7,000
4270	Vehicles & Equipment Maintenance	150	-	150	-	150	150	150	150	150
4501	Filming Expenses	40	360	360	320	-	-	-	-	-
	Seafont Expenditure	10,313	8,334	10,668	355	10,951	11,082	11,218	11,360	11,506
	Net (Expenditure) Income	(9,653)	(5,400)	(7,529)	2,124	(10,951)	(11,082)	(11,218)	(11,360)	(11,506)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Allotments									
1050	Cost Centre 125									
	Income Rent	1,350	1,355	1,355	5	1,406	1,460	1,515	1,573	1,633
	Allotments Income	1,350	1,355	1,355	5	1,406	1,460	1,515	1,573	1,633
4261	General Maintenance	500	-	500	-	500	500	500	500	500
	Allotments Expenditure	500	-	500	-	500	500	500	500	500
	Net (Expenditure) Income	850	1,355	855	5	906	960	1,015	1,073	1,133
	Projects Pool - GOSCA									
	Cost Centre 224									
	Projects Pool Income	-	-	-	-	-	-	-	-	-
4423	Salts Development Plan					15,000				
TBA	Seaford Head Fencing					3,300				
TBA	Knot Weed Eradication 5 Year Plan					540	540	540	300	300
TBA	Bonningstedt Promenade Ground Works					20,000				
TBA	Cuckmere Cottages Chalk Path					35,000				
TBA	High and Over Footpath Repairs					2,000				
TBA	Wildflower Area Extension					3,600				
TBA	Water Recycling Washdown System					25,000				
TBA	South Hill Barn Cycle Racks					3,000				
TBA	Cycle Racks at Salts					3,000				
TBA	Energy Audit									
	Projects Pool - GOSCA Expenditure	-	-	-	-	110,440	540	540	300	300
	Net (Expenditure) Income	-	-	-	-	(110,440)	(540)	(540)	(300)	(300)
	COMMITTEE SUMMARY									
	Net Expenditure by Cost centre									
101	Golf Course	48,609	283,350	200,733	152,124	75,012	75,842	85,693	125,625	162,640
102	Golf Course Capital Costs	(15,000)	(1,925)	(15,000)	-	(20,000)	(20,000)	(20,000)	-	-
105	Salts Recreation Ground	(101,898)	(56,949)	(107,658)	(5,760)	(96,875)	(102,639)	(105,466)	(108,427)	(111,506)
106	Crouch Recreation Ground	(31,857)	(12,168)	(37,698)	(5,841)	(50,063)	(51,752)	(53,777)	(55,886)	(58,082)
107	Martello Fields	(12,373)	(6,835)	(15,524)	(3,151)	(21,050)	(21,869)	(22,720)	(23,605)	(24,523)
108	Other Open Spaces	(60,323)	(24,993)	(56,221)	4,102	(58,109)	(60,844)	(63,684)	(66,631)	(69,691)
116	Seaford Head Estate	(48,329)	(8,454)	(55,464)	(7,135)	(9,121)	(10,441)	(11,810)	(13,232)	(14,707)
117	Seaford	(9,653)	(5,400)	(7,529)	2,124	(10,951)	(11,082)	(11,218)	(11,360)	(11,506)
125	Allotments	850	1,355	855	5	906	960	1,015	1,073	1,133
224	Projects Pool - GOSCA	-	-	-	-	(110,440)	(540)	(540)	(300)	(300)
	Total Net Committee Requirement	(229,974)	167,981	(93,506)	136,468	(300,690)	(202,365)	(202,507)	(152,742)	(126,542)
	Total Overall GOSCA Income	676,391	681,478	855,908	179,517	767,648	796,329	825,808	856,443	888,303
	Total Overall GOSCA Expenditure	906,366	513,497	949,414	43,049	1,068,338	998,694	1,028,315	1,009,185	1,014,845
	Total Net Committee Requirement	(229,974)	167,981	(93,506)	136,468	(300,690)	(202,365)	(202,507)	(152,742)	(126,542)
	Plus Expenditure from EMR:									
	EMR326- General Maintenance/Open Space		-	2,827		-				
	EMR334 - Seaford Head / South Hill Barn		12,412	12,412		-				
	EMR342 - Trees for Seaford		5,981	5,981		-				
	EMR349 - Golf Machinery - Capital		7,205	11,855		-				
	EMR356 - Playgrounds		11,545	11,545		-				
	EMR361 - CIL		-	-		-				
	EMR367 - Water Refill Station		508	508		600				
	Total FROM EMR		37,651	45,129		600	-	-	-	-
	Less Income transferred to EMR:									
	EMR349 - Golf Machinery - Capital		24,500	24,500		-				
	EMR367 - Water Refill Station		690	690		-				
	Total TO EMR		25,190	25,190		-				
	Total Net Committee Requirement after EMR movement	(229,974)	180,442	(73,567)	156,407	(300,090)	(202,365)	(202,507)	(152,742)	(126,542)

Report 121/25 Appendix B

PROPOSED Hire Charges
Effective from 1 April 2026 - 31 March 2027

Increased by 3.8% (CPI) rounded up to nearest 5 per

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT with exception of SHB)				Commercial / Other External Organisations (All Exempt from VAT with exception of SHB)	
	Day Rate	Block Booking Day Rate *	Set Up Rate	Block Booking Set Up Rate *	Day Rate	Set Up Rate
Crouch Gardens - Ornamental	£ 51.40	n/a	£ 25.95	n/a	£ 204.10	£ 102.10
Crouch Gardens - Mini Pitch Area	£ 51.40	n/a	£ 25.95	n/a	£ 204.50	£ 102.25
Martello East Field	£ 193.10	n/a	£ 96.55	n/a	£ 352.40	£ 176.50
Martello West Field	£ 82.55	£ 50.90	£ 41.55	£ 25.45	£ 329.05	£ 164.55
Promenade	n/a	n/a	n/a	n/a	£ 212.80	n/a
Salts Recreation Grounds	£ 132.90	£ 66.45	n/a	n/a	£ 530.95	£ 265.75
South Hill Barn (SHB) (Prices Include VAT)	£ 42.60	n/a	£ 21.30	n/a	£ 169.75	£ 84.60

Hourly Rates for the above are provided upon request

* Not-for-Profit/Voluntary Group block bookings of 5 plus (paid in advance)

Static Beach Huts (Prices Include VAT)	
Martello - Site Licence	£ 493.60
Martello - Rental Fees	£ 1,647.30
Bonningstedt - Site Licence	£ 572.45

Tennis (Exempt from VAT)	
Annual Pass	£ 59.15
Pay and Play	£ 8.85
Additional Floodlight Fee	£ 2.60

West View Seasonal Beach Huts (Prices Include VAT)	
20% off daily rate when booking seven days or more Up to a maximum of 14 consecutive days can be booked	
Season	Daily Hire (Max 14 Days)
Off Peak (April, May, June & Sept)	£ 25.95
Peak (July & August)	£ 31.15

Street Markets	
Church Street	
Every Other Saturday April 25 - March 26	£488.90

Report 121/25 Appendix C

Seaford Town Council

Earmarked Reserves 2025-2026

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	£34,646.10				£34,646.10	Funds built up each year to spread the cost of local elections which take place every four years.	F&GP
321	Building Maintenance	£66,000.00			£ 6,089.00	£59,911.00	Contingency to meet unexpected liability on all buildings reflecting the Town Council's responsibility for major assets and ensures funding is available for both planned and emergency maintenance to avoid budget disruption or asset devaluation £12k specifically for ceiling works at Martello Tower 2025 - 2026 Remedial works at Salts Cafe = £3,150 Martello Beach Hut Door replacement = £6,000	Shared
326	Grounds Maintenance	£18,950.00				£18,950.00	Contingency to meet unexpected liability on all grounds and open spaces	Shared
329	Discretionary Grants	£3,282.00	£5,472.00			£8,754.00	Unspent discretionary grant funds agreed to be allocated to this EMR to help with future budgets as agreed by the F&GP Committee 2025 - 2026 Unspent budget of £5,472 allocated to EMR	F&GP
334	Seaford Head/ South Hill Barn	£51,476.95			£12,412.44	£39,064.51	Reserve built up to fund works at South Hill Barn and Hope Gap Steps 2025 - 2026 Emergency works to Hope Gap Steps = £5,703.44 Parking / Access Feasibility Study = £6,709	GOSCA
335	Recruitment Costs	£5,000.00				£5,000.00	To fund unknown recruitment costs	F&GP
340	Vehicles & Equipment	£25,000.00				£25,000.00	Contingency to meet unexpected liability for vehicles and equipment. Reserve built up to fund replacements.	Shared
* 342	*Trees for Seaford *	£5,981.49			£5,981.49	£0.00	Income received from resident donations and grants applied for by the Trees for Seaford (TFS). Seaford Town Council previously held these funds on behalf of TFS, but they have now been returned to the group.	GOSCA
344	Projects Reserve	£20,737.62				£20,737.62	Reserve built up to fund future projects	A&F / GOSCA
345	Memorial Bench Maintenance	£3,681.00				£3,681.00	Contingency to meet maintenance needs of Memorial Benches	A&F
* 349	Golf Machinery - Capital	£7,900.00	£24,500.00		£11,855.00	£20,545.00	(Restricted to Capital Purchases) 2025 - 2026 Sale of machinery = £24,500 Purchase of machinery = £11,855	GOSCA
355	Civic Expenses	£7,685.00				£7,685.00	From Civic underspends. Contingency for unknown liabilities e.g. for Mayors chain / Freedom of the Town	F&GP
356	Playgrounds	£51,319.00			£11,545.00	£39,774.00	Phased replacement and upgrading of ageing play equipment, ensuring compliance with safety standards and responding to high levels of public use and expectation 2025 - 2026 Rubber Safety Surface at Salts Playground = £11,545	GOSCA
357	Seafront Maintenance	£10,000.00				£10,000.00	Seafront maintenance	GOSCA
358	Community Projects	£1,469.75				£1,469.75	Beach Access Platform - to be used for maintenance & repairs.	GOSCA
* 361	* CIL Receipts *	£267,702.65	£26,158.49		£0.00	£293,861.14	Income received from Community Infrastructure Levies received. Restricted use- to be discussed at Full Council 2025 - 2026 Income: £26,158.49 from Neighbourhood CIL	Shared
366	Seafront Improvement Plan (SIP)	£0.00			£0.00	£0.00		CS
367	Water Refill Stations	£3,641.95	£690.00		£507.14	£3,824.81	Sponsorship income earmarked to use for maintenance 25/26 Income - £690 Maintenance - £507.14	GOSCA
368	Tennis Courts	£25,730.84				£25,730.84	Contingency of £5,400 to be budgeted annually as per the LTA Loan stipulations	GOSCA
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	Notes	Committee
371	Mayors Allowance	£101.66			£100.00	£1.66	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. 25/26 £100 surplus was not required and returned to the general reserves.	F&GP
372	Utilities	£5,000.00				£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
373	The View Transfer	£5,749.82				£5,749.82	Towards unforeseen liabilities.	A&F
374	17th Green Relocation	£20,000.00			£0.00	£20,000.00	For future costs involved in the relocation to the 17th Green at Seaford Head Golf Course.	GOSCA
375	Bonningstedt Wall	£50,000.00			£45,973.14	£4,026.86	Remainder of the Bonningstedts Wall rebuild costs which is set aside for future maintenance.	GOSCA
	TOTAL EMR	£762,191.39	£56,820.49	£0.00	£104,233.21	£714,778.67		
	General Fund	£943,045.00						
	Total Reserves	£1,705,236.39						

* RESTRICTED
USE



Seaford Town Council

Report No:	130/25
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Adoption of Updated Seaford Head Golf Course Membership Terms & Conditions
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the revised Seaford Head Golf Course Membership Terms & Conditions for comment

Actions

The Committee is advised:

1. To consider and make any comment on the Seaford Head Golf Course Membership Terms & Conditions within this report.
2. To move to vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the Seaford Head Golf Course Membership Terms & Conditions being introduced.

1. Introduction

- 1.1** At the Finance & General Purposes Committee meeting on 25 September 2025, officers and councillors discussed the progress of the review of the golf membership forms and the opportunity for the Committee to review how the Town Council handles and pursues golf membership debtors.

2. Update

- 2.1 The memberships forms are used for those looking to become golf members of Seaford Head Golf **Course** (depending on the membership type purchased, this gives access to play golf without incurring green fees). In addition to this, those signing up will also automatically gain membership to Seaford Head Golf **Club**, which in turn provides membership to Golf England and the Sussex County Golf Union, enabling members to take part in certain competitions and have access to the golf handicap system.
- 2.2 To clarify, Seaford Head Golf **Club** is a separate entity from Seaford Head Golf Course – the Golf Club being run by a committee, which meets every four to six weeks and holds an AGM each March to elect club officials. Further information on the Golf **Club** can be found on [the Golf Club's website](#). Golfers may choose to take membership directly with the Golf Club, but this would not grant them use of the golf course.
- 2.3 In terms of payment, the Town Council collects membership payments (as per the terms set out within the appendices - see below) and will pay the appropriate proportion of this to the Golf Club to cover its membership fees.
- 2.4 Officers have been working on a review of membership forms. The new forms, Golf Membership Application Form (Appendix A) and Golf Membership Terms and Conditions (Appendix B) can be found in the appendices detailed.
- 2.5 Officers' priority was to provide a clear, concise set of Terms and Conditions that address the situation for those that default on the direct debit process, as well as providing clarity as to the how this will be dealt with. Officers believe this has now been achieved.
- 2.6 There is now a clear link between the Membership Application and the Terms and Conditions, with a signature requirement confirming agreement to these on the application form.
- 2.7 The Terms and Conditions also address the cancellation process and details how temporary suspensions are dealt with.

2.8 Furthermore, the Terms and Conditions deal with other areas including, Limitations of Liability, Data Protection and Privacy, Conduct, Facilities and Services, Variation of Terms and Governing Law.

2.9 It is officers' belief that these forms now provide clearer guidance to aid understanding, and help protect the Town Council against non-payment or challenges to its membership processes.

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 Darryl Keech, Deputy Town Clerk & RFO.



SEAFORD HEAD GOLF COURSE MEMBERSHIP APPLICATION FORM 2026 - 2027

Title:	Forename:	Surname:
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Full Home Address:	
Postcode:	
Email Address:	Date of Birth:

Telephone Numbers:	Home:	Mobile:
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Have you been a member of another golf club/s and held a CONGU handicap? ☐ Yes ☐ No

If YES which golf club/s have you been a member of?

What is your current exact handicap?

And what is your CDH number?

Is Seaford Head Golf Club your home club for handicapping purposes? ☐ Yes ☐ No

Have you ever been refused membership of another golf club? ☐ Yes ☐ No

7 Day Membership	Cost	Payment Type – Full* or Direct Debit
Adult	£1023	
Intermediate 2 (age 30 - 39)	£753	
Intermediate 1 (age 22 – 29)	£508	
Youth (age 18 – 21)	£303	
Junior (under 18 on 1 st April 2026)	FOC	
All User Winter Membership 1 st October 2026 – 31 st March 2027	£480	
5 Day Membership	Cost	Payment Type – Full* or Direct Debit
Adult	£803	
Concession (over 60s as at 1 st April 2026)	£718	
Miscellaneous	Cost	Payment in Full* Required
Large Locker	£75	
Changing Room Locker	£35	
Direct Debit Administration Fee	£25	

****Please circle appropriate payment type when paying in full.***

Payment by Debit Card preferred

Cash

Cheque

Debit Card

Credit Card

Option 1

Full Payment

I enclose payment for £_____ for membership category _____

Option 2

Six (6) Months Direct Debit

I enclose payment of £_____ for membership category _____

I also enclose a direct debit mandate completed and signed for the 5 remaining payments due together with the signed Terms of Payment.

Agreement to Terms & Conditions

I confirm that I have read, understood, and agree to the Seaford Head Golf Course Membership Terms & Conditions, including the clauses relating to direct debit, suspension, and termination.

Customer's signature:

Date:

GOLF COURSE MEMBERSHIP TERMS & CONDITIONS

(Seaford Head Golf Course – Owned and operated by Seaford Town Council)

1. Definitions

In these Terms and Conditions (“Terms”):

- “Course” means Seaford Head Golf Course, owned and operated by Seaford Town Council, including its officers, employees, and authorised agents.
- “Member” means any individual accepted into membership by the Town Council.
- “Membership Period” means the period that membership is granted for, commencing on the Member’s joining or renewal date.
- “Fees” means all membership fees, subscriptions, levies, joining fees, and any other charges payable to the Town Council.
- “Direct Debit” means the monthly instalment payment method authorised by the Member.

2. Membership Agreement

- 2.1 Membership constitutes a binding contract for the full Membership Period.
- 2.2 By applying for, renewing, or paying for membership, the Member agrees to be bound by these Terms, the Course Rules, and all policies issued by the Course from time to time.
- 2.3 Membership is personal to the Member and is non-transferable and non-assignable.
- 2.4 Any fraudulent use of a membership will result in cancelation of the membership with immediate effect. No refunds will be made.

3. Fees and Payment Obligations

- 3.1 All Fees relating to the Membership Period are due and payable in full upon acceptance or renewal of membership.
- 3.2 Payment by monthly Direct Debit constitutes a payment plan only; the Member remains liable for the full annual subscription regardless of instalments.
- 3.3 The Course may revise Fees annually and will provide existing Members with at least 30 days’ notice.

4. Direct Debit Requirements

- 4.1 Members paying by Direct Debit must ensure valid banking details, maintain sufficient cleared funds, and report changes promptly.
- 4.2 Direct Debits may be collected by the Course or its appointed payment provider.
- 4.3 Any cancelled or failed Direct Debit constitutes a breach of payment obligations.

5. Default, Non-Payment and Consequences

5.1 Failed Direct Debit:

A notification will be issued.

A second attempt may occur within 7 days.

A £25 administrative fee will apply for recollection of any delayed/unpaid Direct Debit payment

5.2 Suspension:

Failure on second attempt will result in suspension of access to all Course facilities.

5.3 Persistent Default:

Failure to rectify within 7 days may result in termination, full balance due, and referral to debt recovery.

5.4 Continued Liability:

Termination does not release the Member from liability for the full annual Fees.

6. Course's Right to Terminate or Suspend Membership

The Course may suspend or terminate membership for breaches, misconduct, non-payment, or behaviour detrimental to the Course.

7. Cancellation by the Member

- 7.1 Members may only cancel at the end of the Membership Period. Early termination or periods of temporary suspension of membership may be permitted for medical incapacity and is entirely at the discretion of the Town Clerk or Deputy Town Clerk, (medical evidence will be required to prove this).
- 7.2 In the event of death of a member, any Fees paid in advance will be refunded on a pro-rata basis.

8. Facilities and Services

- 8.1 The Course's normal hours are displayed at the Course and are updated on the Town Council's website.
- 8.2 Opening hours may be lengthened and shortened at the discretion of the Course.

9. Limitation of Liability

- 9.1 Members use the facilities at their own risk. The Course is not liable for loss or damage unless due to proven negligence.
- 9.2 Members are responsible for ensuring that they and their guests use the Course safely and correctly, including all facilities at all times.

10. General

- 10.1 Members are required to inform the Course of any changes of address, email address, telephone numbers or other method of communication. Email will be the preferred method of communication, unless the Member informs the Course otherwise.
- 10.2 By providing an email address the Member consents to receiving email communication, unless they inform the course otherwise. The member also accepts that email may not be a secure and confidential means of communication. The Course will not be liable for any loss or damage suffered as a result of communicating with a Member by email.
- 10.3 By providing a mobile telephone number the Member consents to receiving text communication, unless they inform the Course otherwise. The member also accepts that texts may not be a secure and confidential means of communication. The Course will not be liable for any loss or damage suffered as a result of communicating with a Member by text.
- 10.4 The Course reserves the right to refuse entry

11. Data Protection

- 11.1 The Course processes personal data in accordance with UK GDPR and its Privacy Policy and treats the protection of Member's data seriously.
- 11.2 Membership information will only be used by the Course and its employees in accordance with the Data Protection Act 2018. The Course will not supply information from the database to any other organisation or individual except to the extent permitted by the Data Protection Act which is required by law in carrying out its proper function.
- 11.3 Under the Data Protection Act 2018 (GDPR), Members can request access to their personal data, which is available on request. The Town Council's Data Protection Policy explains how to make a Subject Access Request (SAR).

12. Variation of Terms

The Course may amend these Terms with 30 days' notice.

13. Governing Law and Jurisdiction

English law shall apply to this contract, and the relevant courts of England & Wales shall have exclusive jurisdiction to deal with any disputes arising in relation to it

14. Entire Agreement

These Terms and Conditions, together with Course Rules and the Membership Application, form the entire agreement between Member and Course.

Draft



Seaford Town Council

Report No:	125/25
Agenda Item No:	11
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Review of the Town Council's Concessions Tendering Process and Policy
By:	George Raeburn, Senior Committee Clerk, and Steve Quayle, Town Clerk
Purpose of Report:	To present a review of the Town Council's concession tendering process – following lessons learned from previous programmes and the introduction of the Procurement Act 2023 - in preparation for the 2026 concessions tender programme

Actions
The Committee is advised:
<ol style="list-style-type: none">1. To review and consider the report and its appendices.2. To make any comments on the proposed concessions process and specifics of the 2026 concessions tender programme, to be launched in January 2026, ready for an April 2026 contract start date.3. To consider the proposed changes to the Town Council's Concessions Policy that are to be recommended to Full Council for adoption on 8 January 2026.

Recommendations
The Committee is recommended:
<ol style="list-style-type: none">1. To note the contents of the report and the specifics of the 2026 concessions tender programme.2. To recommend that Full Council adopts the revised Concessions Policy ahead

of the 2026 concessions tender programme being launched, noting that a fuller and more comprehensive review will be carried out by the Concessions Working Group during 2026, as part of the Strategy Programme 2025 - 2027.

1. Introduction

- 1.1** The Town Council is due to tender for two concession opportunities in January 2026, ready for an April 2026 start date.
- 1.2** The Town Council's concessions tendering process has been reviewed in both 2024 and 2025 ahead of tender processes being run, each time being strengthened and enhanced.
- 1.3** On 24 February 2025, the Procurement Act 2023 (the 'PA23') came into force introducing a significant number of changes to create a simpler, more transparent and more flexible public procurement system.
- 1.4** In June 2025, this Committee received a report presenting a review of the 2025 concessions tender programme. The report provided an overview of the completed 2025 programme and the concessions that were awarded, and confirmed that the tendering process would be reviewed by this Committee ahead of the 2026 programme commencing.
- 1.5** This report is now presenting this further review of the concessions process – based on lessons learned from previous processes and the PA23 and supporting guidance - and seeking Committee's comments on this.
- 1.6** In addition, there are a number of changes identified to the Town Council's Concessions Policy set out below that this Committee is asked to recommend to Full Council for adoption.

2. Legislation Overview

- 2.1** It is vital to understand the impact of the PA23 and any change in legislative requirements or best practice as a result of this. This is a significant area of law and, due to the PA23 being in its infancy, one which will continue to see guidance documents being updated and enhanced as the PA23 is applied and interpreted.
- 2.2** The sections below provide an overview of the key areas relevant to the Town Council's concessions processes.

PA23 Overview

- 2.3** The PA23 came into force on 24 February 2025 and replaced several previous legislations, including the Public Contracts Regulations 2015 and the Concession Contracts Regulations 2016.
- 2.4** The PA23 requires any procurement processes commencing on or after this date to comply with the revised legislation. Procurements and contracts started before this date are governed by the previous legislation until they expire or are terminated.
- 2.5** The PA23 aims to create a simpler, more flexible, and more transparent public procurement system, making it easier for suppliers, particularly small and medium-sized enterprises (SMEs), to bid for public contracts.
- 2.6** The PA23 applies to all 'contracting authorities' which includes central government, NHS bodies, local authorities (including parish and town councils), other public bodies and utility companies.

Classification of Concession Contracts

- 2.1** The PA23 maintains specific thresholds for the classification of procurement and where there are set processes to be followed for contracts of a certain type and value.
- 2.2** With regards to concession contracts, there are two main types of concession contract – **works** concession contracts (construction or design and execution of public works, often in exchange for the right to operate and profit from them e.g. a toll bridge) and **service** concession contracts (providing and managing public services, where the operator is remunerated through fees paid by users of the service). A fundamental characteristic of a concession contract is the transfer of operating risk to the concessionaire.
- 2.3** The threshold for either type of concession contract under the PA23 is £5,372,609.
- 2.4** Concession contracts under this value are classified as **non-regulated below-threshold** contracts. It is 'below threshold' because its estimated value is less than the threshold defined by law (that at 2.3 above), and it is 'non-regulated' because it falls into a category that has even fewer rules than other below-threshold contracts. These often include exempted

contracts, concession contracts, utilities contracts, and contracts for schools.

Calculating the Value of a Contract

- 2.5** The value of the concession contract is defined under the PA23 as the maximum amount the concessionaire could expect to receive under or in connection with the contract, including revenue and options to extend the scope or term of the concessions (inclusive of VAT).
- 2.6** Valuing a contract using this method can be challenging without the benefit of the supplier's marketplace knowledge and expertise. The contracting authority must however adopt a methodology that reflects the marketplace and will provide a credible estimate.
- 2.7** The Town Council is not required to publish this estimated contract value but it must have been calculated in order to properly classify the contract.

Non-Regulated Below-Threshold Concession Contracts

- 2.8** If a concession (non-regulated) contract were valued at above-threshold i.e. £5,372,609 or more, this would be subject to the detailed rules of the PA23.
- 2.9** Below-threshold contracts benefit from greater flexibility. Whilst they are not subject to the rigorous advertising, timing, and procedural requirements of the formal regime, they are governed by the same fundamental principles of the PA23.

PA23 Principles

- 2.10** The core principles and objectives of the PA23 that must be applied to non-regulated below-threshold contracts are:
 - (a)** Delivering value for money
 - (b)** Maximising public benefit
 - (c)** Acting with integrity
 - (d)** Sharing information
 - (e)** Treating suppliers equally
 - (f)** Reducing barriers for SMEs to participate (including breaking up contracts into 'lots' to allow SMEs a better chance to compete and lengthening bidding timelines to accommodate smaller teams)

Contract Advertising

- 2.11** Below-threshold concession contracts are exempt from the advertising requirements of the PA23, within which contracts over £30,000 including

VAT are considered 'notifiable' and subject to certain advertising requirements.

- 2.12** The Town Council's Financial Regulations currently state however that 'all contracts' over £30,000 including VAT will be published on the Town Council's website and the Central Digital Platform. This does not currently exclude concession contracts and, as such, to comply with its own Financial Regulations, this requirement should also be applied to concession tender opportunities.
- 2.13** The Central Digital Platform is the online platform where all UK contracting authorities are required to publish information relating to procurement. **Find a Tender** is the front end / publicly visible face of the Central Digital Platform and is predominantly used for above-threshold public sector contracts. **Contracts Finder** is the online platform predominantly used for below-threshold public sector contracts.
- 2.14** Obversely however, contracting authorities may choose, in addition to the required publishing methods, to post below-threshold on Find a Tender and above-threshold on Contracts Finders to widen the reach of the opportunities.
- 2.15** Unlike with notifiable contracts, contracting authorities are not required to publish a 'below-threshold tender notice' or 'contract details notice' for concession contracts.

Summary

- 2.16** In terms of how the PA23 applies to the Town Council's non-regulated below-threshold concessions contracts, the Town Council is required to ensure that:
- (a) its process aligns with the principles of the PA23, including removing barriers for SMEs to participate – that is all.
- 2.17** Any steps or requirements in addition to the above should be laid down in the Town Council's internal policies and procedures. Such as, for example, the current contract advertising requirements within the Town Council's Financial Regulations.

3. Previous Concession Programmes – Lessons Learned

- 3.1** The concessions programme carried out in early 2025 included the identification of lessons learned throughout the process. These lessons

learned spanned the documentation used, roles in the process, advertising and evaluation processes, accessibility of the process, and the clarity of the Town Council's requirements.

- 3.2** The lessons learned were identified by the councillors and officers directly involved in the process, but also from analysis of the questions asked by potential bidders during the advertising period. The latter giving insight into what information could have been published with the tender advert or common areas of misinterpretation, for example.
- 3.3** Officers have reviewed the lessons learned and can summarise these as follows:
- (a) Documentation – certain questions on the application form need to be clarified so bidders know what is required / what is being scored against. Key information needs to be included in the tender packs, including any minimum price, minimum scores, and specific footprints for concessions.
 - (b) Process / Support – there are some improvements that can be made to the timescales of the process, to enable adequate time for each stage. Early identification of role holders, and stand ins, would be beneficial as well as clear expectations in terms of workload demand. Greater clarity is needed to support the evaluation panel with the scoring of individual questions and exactly what the Town Council is looking for from the answer.
 - (c) Strategic – there are certain lessons learned that require strategic steer, such as the Town Council's stance on generators or types of concession preferred at each site.
- 3.4** Most of the lessons learned have been factored into the revised process. The lessons requiring strategic steer will be referred to the newly established Concessions Working Group to include within their work and any subsequent recommendations *.
- 3.5** * The Concessions Working Group was established by the Assets & Facilities Committee in November 2025 in accordance with the Town Council's Strategy Programme 2025-2027. The terms of reference for this group can be found within the [report presented to the Committee](#) (page 41).

4. Town Council's Concessions Policy

- 4.1 The Town Council reviewed and adopted its Concessions Policy in November 2024.
- 4.2 The policy document underwent significant change in 2024 to link in with the enhanced evaluation criteria and scoring explanations that were included on the concessions application form. These changes came as a result of a recommendation from Lewes District Council's Strategic Procurement Lead.
- 4.3 This policy document will form part of the remit of the recently established Concessions Working Group and therefore is not subject to a full review at this point in time.
- 4.4 That said, there are a number of changes that are required to correct the policy (job titles and committee names, for example) and officers are also recommending some further changes to:
 - (a) better clarify certain clauses of the policy ahead of the delivery of the 2026 concessions programme,
 - (b) set the policy stance required for certain aspects of the revised process, such as the introduction of minimum bid values or application scores where required, and
 - (c) remove the detailed evaluation criteria and scoring guidance from the policy that currently would prevent any changes being made to these by officers or committee. Both of these featuring within the tender pack and application form, so readily available to potential bidders and the public.
- 4.5 **Appendix A** presents the current policy document with tracked changes.
- 4.6 The Committee is asked to review the suggested changes and make a recommendation to Full Council that this revised policy document be adopted, noting that a fuller and more comprehensive review will be carried out by the Concessions Working Group during 2026.
- 4.7 The revised policy is currently in its previous format but will be transferred across to the new policy format ahead of being presented to Full Council in January 2026.

5. Proposed Process

- 5.1** The process that was used by the Town Council for the 2025 concessions tender programme is largely sufficient for a non-regulated below-threshold but notifiable concessions tender process.
- 5.2** As can be seen by the overview of the lessons learned, many are detailed amendments to documentation or timing of / support with the process, rather than the stages of the process itself.
- 5.3** An outline of the proposed process is set out in the table below

Stage	Action
1	Review of the concession site / arrangements, what the Town Council wants, classification as a concession contract and estimated value of contract
2	Map out timeline for tender process working backwards from the preferred contract start date
3	Establish roles and responsibilities, including panel members and substitutes
4	Officers and councillors involved in the process are invited to complete and submit stage one of the conflict of interest assessment
5	All documentation is drafted and signed off by the responsible person
7	Tender applications are uploaded to the Town Council's website, and to the Central Digital Platform (Find a Tender) and Contracts Finder. A press release is issued and the tender advertised on social media
8	Site visits are carried out with potential bidders by appointment
9	Questions are invited by potential bidders during a specific period and answers are posted on the Town Council's website, being publicly updated each time a question is answered
10	Applications are emailed to a dedicated tender email account or physically posted to the Town Council offices by a timed deadline, and remain unopened

Stage	Action
11	Tender applications are opened and logged in the presence of witnesses
12	Conflict of interest forms are reissued to officers and councillors involved in the process to complete the second stage now applicants are known
13	Tender application packs are collated and issued to the scoring panel
14	The scoring panel evaluates and scores applications individually, submitting these to be recorded on a master scoring record
15	Any clarification questions and answers are put to the bidders and responses shared with the scoring panel
16	Details of any breaches by bidders who are current/past concessionaires are gathered and assigned a score
17	The Evaluation Panel Meeting is held to discuss each application, individual panel member scores and to reach consensus on final, moderated scores. A note taker is present to capture all feedback and scores
18	Successful and unsuccessful bidders are advised as soon as possible afterwards, receiving the outcome, criteria scored against, their individual score and score (and name) of the winning bidder, and for unsuccessful bidders, qualitative feedback
20	The concession licence to occupy is signed together, in person, by the Town Council and the concessionaire before the licence start date
21	A press release is issued advising of the licences awarded and the Town Council website is updated

5.4 There are various other steps underpinning the delivery of the above and enabling adaptability as required within the process e.g. if a conflict of interest is declared.

5.5 There are also separate operational processes that run concurrently with the above in terms of communicating with and managing / supporting departing concessionaires, necessary inspections of concessions sites at

the end and start of licences, and the onboarding of new concessionaires. These are outside of the scope of this particular report and the process being reviewed.

Roles

- 5.6** The delivery of the above process is reliant upon a number of key roles, involving both officers and councillors. **Appendix B** sets out the roles involved in the process, the responsibilities, potential holders and whether or not a substitute is required.
- 5.7** The roles and responsibilities set out in the appendix reflect the learning from this year's investigation into the external audit objections and the external consultant's recommendation of greater separation of duties during tender processes.

Application of PA23 Principles

- 5.8** As identified in section 2 above, the Town Council must ensure it is aligning its concession tender process with the principles of the PA23. The table at **Appendix C** sets out how this is ensured.
- 5.9** Officers are confident that the process outlined within this report would adhere to the principles of the legislation.

Documentation

- 5.10** The success of a process such as this is underpinned by its documentation being clear and accessible, fit for purpose and proportional.
- 5.11** The suite of documents used to deliver a concessions tender process is devised and controlled by officers on the Town Council's behalf. There are however some documents that are felt important to be highlighted or even shared as part of this report:
 - (a)** Tender pack and application form – the template tender pack and application form is included at **Appendix D**.
 - (b)** There have been a significant number of changes to this template as a result of the lessons learned from the 2025 concessions programme. The changes have not been tracked on the appendix, as the document would be too difficult to follow, but have been summarised in the table below.
 - (c)** The sections highlighted in yellow in the appendix are details that would be entered with the specifics of the contract being advertised.

Appendix D Section	Overview of changes
Front Page	The layout has been revised to clearly set out key information and deadlines of the tender process, and the pack contents
Section 1	This is standard introductory wording to the town, Town Council and overview of the Town Council's concessions. The change to the scoring split is confirmed here, with price and quality each being 50% of the total application score, as opposed to the 60% price / 40% quality split previously
Section 2	This is providing the key information about the specific concession opportunity being advertised. This section has been amended quite heavily to ensure all necessary information is captured, such as the inclusion of minimum bid prices, whether or not VAT or TUPE apply, specific footprints of the concession sites etc. What was previously a tendering timetable has now been updated to also include an overview and key points of each stage of the process, to try and make sure bidders have sight of, and able to digest this, early on in the document
Section 3	This section previously contained the full evaluation criteria table and scoring guidelines and examples, these have now been moved to Appendix 1 of the pack and a summary of key points included at this section. This section now introduces a minimum quality score which, in addition to the optional minimum bid value, will ensure that the Town Council avoids poor quality bids winning contracts by default
Section 4	This section now confirms the information that all bidders will receive alongside the outcome of their application. This also sets out the process for any concerns or complaints about the tender process, whilst confirming that there is no route to appeal a tender outcome

Appendix D Section	Overview of changes
Section 5	<p>This section has been stripped back slightly, with the terms and conditions / example licence to occupy now being presented at Appendix 2, rather than within the tender pack itself. It does also now advise bidders to consider seeking legal or professional advice, at their own discretion and cost</p>
Section 6	<p>The application form itself has undergone significant changes. Previously, the application form consisted of 12 questions that were scored individually, some with sub-questions and some requiring supporting documents that were scored for being included or not.</p> <p>This has now been simplified and bidders are instead being asked to submit a written business plan, tailored for the concession site, making sure that they address 8 criteria that will be scored against. The criteria cover the same areas that were previously covered across the 12 questions, with the new addition of how bidders will use and support local suppliers.</p> <p>The explanatory notes throughout the form have been added to, where required.</p> <p>Question 4 – relating to references – has been enhanced and now no longer carries a score against it, as this is part of the Town Council’s due diligence processes rather than something to be assessed.</p> <p>The previous form requested details of a guarantor but this was not within the subsequent licence awarded and therefore there was no legal basis under which the Town Council could approach the guarantor. This has therefore been removed and may be something the Working Group wishes to consider moving forwards.</p>
Section 7	<p>This is a new section providing bidders with a submission checklist</p>

Appendix D Section	Overview of changes
Appendix 1	This has been updated to reflect the changes in the application form and introduction of a minimum quality score
Appendix 2	This is the example licence to occupy that was devised with the Town Council's solicitor in early-2025 and was used for the 2025 concession licences awarded

- (d) Conflict of interest guidance & forms – these were revised in November 2024 ahead of the 2025 concessions programme commencing, and it is not believed that any further changes are required at this stage. The 2025 programme demonstrated that the conflict of interest process and forms work effectively, with declarations being captured and acted upon accordingly and swiftly.
- (e) Scoring guidance – written guidance for individual members of the scoring panel was created for the 2025 concessions programme. This will be revised for the 2026 programme, including strengthening the guidance around specific application questions and how to score these i.e. what an excellent answer looks like, a good answer, a poor answer etc.
- (f) Concession licences – the Town Council's solicitors reviewed and strengthened the template concession licences ahead of the 2025 concessions programme, so these documents have not been reviewed again at this time. The licence documentation for concessions will however be subject to review by the recently established Concessions Working Group as part of its remit.

5.12 Officers welcome any comments from councillors, in particular in relation to the revised template tender pack and application form at Appendix D.

6. 2026 Concession Tender Programme Specifics

6.1 The following sites are going to be tendered in 2026:

- (a) Marine Parade Concession Site – currently offered as an ice cream concession. The current concession licence started on 1 April 2021 and expires on 31 March 2026. The intention is to advertise this as a three

year licence with a minimum value of the contract set at £21,500 i.e. price bids below this value would be rejected.

(b) West View Beach Hut Concession Huts – there were no successful bidders for the four concession huts in 2025 and the huts were therefore not erected this year. In previous years, the concession huts have provided a seafront base for local traders during the peak summer season. The intention is to advertise these for one season (being April to September) with a minimum value of the contract set at £300 per hut i.e. price bids below this value would be rejected. Officers are also intending to remove the requirement for these to be open on week days – bidders may opt to open week days, but the aim is that by making this optional, the opportunity may be more attractive to a wider range of potential bidders.

6.2 The 2026 concessions tender programme will be launched in January 2026, with any contracts starting from 1 April 2026.

6.3 With regards to the role/s played by councillors as members of the evaluation panel, it is important that councillors are identified early in the process to enable proper preparation for tasks to be undertaken. It is recommended that officers reach out to all councillors seeking volunteers for joining the panel / substituting if required. This would be offered on a first come, first served basis. To this end, officers will reach out to councillors in early-January 2026 with the necessary information and seeking volunteer councillors for the 2026 concessions tender programme.

6.4 Looking into the future, the arrangements for, and viability of, the West View Beach Huts Concession will be referred to the Concession Working Group to review as part of its remit.

7. Financial Appraisal

7.1 Whilst there are no direct financial implications as a result of this report, it is important that this tendering process is accessible and fit for purpose to ensure a competitive process, that best value is achieved, and compliance with procurement legislation.

7.2 The Town Council is projected to receive £108,000 income from concessions in 2025 – 2026. The Marine Parade concession site represents a significant portion of the Town Council's annual concession

income (currently just under 20% of the total received from all 11 concession sites), hence the minimum bid value of £21,500 being set to protect this important income stream in 2026 – 2027 and subsequent years.

- 7.3** As it stands, there is no budgeted income for the West View Beach Hut Concession Huts due to this income being less guaranteed following the unsuccessful tender process in 2025.

8. Contact Officer

- 8.1** The Contact Officer for this report is George Raeburn, Senior Committee Clerk.



Seaford Town Council

Concessions Policy

~~November 2024~~December 2025 – Interim Update

Policy Ref.	FS13
Date Last Adopted	November 2024 <u>January 2026</u>
Date of Next Review	Post-February 2025 <u>October 2026 as an outcome of the work of the Concessions Working Group</u>
Possible Prompts for Earlier Review	<ul style="list-style-type: none"> The policy is due for review once The Procurement Regulations 2023 go live in February 2025<u>Changes in legislation or recommended best practice</u>
Previous Adoption Dates	January 2024 <u>November 2024</u>
Author	Assets & Facilities Manager <u>Head of Place</u>

Concessions Policy

The purpose of this policy is to propose a comprehensive Concessions Policy for Seaford Town Council that aligns with the Town Council's commitment to fostering a vibrant, accessible, and inclusive community within our town, whilst also adhering to the requirements of the Procurement Act 2023.

The mission of this policy is to promote economic development, enhance public spaces, and provide residents and visitors with diverse and high-quality concession offerings throughout Town Council assets.

By implementing a transparent and equitable matrix system, footprint evaluation and concessions policy the Town Council aims to create an environment that supports local businesses, contributes to the overall well-being of Seaford's community, whilst also building the Town Council's commercial viability.

Please note the below covers all Town Council fixed and non-fixed assets. ~~The Community Services~~ The Assets & Facilities Committee controls the number and type of concessions.

Mission Statement

Create a diverse commercial offering for the residents and visitors of Seaford.

Providing local sustainably operated businesses the chance to launch and explore viability in affordable, accessible, and influential town spaces.

The mission statement will be shared in all tender application information to ensure full transparency for potential applicants.

Evaluation Criteria leading to the Contract Award

To ensure a fair and objective evaluation process for concession applicants, a matrix system has been implemented. This system considers various factors which officers will use to assess the suitability and potential contribution of each applicant.

Applications will be evaluated by a Town Council evaluation team. The evaluation will be a balance of Quality and Price (i.e. income to the Town Council) to determine best value and selection of an applicant who, based on their submission will provide the most income and highest quality offer.

The tender pack will clearly set out the evaluation criteria and scoring guidance to ensure that bidders are aware of this and how any applications will be assessed and scored.

The evaluation scoring will be out of 150: ~~Quality 60~~ ~~Price 90~~ even weighted with a split of 50% price and 50% quality scores for applications.

Quality is assessed by scoring the bidder's business plan and, within that, how they demonstrate that they will meet set criteria, including business offering, financial viability, community impact, and sustainability, amongst others identified within the tender pack and application form.

The Formulae for identifying the score of the price is = TOTAL AVAILABLE SCORE x PRICE OFFERED ÷ HIGHEST PRICE

A minimum bid value may be set by Town Council officers where there is a justification for doing so and bids under this value will be rejected. This must be advertised within the tender pack.

A minimum quality score threshold may be set by Town Council officers to enable sub-standard/poor quality bidders from winning a contract by default. This must be advertised within the tender pack.

Applications not meeting the minimum bid value or quality score will be automatically rejected. Unless there is only one bidder of that concession site, in which case the Town Council reserves the right to disapply the minimum threshold where there is a clear justification for doing so.

Through delegated power to officers (via the Town Clerk), the evaluation panel is able to identify the preferred bidder and award the concession licence.

- ~~Quality will be evaluated against the scoring guide below:~~

Assessment	Score	Quality Scoring Guide
Excellent	5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

Good	4	Satisfies the requirement with some additional benefits. Above average demonstration of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with some minor reservations of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.

• Scores to be applied to the Criteria are shown below:

Evaluation Criteria	Weighting
Quality – 60	
Business Offering Q1, 2, 3 & 4 – assessing applicants business plan and experience	20

Financial Viability Q5 — assessing the financial stability and capability	10
Community Impact Q6 — assessing the positive community impact, support spaces which support the physical and mental wellbeing of Seaford residents and visitors	10
Environmental Sustainability Q7 — assessing the sustainability approach, credentials, and commitment to sustainable practices of the application	5
Site Ownership, Locality & Portfolio Q8 — assessing the business location and any other commercial ventures to ensure the town maintains a range of businesses	5
Previous Contracts Q9	0
References Q10 — two supporting referees required	5
Added Value Q11	5
Price — 90	
Licence Fee Offered	90
Total Quality and Price	150

Example:

PRICE	TOTAL Price (over XX Years)	Calculation (90)	Score
Applicant 1	£12,000	$=90 \times 12000 / 15000$	72
Applicant 2	£15,000	$=90 \times 15000 / 15000$	90
Applicant 3	£11,000	$=90 \times 11000 / 15000$	66
QUALITY		Calculation (60)	Score
Applicant 1		Sum of all scores	55

Applicant 2	Sum of all scores	30
Applicant 3	Sum of all scores	50

Applicant 1 Awarded Contract	Calculation (150)	Score
Applicant 1	Price + Quality	127
Applicant 2	Price + Quality	120
Applicant 3	Price + Quality	116

Footprint Evaluation

As part of this work, the Town Council ~~is introducing~~undertakes a footprint evaluation which looks at each asset's physical space and introduces a charge for those looking to extend out of their agreed concessionary footprint.

This would be considered should concessions look to extend beyond their concession unit with tables, chairs etc. and make a financial offer to the Town Council. This would also be required should a concession wish to put on an event or activities which falls outside of their agreed space. Any such extension would need to first be approved by the ~~Town Clerk and Chair or Deputy of Community Services together with the Mayor~~Assets & Facilities Committee. It would then be assessed on a case-by-case basis to confirm the cost. This will depend on duration, size, and purpose.

Concessions Terms and Conditions

The tender pack and application form has a list of ~~all the example~~ terms and conditions applicants are signing up to when applying for a concession. Full and final terms and conditions will be issued to the successful bidder upon being awarded the contract.

The following terms and conditions will set the standards and expectations for all concessions working within Town Council – consent streets and land assets:

Licensing, Events, and Health & Safety documentation – all documentation will be provided and reviewed annually and will be required to be completed by the

concession within the agreed Town Council timeframe. If additional licences are required for the concession, they will notify the Town Council ahead of application and send details upon completion.

Any Temporary Event Notice (TENS) licence applications will require review by the Head of Place and Chair or Vice Chair of the Community Services Assets & Facilities Committee three months ahead of being obtained and used. All elements of the application process will need to be completed by the concession, should Town Council officer time be involved this would need prior approval (to be given by the Town Clerk or Deputy Town Clerk in their absence) and would be chargeable to the concession.

Operating Core trading times - all concessions will comply to the agreed operating core trading times within their contract, failure to do so will result in formal notification. Should no reason or evidence for failing to comply with core trading times be provided by the concession, the Town Council reserves the right to terminate a concession's operating license and agreement with ~~in~~ 7 days' written notice.

Duration of concession agreement – standard terms for all concessions will usually be 3 years, although there may be exceptions to this rule such as, for example, the West View Beach Huts. with the potential to extend by 1+1 years based on performance evaluations and revaluation of the matrix criteria at the time.

Revenue transparency – ~~a transparent revenue model must be adopted by all existing and new concessions, including providing the Town Council with declared income via professional accounts. This ensures the Town Council has an accurate picture of the viability and success of assets at each given site. This contributes to the financial sustainability of the Town Council's assets and ensuring the tender process continues to be inclusive, competitive, and informed.~~

Check ins, annual review & evaluation – comprehensive concession communication ~~will be introduced which~~ allows the Town Council to maintain healthy relationships with concessions, ensure ongoing compliance, ~~evaluate concessions performance across the scaled matrix and~~ address any emerging issues or concerns, and discuss any support the concessionaire requires from the Town Council. Should the Town Council have any unaddressed concerns regarding a

concession they reserve the right to terminate a concession's operating licence with ~~in~~ 7 days' written notice. Officers will provide regular reviews to the ~~Community Services~~ Assets & Facilities Committee.

Repair, condition & cleanliness – concessions will support the Town Council by maintaining a clean, clear, and accessible area around their concession and will maintain the footprint associated to their concession agreement to the highest standard. This includes supporting with shingle clearance for seafront concessions and any other waste management within the agreed footprint and immediate vicinity of their site. All concessions will be required to provide sustainable waste management at their site and must have their own waste bins, including provisions for recycling where possible.

Public access - concessions will support the Town Council by maintaining clear and accessible areas around their concession and in the immediate vicinity. This includes providing clear signage for queuing and training staff to consistently consider and work to always ensure ~~accessible~~ access around the concession. Should the Town Council have any unaddressed concerns regarding access or infringement on public access they reserve the right to terminate with ~~in~~ 7 days' written notice.

Nature, product & goods sold – concessions will not be able to produce or sell anything other than the agreed items within their contract. Sub-letting or change of purpose or product must be first approved by the ~~Town Council~~ Assets & Facilities Committee. Failure to do so ~~may~~ will result in termination with ~~in~~ 7 days' written notice.

Plastics Sustainability – when tendering, concessions are asked to confirm their business's sustainability policies and how they plan to enact these at the concession site. The Town Council will work with concessionaires to monitor the performance against this, as well as adherence to single-use plastics legislation and the Town Council's requirement for free tap water to be provided (where available) to users with recyclable containers, for example. concessions will comply with the single-use plastics ban enforced by the UK government on 1 October 2023. Should the Town Council have any unaddressed concerns regarding infringement ~~on of this these matters, public policy~~ they reserve the right to terminate with ~~in~~ 7 days' written notice.

Concession Tenders - Roles & Responsibilities

At a glance involvement...												
Role	No.	Design	Conflict of Interests (COI)	Advertising	Bidder Liaison	Opening	Scoring	Previous Breach Info	Feedback	Detail	Requirement	Potential Holders /Substitutes
Lead Officer	1	Yes	Yes	Yes	Yes	No	No	Yes	Yes	<ul style="list-style-type: none">• Design and implementation of all of tender process, documents and advertising• Receive, respond to and publish questions on the tenders• Arrange and attend site visits• Collate and issue tender bid packs to evaluation panel• Gather information on any breaches by bidders who are currently holding concession licences and assign score to these (<i>pass to moderator</i>)• Inform successful and unsuccessful bidders in writing• Record-keeping for whole process• Continuously assess for any real or perceived COIs that need to be declared (<i>declarations made to Moderator</i>)	<ul style="list-style-type: none">• Undertake Stage 1 & 2 COI process - no real or perceived COI in process, opportunities being advertised or, once known, bidders• No involvement in opening or scoring tenders (with the exception of assigning a score to previous breaches)	<ul style="list-style-type: none">• Operations & Facilities Manager (O&FM)• Projects & Facilities (P&F) team member• Any member of the Strategic Management Team:<ul style="list-style-type: none">• Town Clerk (TC)• Deputy Town Clerk & RFO (DTC & RFO)• Head of Place (HOP)
Moderator	1	Yes	Yes	No	No	Yes	Yes	Yes	Yes	<ul style="list-style-type: none">• Coordinate the filling of the necessary roles within the process, including arranging councillor volunteers to join the evaluation panel/substitute (to be done by email on a first come, first served basis)• Sign off of tender process and documentation to be used, prior to launch of tender• Receive and action COIs as appropriate (<i>pass documents to Lead Officer for storing</i>)• Open tender bids received after closing date and sign opening document• Facilitate the evaluation of tenders by ensuring a fair, accurate, consistent and unbiased process• Support evaluation panel members with queries on individual scoring process• Co-ordinate any clarification questions and answers with bidders and share these with the panel• Receive details of any breaches from lead officer, check scores assigned and feed into master scoresheet and evaluation panel meeting• Sign off master scoring spreadsheet after evaluation panel meeting and pass necessary information to lead officer for outcomes to be shared• Continuously assess for any real or perceived COIs that need to be declared (<i>declarations made to Stand In Moderator & Lead Officer</i>)	<ul style="list-style-type: none">• Undertake Stage 1 & 2 COI process - no real or perceived COI in process, opportunities being advertised or, once known, bidders• No involvement in actively advertising tender, liaising with potential bidders, carrying out site visits etc etc	<ul style="list-style-type: none">• Any member of the Strategic Management Team (TC, DTC & RFO, HOP) (if not lead officer or panel member)
Evaluation panel - officers	2	No	No	No	No	No	Yes	No	No	<ul style="list-style-type: none">• Receive and review tender bid packs• Carry out individual, objective scoring of bids• Attend and participate in evaluation panel meeting, agreeing a final score and successful bidder• Continuously assess for any real or perceived COIs that need to be declared (<i>declarations made to Moderator</i>)	<ul style="list-style-type: none">• Undertake Stage 1 & 2 COI process - no real or perceived COI in process, opportunities being advertised or, once known, bidders• No involvement in actively advertising tender, liaising with potential bidders, carrying out site visits etc etc	<ul style="list-style-type: none">• Any member of the Strategic Management Team (TC, DTC & RFO, HOP) (if not lead officer or moderator)• O&FM*• P&F team member*• Any other appropriate officer (*not if lead officer)
Evaluation panel - councillors	1	No	No	No	No	Yes	Yes	No	No	<ul style="list-style-type: none">• Witness of opening of tender bids and sign opening document• Receive and review tender bid packs• Carry out individual, objective scoring of bids• Attend and participate in evaluation panel meeting, agreeing a final score and successful bidder• Continuously assess for any real or perceived COIs that need to be declared (<i>declarations made to Moderator</i>)	<ul style="list-style-type: none">• Undertake Stage 1 & 2 COI process - no real or perceived COI in process, opportunities being advertised or, once known, bidders	<ul style="list-style-type: none">• Any councillors - ideally with procurement experience or similar tasks involving scoring against a matrix / set criteria
Notetaker	1	No	No	No	No	Yes	Yes	No	No	<ul style="list-style-type: none">• Complete tender opening document and have this signed by those present (<i>pass to Lead Officer</i>)• Take notes during evaluation panel meeting - all comments made and final scores agreed (<i>pass to Moderator for checking prior to announcing outcomes</i>)• Continuously assess for any real or perceived COIs that need to be declared (<i>declarations made to Moderator</i>)	<ul style="list-style-type: none">• Undertake Stage 1 & 2 COI process - no real or perceived COI in process, opportunities being advertised or, once known, bidders	<ul style="list-style-type: none">• Any officer with note-taking experience that isn't assigned another role in the process

Glossary	
COI	Conflict of interest
DTC & RFO	Deputy Town Clerk & Responsible Financial Officer
HOP	Head of Place
O&FM	Operations & Facilities Manager
P&F	Projects & Facilities
TC	Town Clerk

Report 125/25 Appendix C

Aligning the Town Council's Concession Tender Process with the Principles of the Procurement Act 2023 (PA23)

PA23 Principle	How the Town Council's Process Meets These
Delivering value for money	<ul style="list-style-type: none"> • An open market process being run • Set criteria being used that assesses bids on the quality of the offering and monetary value
Maximising public benefit	<ul style="list-style-type: none"> • Assessment of each site ahead of advertising to ensure site-specific needs are understood and applied • Set criteria being used that assess bids on the quality of the offering and monetary value • Quality of bids being awarded parity of esteem with value, to ensure the best possible public benefit
Acting with integrity	<ul style="list-style-type: none"> • A fully transparent process with clear record-keeping throughout • Clear guidance and support for all officers and councillors involved in the process • Providing honest and qualitative feedback to all bidders
Sharing information	<ul style="list-style-type: none"> • Full review and documentation sign off by moderator to ensure clarity and accuracy • Advertising all opportunities on both Contracts Finder and Find a Tender, as well as publicity via press release and social media • Uploading all questions and answers from potential bidders on the Town Council's website • Encouraging site visits for potential bidders, aiding with clear expectations about concession sites / opportunities
Treating suppliers equally	<ul style="list-style-type: none"> • A fully transparent process • A two-stage conflict of interest process as well as ongoing assessment of any arising conflicts

PA23 Principle	How the Town Council's Process Meets These
	<ul style="list-style-type: none"> • A conflict of interest process by the applicant • Clear guidance and support for all individuals involved in the process, including specific guidance around scoring • Allowing for clarification questions to be asked of bidders if required and all answers being made publicly available to all potential bidders • In the absence of key performance indicators, clear messaging as to how performance will be measured and reported on
Reducing barriers for SMEs to participate	<ul style="list-style-type: none"> • A fully transparent process • Sufficient timescales to allow for smaller teams submitting bids • Using plain English in tender documentation and avoiding the overuse of jargon • Where possible, larger contracts will be broken into 'lots' • Advertising all opportunities on both Contracts Finder and Find a Tender, as well as publicity via press release and social media • Providing honest and qualitative feedback to all unsuccessful bidders, that may aid learning for future bids • In the absence of key performance indicators, clear messaging as to how performance will be measured and reported on

Report 125/25 Appendix D



Seaford Town Council

Concession Tender Pack and Application Form

[NAME & ADDRESS OF CONCESSION]

Date opportunity posted	[DATE]
Last date for queries	[TIME, DATE]
Application return date	[TIME, DATE]
Application returned to	tenders@seafordtowncouncil.gov.uk
With the subject line	Application - [Concession Name]
Contact in case of queries	projectsandfacilities@seafordtowncouncil.gov.uk

Introduction:

The Town Council invites applications for this opportunity in accordance with the terms and requirements of this tender pack.

Contents:

This concession tender pack sets out:

Section	Pages	Content
1	XX to XX	Introduction to Seaford and Seaford Town Council
2	XX to XX	Information about the concession opportunity, tendering process and timetable
3	XX to XX	Evaluation process and criteria
4	XX to XX	Application outcome, awarding of contract and concerns / complaints
5	XX to XX	Terms and conditions
6	XX to XX	Application form and declaration
7	XX to XX	Checklist for submitting the form
Appendix 1	XX to XX	Evaluation criteria and scoring guide
Appendix 2	XX to XX	Example Licence to Occupy

Section 1 – Introduction to Seaford & Seaford Town Council

Seaford Town

Seaford has a population of around 27,000 and a further 67,000 people reside within the Lewes District. Seaford is well known for its position on the South Downs with tranquil coastal paths and views. As a town by the sea, it boasts a world class golf course, free promenade parking, easy access to the single beach, local town, shops and eateries. Seaford is a favoured alternative for visitors seeking an uncomplicated seaside and coastal countryside destination.

Seaford Town Council

Seaford Town Council was formed in May 1999 and is responsible for a large number of open spaces within the town (the seafront, parks, and Seaford Head Local Nature Reserve, as examples) and a number of different services (grass verge cutting, public toilet provision and community events, as examples) but also for representing the needs of the town, as the closest level of local government to the town and its community.

Consisting of 20 Town Councillors, over 20 members of staff and a budget exceeding £2 million, the Town Council is one of the largest town councils in East Sussex. There is a wealth of information about the Town Council and its activities on its [website](#).

Since its formation, the Town Council has been working with local concessionaires to bring a varied offering to sites across the town, ranging from established organisations to start ups looking to grow their local businesses.

Seaford Town Council's Concessions Mission Statement

'To create a diverse commercial offering for the residents and visitors of Seaford. Providing local sustainably operated businesses the chance to launch and explore viability in affordable, accessible, and influential town spaces.'

To help meet its mission, concession applications are assessed not just on price but also quality of offering, with a 50/50 split of score between the two criteria.

Concessions in Seaford

The Town Council offers a number of concession opportunities across the town, as well as considering and issuing consents for street trading.

Details of the current concessionaires the Town Council works with are available on the [Town Council's website](#).

Section 2 – Concession Information, Tendering Process and Timetable

Introduction

[Add overview of the concession such as location/nearby amenities, space, customer type etc.]

Concession Particulars

Electricity	Yes/No	[details i.e. metered/charged]
Water	Yes/No	[details i.e. metered/charged]
Parking	Yes/No	[details/location]
Toilet Facilities	Yes/No	[details/location]
Licence Period	Number of years	[details]
Core Trading Times	Yes/No	[details]
Minimum Bid Price Expected	Yes/No	[details]
VAT Applicable	Yes/No	[details]
TUPE Applicable	Yes/No	[details]

Location & Footprint

[Add up to date photo and map of location – include What 3 Words for pinpoint location]

[Include specific footprint of site]

Tendering Process & Timetable

Tender documents available	DATE
All tender documents are available from this date on the Town Council's website, and the Contracts Finder and Find a Tender online platforms.	
Site visits – by appointment only	DATE
Please contact projectsandfacilities@seafordtowncouncil.gov.uk to arrange a site visit for the date(s) shown above. Please be advised there is limited availability for site visits and applications will not be discussed during visits.	

Officers will be unable to answer any queries during site visits – these should be submitted in writing after the visit so a response can be given in writing and published (see guidance below regarding questions).	
Deadline for asking questions	DATE & TIME
<p>Questions should be submitted in writing by email to projectsandfacilities@seafordtowncouncil.gov.uk</p> <p>All questions asked by potential bidders and the answers provided will be shared here: https://www.seafordtowncouncil.gov.uk/contracts-and-tenders/</p> <p>Please note that the Town Council must remain neutral in the process and can only advise on the details provided within this document and are not able to support potential bidders with their applications.</p>	
Deadline for returning applications	DATE & TIME
<p>The completed application form and all supporting documents must be submitted by this deadline.</p> <p>Submissions:</p> <p>By email to tenders@seafordtowncouncil.gov.uk using '[concession site name] - Application' in the Subject line</p> <p>Postal / paper submissions will not be accepted</p>	
Awarding of contract	DATE
<p>All bidders will be advised of the outcome of their application in writing on this date, to the email address provided on the application form.</p> <p>Bidders will be notified of the outcome, criteria scored against, their individual score and score (and name) of the winning bidder, and for unsuccessful bidders, qualitative feedback.</p>	
Contract start	DATE

Section 3 – Evaluation Process & Criteria

Applications will be evaluated by a Town Council evaluation panel consisting of officers and councillors who have not been involved in the earlier stages of the tendering process, and overseen by a process moderator.

The evaluation will be a balance of quality and price (i.e. income to the Town Council) to determine best value and selection of an applicant who, based on their submission, will provide a balance of the most income for the Town Council and highest quality offer.

Panel members will individually score each application against the set criteria and then meet to agree a final score and select the preferred bidder. If required during this period, the process moderator may reach out to bidders with any clarification questions where panel members feel this is required in order to understand and score the application.

Appendix 1 to this form sets out:

1. The evaluation criteria
2. A scoring guide
3. An example of how the scoring formula is applied

Bidders are strongly recommended to read through this information in full and then to have this open whilst you complete the application questions. This will help you to ensure that your application evidences how you meet the criteria as best you can and takes into account the guidelines as to what the Town Council is going to be scoring against i.e. what a good answer looks like.

Bids that vary from the terms and conditions set out within this pack can be considered but not with contract length – this is non-negotiable. If you are looking to include variations (such as with core opening times or concession footprint, for example) please include two quotes within your bid – one according to the specification within this pack and one taking into account any variations. This is important to ensure that all bidders can be scored fairly.

[ONLY WHERE A MINIMUM IS APPLIED] There is a minimum quality score threshold in place for this concession tender process. This is to avoid sub-standard bidders winning contracts by default. The details of the minimum score are set out in the Application Form and Appendix 1.]

Section 4 – Application Outcome, Awarding of Contract & Concerns/Complaints

As per the above timetable, all bidders will be advised of the outcome of their application in writing and will be informed of the criteria scored against, their

individual score and score (and name) of the winning bidder, and for unsuccessful bidders, qualitative feedback.

Town Council officers will work with the successful bidder/s to finalise and execute the concession licence ahead of the contract start date. A press release will then be issued confirming the details of the successful bidder/s.

The Town Council is committed to providing qualitative feedback to bidders to enable an understanding of the outcome and where improvements could be made in future bids.

Unsuccessful bidders will not however have a right to appeal the outcome of a concessions tender process internally at the Town Council and there is no standstill period before the awarding of a concessions contract.

Concerns or complaints:

Concerns relating to any procurement process or outcome (including concession tendering) can be submitted and discussed with the process moderator, who will have maintained oversight of the entire process and is responsible for ensuring the process is compliant with Town Council policy and legislative requirements.

Those looking to escalate this to a formal complaint may do so in accordance with the Town Council's Complaints Policy (available on the [Town Council's website](#)).

Whilst the Town Council would rather deal directly with any complaints or concerns, from February 2026 complaints relating to any procurement process or outcome (including concession tendering) can also be reported externally to the [Cabinet Office's Procurement Review Unit](#) using the Procurement Complaint Services.

Section 5 – Terms and Conditions

Appendix 2 sets out the example Licence to Occupy being tendered for. It is imperative that bidders read through these fully before applying.

Bidders are also advised to consider seeking legal or professional advice before entering into such an agreement. This would be at the bidders own discretion and cost – the Town Council will not reimburse legal fees.

Section 6 – Application Form

Key Points:

- Set out below are the application questions for bidders to complete in full
- Please refer to the evaluation criteria and scoring guide at Appendix 1 whilst completing the application form to understand how each section will be scored
- Please ensure that you are including the relevant documents with your submission (the checklist at section 7 below should assist with this)
- If you are unsure about any aspects of this application form, please reach out to the Town Council with your queries by email to projectsandfacilities@seafordtowncouncil.gov.uk

[ONLY WHERE MINIMUM SCORES ARE APPLIED] Minimum Score Thresholds:

- Minimum bid value:
- A minimum bid value of [£XXX] for the whole contract term has been applied to this contract opportunity
- Any bids below this value will be automatically rejected
- If there is only one bidder, the Town Council reserves the right to apply an exception and disapply the minimum bid value if there is justification for this
- Minimum quality score:
- A minimum quality score of [XX] has been applied to this contract opportunity
- Any applications not meeting this quality score threshold will be automatically rejected
- If there is only one bidder, the Town Council reserves the right to apply an exception and disapply the minimum quality score threshold if there is justification for this]

Application for the Right to Occupy under Licence

[NAME OF CONCESSION]

Name of Applicant:	
Position In Company:	
Company Name:	
Company Status: e.g. Sole Trader, Limited Company Include VAT registration number and Companies House number, if applicable	
Telephone:	
Email:	
Website:	

Price: SCORE [XX]

This is the section where we ask that you confirm your bid price i.e. the amount that you are offering to pay the Town Council for the concession site per year.

PLEASE NOTE:

- **[ONLY WHERE THERE IS A MINIMUM]** The minimum price expected for this concession site is **[£XXX]** over the whole term of the contract. Bids offers below this value will be rejected. If there is only one bidder, the Town Council reserves the right to apply an exception and disapply the minimum bid value if there is justification for this]
- The bid must be for the concession as advertised and cannot be conditional i.e. subject to the Town Council agreeing to changes, additions etc
- The Town Council reserves the right to negotiate any provided figures following successful selection across the concessions matrix to ensure commercial viability of this site
- By submitting this form, you are making the following declaration:

I/we the undersigned hereby agree to pay the under mentioned sum(s) for a licence to occupy the site as described above and in the location shown on the plan.

Fee Offer Submission:

Year	Fee Offer in £ (Score [XX])
Year 1	£
Year 2	£
Year 3	£
Total Value of Bid Over Whole Term	£

Quality: TOTAL SCORE [50]

This is the section where we ask that you to provide full details of what you plan to bring to the concession and community with your offering.

PLEASE NOTE:

- The quality score is made up of the following components:
 - Business proposal (score [45])
 - Other site ownership (score 5)
 - Previous agreements with the Town Council (score deduction to be confirmed depending on any previous breaches, maximum of 8 point deduction)
- All submissions should be in English

1. Business Proposal: SCORE [45]

Please provide a copy of your written business plan tailored for this concession site.

This document will be used by the evaluation panel to identify the quality score of your application.

We will be scoring your business plan against the criteria set out below.

To aid the evaluation panel with scoring, you may wish to think about clear headings that allow you to ensure you are covering the criteria below within your plan.

1a	Summary of the core offer and how this benefits the local community	SCORE 10
----	---	----------

1b	Your aspirations for the concession over the contract term and the added value this will bring in terms of community benefit	SCORE 5
1c	The trading hours to be provided	SCORE 5
1d	Your financial forecast for the concession	SCORE 5
1e	Relevant experience and qualifications of you and your staff	SCORE 5
1f	Confirmation of your business's Equal Opportunities Policy and Health & Safety Policy and how these will apply to the concession *	SCORE 5
1g	Confirmation of your business's Sustainability Policy and how this will be enacted at the concession *	SCORE 5
1h	Your business's use and support of local suppliers	SCORE 5
1i	[Other expectations can be added as required by the specific concession opportunity]	SCORE [XX]

* **Please note:** copies of these policy documents should be included with your application but we will still require your business plan to explain how these policies will be applied at this concession (not having the relevant policies included with your application will result in a 0 score for that specific criteria)

2. Other Site Ownership: SCORE 5

Please give details of any other sites or businesses you have within 25 miles and explain how you will be able to operate all of them without any detriment.

3. Previous Agreements with the Town Council: SCORE DEDUCTION FOR PREVIOUS BREACHES UP TO 8 POINTS

If you have held a contract or licence with Seaford Town Council in the last six years, the Town Council will assess any breaches that were recorded in this period. If so, points will be deducted from your quality score as follows:

3 point deduction if any minor breaches occurred

5 point deduction if any major breaches occurred

i.e. a maximum of an 8 point deduction may be made

4. References: NO SCORE

Whilst this is not scored, the Town Council must undertake due diligence when entering into contracts with third parties.

Please provide two written professional references supporting your suitability to this concession. Ideally, these will be written on a company letterhead and from organisations that you have carried out services similar in nature to the concession type being applied for. Where a new business is applying, previous employment references will be accepted.

Please confirm the referees' details below for completeness.

	Reference 1	Reference 2
Reference Type	Professional / Employment	Professional / Employment
Referee Name		
Referee Contact Details (phone & email)		
Capacity Known to You		
For Professional References:		
Contract Title		
Start Date and Length of Contract		
Type of Service Being Delivered		
Contract Value over the Whole Term	£	£
For Employment References:		
Employer Name		
Employment Dates		
Position Held		
Reason for Leaving		

Declaration
<p>I/we declare that:</p> <ul style="list-style-type: none"> the information contained in the application form is true and correct I/we have not deliberately withheld any relevant information that could affect the Town Council's decision to enter into a concession licence with me/us <p>I/we understand that:</p> <ul style="list-style-type: none"> any false or misleading information or omissions, may disqualify my/our application or may render my/our licence, if awarded, liable to termination the Town Council is not bound to accept the highest, or any, offer prospective applicants are prohibited from contacting councillors or staff to encourage or support their application outside of the prescribed process. If found to have occurred, this may disqualify my/our application or may render my/our licence, if awarded, liable to termination all applications must be signed and dated by a company director or the named sole trader or partnership.
Name/s:
Position in organisation:
Company name:
Email address:
Date:
Signed:
<p>Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.</p>

Section 7 – Submission Checklist

Before submitting the form, please check that you have carried out all of the necessary steps, and included all of the necessary supporting documents, as per the table below:

Action	Done
Reviewed the tender pack in full, including the evaluation criteria and scoring guide (Appendix 1) and example concession licence (Appendix 2)	
(At own discretion and cost) sought legal or professional advice on the proposed concessions licence	
All questions completed within the application form and declaration signed	
Fee Offer Submission (price) completed and checked for accuracy	
Additional documents included as follows:	
Business Plan (application question 1)	
A copy of your Equal Opportunities Policy (application question 1f)	
A copy of your Health & Safety Policy (application question 1f)	
A copy of your Sustainability Policy (application question 1g)	
Two written references (application question 4)	

Submissions:

By email to tenders@seafordtowncouncil.gov.uk using '[concession site name] - Application' in the Subject line

Deadline for returning submissions: [TIME] [DATE]

APPENDIX 1 – Evaluation Criteria and Scoring Guide

Scoring will be applied as follows:

	Score	How Assessed
Price Score Available	[50]	A formula is applied to the price offered to identify the score
Quality Score Available	[50]	Each application question is evaluated against set criteria and assigned a score
Total Score Available	100	Combined total of quality and price scores

Price Score

In order to apply a consistent score to the prices within the applications, a formula is applied as follows:

TOTAL AVAILABLE SCORE x PRICE OFFERED ÷ HIGHEST PRICE

Quality Score

Scoring will be applied by the Town Council's evaluation panel with reference to the tables below:

Evaluation Criteria	Application Questions	Score Weighting
Business Proposal With the following criteria to be met within the provided written business plan:	Q1	[45]
Summary of the core offer and how this benefits the local community		10
Your aspirations for the concession over the contract term and the added value this will bring in terms of community benefit		5
The trading hours to be provided		5
Your financial forecast for the concession		5
Relevant experience and qualifications of you and your staff		5

Confirmation of your business's Equal Opportunities Policy and Health & Safety Policy and how these will apply to the concession *		5
Confirmation of your business's Sustainability Policy and how this will be enacted at the concession *		5
Your business's use and support of local suppliers		5
[Other expectations can be added as required by the specific concession opportunity]		[XX]
Site Ownership / Trading - assessing the business commitments of the bidder, where any conflicts or risks may lie or any economies of scale	Q2	5
Previous Contracts – assessing the performance of bidders that have previously held agreements with the Town Council within the last six years, assigning a deduction from the bidders score for any previous breaches (5 for a major breach, 3 for a minor breach = total of 8 points can be deducted)	Q3	To be confirmed

* **Please note:** copies of these policy documents should be included with your application but we will still require your business plan to explain how these policies will be applied at this concession (not having the relevant policies included with your application will result in a 0 score for that specific criteria)

Quality Scoring Guide:

Scores are assessed in line with the following definitions.

Where a score of 10 is achievable, the scores below are doubled i.e. excellent is a 10, good an 8, acceptable a 6 and so on.

Assessment	Score	Quality Scoring Guide
Excellent	5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with some additional benefits. Above average demonstration of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

Acceptable	3	Satisfies the requirement. Demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with some minor reservations of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies/services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response.

Example Scoring

PRICE	TOTAL Price (over XX Years)	Calculation (50)	Score
Applicant 1	£12,000	$=50 \times 12000 / 15000$	40
Applicant 2	£15,000	$=50 \times 15000 / 15000$	50
Applicant 3	£11,000	$=50 \times 11000 / 15000$	37

QUALITY	Calculation (50)	Score
Applicant 1	Sum of all scores	45
Applicant 2	Sum of all scores	25
Applicant 3	Sum of all scores	40

Applicant	Calculation (100)	Score
Applicant 1 *awarded contract*	Price + Quality	85

Applicant 2	Price + Quality	75
Applicant 3	Price + Quality	77

Minimum Score Thresholds

Minimum bid value:

- A minimum bid value of [£XXX] for the whole contract term has been applied to this contract opportunity
- Any bids below this value will be automatically rejected
- If there is only one bidder, the Town Council reserves the right to apply an exception and disapply the minimum bid value if there is justification for this

Minimum quality score:

- A minimum quality score of [XX] has been applied to this contract opportunity
- Any applications not meeting this quality score threshold will be automatically rejected
- If there is only one bidder, the Town Council reserves the right to apply an exception and disapply the minimum quality score threshold if there is justification for this]

OR

There are no minimum score thresholds with this concession tender.]

APPENDIX 2 – Proposed Licence to Occupy

[To be added in – tailored for concession type / location etc. Example below is for a non-fixed concession]

EXAMPLE LICENCE TO OCCUPY – NON-FIXED CONCESSION

Contents

1	Definitions.....	19
2	Interpretation	20
3	Licence	21
4	Payments	22
5	Licensee's obligations	22
6	Dealings, sharing, etc.....	24
8	Remedying breach of Licensee's obligations.....	24
9	VAT	24
10	Interest	24
11	Indemnity.....	25
12	Termination	25
13	No warranty	25
14	Service of notices	25
15	Limitation of liability	25
16	No tenancy	26
17	Third parties	26
	The Appendix Plan.....	27

DATE [date]

PARTIES

- (1) SEAFORD TOWN COUNCIL of 37 Church Street, Seaford. BN25 1HG (**Licensor**);
- (2) [name of Licensee] [of OR incorporated in England and Wales with company registration number [number] whose registered office is at] [address] (**Licensee**).

1 Definitions

In this Licence, the following definitions apply:

Designated Area	the area within the Licence Area, or any other retail area within the Licence Area that the Licensor (in its absolute discretion) designates from time to time on 5 Working Days' notice to the Licensee;
Initial Rent Payment	The first instalment of rent paid in advance to secure the concession licence.
Kiosk	[a standalone vehicle cart barrow stall mobile snack-bar or shop approved by the Licensor used to retail items in accordance with the Permitted Use;]
Legislation	<p>all legislation having effect in the United Kingdom at any time during the term of this Licence, including:</p> <ul style="list-style-type: none">(a) Acts of Parliament;(b) orders, regulations, consents, licences, notices and bye laws made or granted:<ul style="list-style-type: none">(i) under any Act of Parliament;(ii) by a local authority or by a court of competent jurisdiction;(c) any approved codes of practice issued by a statutory body;
Licence	this Licence and any supplemental or collateral document;
Licence Area	the area within the Property shown edged blue on the Plan;
Licence Fee	£[amount] per annum (plus any VAT payable on that sum) or such other amount as may be

	determined by the Landlord on 1 month's written notice;
Licence Period	the period starting on [date] and (unless terminated under clause 12.2) ending on [date];
Mobile Trader	shall include any person trading from a vehicle cart barrow stall mobile snack-bar or shop
Permitted Hours	[opening time] to [closing time] 7 days a week, or as specified by written notice given by the Licensor to the Licensee at any time during the Licence Period;
Permitted Use	the retail sale of [insert] only, or such other use as approved in writing in advance by the Licensor during the Seasons.
Plan	the plan annexed to this Licence at the appendix;
Promenade	The area shaded [colour] on the Plan;
Property	the Licensor's property known as Marine Parade, opposite Dane Road, Seaford and [coloured] on the Plan;
Seasons	1 April and expiring on 31 March in each year
Utilities	electricity and water [specify any other utilities or services that will be provided];
VAT	value added tax payable by virtue of the Value Added Tax Act 1994 or any similar tax levied in addition to or by way of replacement for value added tax;
Working Day	any day other than Saturday, Sunday, or a bank or public holiday.

2 Interpretation

In this Licence:

- 2.1 the clause headings are for reference only and do not affect its construction;
- 2.2 general words introduced by the word 'other' do not have a restrictive meaning even where preceded by words indicating a particular class of acts, things or matters;
- 2.3 the words:
 - 2.3.1 'in particular', 'include', 'includes' and 'including' are deemed to be followed by the words 'without limitation';

2.3.2 'liability' and 'liable' include all claims, demands, proceedings, damages, costs and expenses and loss incurred or suffered by the relevant party;

2.3.3 'demand', 'notice', 'notify', 'nominate' or 'request' (and any expression which is cognate with any of them) require the demand, notice, notification, nomination or request to be in writing;

2.4 an obligation:

2.4.1 to do something includes an obligation to procure that it is done;

2.4.2 not to do something includes an obligation not to cause or allow that thing to be done;

2.4.3 owed by or to more than one person is owed by or to them jointly and severally;

2.5 a reference to:

2.5.1 the end of the Licence Period is to its expiry or sooner determination;

2.5.2 particular Legislation is, unless otherwise specified, a reference to:

(a) that particular Legislation as amended, consolidated or re-enacted from time to time;

(b) all subordinate legislation made under it from time to time;

2.5.3 'today' is to the date of this Licence;

2.6 any gender includes every gender;

2.7 the singular includes the plural, and vice versa;

2.8 'person' includes a corporate or unincorporated body.

3 Licence

3.1 In consideration of:

3.1.1 the Licence Fee; and

3.1.2 the Licensee's obligations in this Licence;

the Licensor grants the Licensee a non-exclusive licence to use the Designated Area for the Permitted Use during the Permitted Hours. If the Licensee trades on any area other than that designated, the Licensee shall be responsible for the payment of any penalty notices issued by other regulating authorities.

3.2 The Licensor grants the Licensee all rights of access during the Permitted Hours over the Property as are reasonably required for the purpose of the licence granted under clause 3.1. These rights are granted:

3.2.1 in common with anyone else who is entitled to similar rights; and

3.2.2 on condition that the Licensee does not obstruct or interfere with the rights of any such person or the Licensor.

- 3.3 The Licensor will be issuing licences for other concession sites around Seaford. This Licence shall not infer imply or impose any obligation or duty upon the Licensor to remove or otherwise prevent or take action to remove or otherwise prevent any mobile trader from operating on Licensor land.

4 Payments

- 4.1 The Licensee must pay the Licence Fee to the Licensor in four quarterly instalments in advance on the first day of each Season, the first payment to be made on 31 March, and the second on 30 June, the third on 30 September and the fourth on 31 December and on each anniversary throughout the term, save that the Initial Rent Payment must be made on 21 March 2025. In any year where an Initial Rent Payment is made, no payment will be due on 31 March.
- 4.2 In addition to the Licence Fee, the Licensee must pay within 5 Working Days of demand a fair proportion of:
- 4.2.1 the cost of Utilities supplied to and consumed within the Licence Area;
 - 4.2.2 other rates and outgoings of a periodically recurring nature incurred in respect of or attributable to the Licence Area.

5 Licensee's obligations

- 5.1 During the Licence Period, the Licensee must:
- 5.1.1 at all times maintain a minimum 4 star 'Food Hygiene Rating' as set out by the Food Standards Agency;
 - 5.1.2 maintain an attractive display of goods at the Licence Area in keeping with the standards maintained elsewhere at the Property;
 - 5.1.3 ensure that tap water is provided on request and at no cost.
 - 5.1.4 ensure a high standard of presentation for its employees and the Kiosk at all times in order to maintain a high level of customer satisfaction and improving the visitor experience;
 - 5.1.5 maintain their vehicles, powered equipment, other fittings or furniture to a suitable standard so as not to disturb residents and visitors' quiet enjoyment;
 - 5.1.6 ensure that the generation of power and provision of water is achieved without detriment to the environment. Generators are prohibited along the Promenade;
 - 5.1.7 provide sufficient litter and recycling receptacles outside the Kiosk and shall make suitable arrangements for the collection and removal of waste to the satisfaction of the District Council's Director of Planning and Environmental Services and shall at all times keep the site free of litter resulting from the exercise of the rights conferred by this Licence;
 - 5.1.8 comply with the single-use plastics ban enforced by the UK government on 1st October 2023;
 - 5.1.9 keep the License Area clean and tidy and not place in or on it, anything that might constitute an obstruction or a risk to the health and safety of anyone working at or visiting the Licence Area;
 - 5.1.10 at its own cost and to the satisfaction of the Licensor, make good any damage caused to any part of the License Area by the exercise of the licence or rights granted under clause 3;

5.1.11 maintain appropriate insurance to cover the risk of damage or injury to any person or property caused by the exercise of the licence or rights granted under clause 3 with a minimum level of indemnity of £5,000,000. The Licensor shall be entitled to inspect the policy at any time;

5.1.12 comply with:

- (a) all Legislation relating to the Licence Area and to the health and safety of persons working at or visiting the Property; and
- (b) all regulations made by the Licensor from time to time for the management and operation of the Property;

5.1.13 will allow an inspection of the Kiosk and the for the purpose of establishing whether or not the terms of the Licence agreement are being complied with;

5.1.14 if requested by the Licensee in order to support and promote Seaford Tourism display in a suitable agreed location each day, and store securely when necessary, a tourism leaflet stand or holder/s along with supplies of leaflets. The Licensee is required to liaise with the Licensor to manage replenishments of the leaflets to meet the demand.

5.2 During the Licence Period the Licensee must not

5.2.1 deposit or display any food goods articles or anything else of any description for sale outside the Kiosk and the rights of sale apply strictly within the Kiosk;

5.2.2 hawk any food goods articles or anything else of any description outside of the Licence Area or authorise any person employed by or acting on behalf of the Licensee to do so;

5.2.3 nor must any person employed by or acting on behalf of the Licensee for the purpose of selling or advertising any article or of obtaining custom tout or importune either verbally or by the distribution of any handbill's circulars or advertisements or by the use of chimes, radio, loudspeakers or other like equipment;

5.2.4 display any signs or notices at the Licence Area without the consent of the Licensor save for those on the Kiosk itself for the sale those items specified in the Permitted Use and those approved by the Licensor for the purpose of trade or local tourism. Any such advertisement must adhere to planning conditions as set out by Lewes District Council as the planning authority;

5.2.5 do, nor omit to do, anything which might vitiate any insurance in respect of the Property;

5.2.6 use the Licence Area or the access ways referred to in clause 3.2 so as to cause any nuisance, damage, disturbance, annoyance or interference to the owners, occupiers or users of the Property or any nearby property, including other Mobile Traders;

5.2.7 leave the Kiosk vacant without due cause during the core times; or for more than 5 consecutive days; or on frequent occasions without notifying the Licensor and giving reasonable cause. The Licensee must inform the Licensor either by telephone or e-mail should the kiosk not be open for service during the agreed times for any reason;

5.2.8 reside in the Kiosk or otherwise use the Kiosk for overnight sleeping;

5.2.9 do anything that may disturb or endanger wildlife;

5.2.10 hold or permit to be held any auction in or from the kiosk;

5.2.11 use any generators on the Property if the Kiosk is located on the Promenade;

5.3 At the end of the Licence Period, the Licensee must remove the Kiosk and leave the Licence Area in a clean and tidy condition and free of all the Licensee's equipment, goods and chattels.

6 Dealings, sharing, etc

6.1 This Licence is personal to [name of Licensee] [(company registration number [number])], who must not deal with it, nor share or allow any other person to use the rights conferred by it, in any way whatsoever.

6.2 The rights granted under clause 3.2 may only be exercised by the Licensee and its employees and customers.

7 Employees and Conduct

7.1 The Licensee and all of their employees shall be of good behaviour on site and maintain a suitable standard of customer service and presentation at all times.

7.2 The Licensee is required to implement suitable policies for employees in relation to smoking and other personal recreation on or around the Kiosk or the site.

7.3 Where an employee is used to operate the Kiosk on behalf of the Licensee, proof of employer's liability insurance must be displayed at the Kiosk at all times in respect of that person and be available upon request thereafter.

8 Remedying breach of Licensee's obligations

If the Licensor notifies the Licensee of a breach of the Licensee's obligations under this Licence, the Licensee must within two Working Days (or immediately in case of emergency) remedy that breach. If the Licensee does not do so, the Licensor may remedy the breach and all liability incurred by the Licensor is recoverable from the Licensee as a debt.

9 VAT

Any obligation of the Licensee:

9.1 to pay any sum under this Licence includes an obligation to pay any VAT properly payable in respect of the supply to which payment of that sum relates.

9.2 to repay to or reimburse the Licensor in respect of any expenditure incurred by the Licensor includes an obligation to repay or reimburse any VAT forming part of that expenditure.

10 Interest

If the Licensee fails to pay any sum due under this Licence within five Working Days after the due date (whether formally demanded or not), the Licensee must pay interest on that sum at a rate of 4% above the base rate of Barclays Bank plc for the period beginning on the due date and ending on the date of payment (after as well as before any judgment).

11 Indemnity

The Licensee must indemnify and keep the Licensor indemnified against all liability arising directly or indirectly from:

- 11.1 the use of the Licenced Area;
- 11.2 the exercise of any rights under this Licence;
- 11.3 any breach of the Licensee's obligations under this Licence.

12 Termination

- 12.1 This Licence automatically terminates at the end of the Licence Period.
- 12.2 If the Licensor considers that the Licensee is in breach of any of its obligations under this Licence, the Licensor may (notwithstanding clause 8 of this Licence) give 7 days' notice terminating this Licence. On service of that notice, the Licensee must immediately comply with clause 5.3.
- 12.3 The Licensor may terminate this Licence by giving not less than 20 Working Days' notice to the Licensee.
- 12.4 Termination of this Licence does not release the Licensee from its obligation to pay the Licence Fee and any other sums due under this Licence up to the end of the Licence Period.

13 No warranty

The Licensor gives no warranty that the Licence Area is fit for the purposes specified in this Licence.

14 Service of notices

Any notice required to be served under this Licence is validly served if delivered personally to the recipient or (in the case of notice served on the Licensee) if left at the Designated Area.

15 Limitation of liability

- 15.1 The Licensor is not liable to the Licensee or any other person for:

15.1.1 any damage or liability caused by:

- (a) any stoppage or defect in any plant or machinery; or
- (b) any interruption to services or Utilities;

serving the Property or the Licence Area; nor

15.1.2 death of, or injury to, the Licensee; nor

15.1.3 damage to any property including the Kiosk however caused including from high seas, sea spray and storm tempest; nor.

15.1.4 loss or damage caused resulting from the operation of any other Mobile Trader.

- 15.2 Nothing in clause 15.1 excludes or limits liability for death or personal injury caused by negligence.

16 No tenancy

The Licensee acknowledges that:

- 16.1 this Licence does not confer a right of exclusive possession in respect of any part of the Property or the Licence Area;
- 16.2 nothing in this Licence is intended to create a tenancy;
- 16.3 at the end of the Licence Period the Licensee has no right to remain at, or trade from, the Licence Area.

17 Third parties

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

Signed by the parties on the date of this Licence.

Signed:
	(On behalf of the Licensor)
Signed:
	(Licensee)

THE APPENDIX
PLAN

DRAFT



Seaford Town Council

Report No:	122/25
Agenda Item No:	12
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Policy Review Update – December 2025
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To provide the Committee with an update on the review of the Town Council's suite of policies

Actions
The Committee is advised:
<ol style="list-style-type: none">1. To consider the contents of the report2. To move to a vote on the motion below

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

1. Introduction

- 1.1 At the Finance & General Purposes Committee (F&GP) meeting on 25 September 2025, members requested to have a risk rated policy review schedule, showing cross-referencing of policies, presented at this F&GP meeting.
- 1.2 This report is presenting the revised policy database that has been devised for consideration and noting by this Committee.

2. Information

- 2.1 Since the F&GP meeting in September, officers have been working hard to develop a programme of policy reviews based on risk and changes to

legislation. In addition to the reviews of existing policies, officers have also identified new policies that are required in addition to those in place already.

Revised Policy Database

- 2.2** **Appendix A** presents the revised policy database that sets out:
- (a) key policy information (title, category, reference, status etc)
 - (b) adoption dates, previously agreed review dates, and review frequency,
 - (c) the revised deadline for review by officers, review status and committee with oversight.
- 2.3** The intention is that all existing policies will be reviewed by December 2027, as well as the adoption of new policies that have been identified as a priority to introduce.
- 2.4** New or significantly revised policies will initially be reviewed after one year to ensure the effectiveness of the policy and to identify any potential changes or updates required. After which, they will revert to their usual review frequency.
- 2.5** The database at Appendix A includes the following changes to individual policies:
- (a) the Equal Opportunities Policy has been renamed as Equality, Diversity and Inclusion Policy.
 - (b) the previously archived Twinning Policy has been removed from the overall policy list.
 - (c) the Employers' Discretion Scheme (pension policy documents) will be included as an appendix to the new Pay, Rewards and Benefits Policy.
 - (d) a new policy entitled Family Friendly Policy has been added which incorporates the existing Maternity, Paternity and Adoption Leave Policy, and the Parental Leave Policy.
 - (e) the Acceptable Use of Computer, Internet and Email Policy has been incorporated into the IT and Cyber Security Policy.
 - (f) the Single Use Plastic Policy has been removed from the policy list and will be included in the Climate Emergency Policy.

(g) the No Cold Calling Policy, Traveller Policy and Seaford Town Neighbourhood Plan have been moved to the Corporate Policies category.

2.6 The Committee will note that the database sets out the officer review date, rather than assigning specific meeting dates to the reviews at this stage. The reason for this is three-fold:

- (a) external factors may dictate a change in priority e.g. the introduction of new legislation, revisions to best practices or model policy documents, or a change in Town Council working practices that require policy amendments. This approach allows officers the flexibility to adapt accordingly.
- (b) once reviewing a policy, it may become apparent that other policies are connected to such a degree that the reviews should be carried out concurrently (as can be seen elsewhere on this agenda with the IT and data protection policy reviews). Whilst officers have identified the linked policies (see further information on this below), this list may not be exhaustive.
- (c) this avoids a repeat of the issue experienced in recent years with a schedule of policy reviews to committee being published that is then not achieved for a variety of reasons.

2.7 In determining which committee meetings the policy reviews will be presented to, officers will discuss this with committee chairs on the proposed agenda items for upcoming meeting/s.

Pace of Work & Committee Reviews

2.8 The initial review of all of the policies has shown that the Town Council is open to a number of risks without certain policies being reviewed and updated, and new policies being introduced. The officer review dates on the attached appendix have been allocated based on the risk rating exercise carried out against the suite of policies.

2.9 The Town Council is now benefitting from its enhanced staff structure, including a full time Policy & Risk Officer role as well as a full time Deputy Town Clerk post – the two of whom have and will continue to work closely together on driving forward the policy work at pace.

- 2.10** An unintended consequence of this plan, to review all policies by December 2027, is that a larger than usual number of policies will need to be presented to committees and then to Full Council throughout the coming two years. Officers are considering how councillors, committees and Full Council can be supported with this increased volume of policy work and will discuss this with the committee chairs in due course to try and ensure that the reviews can continue to progress as required without blocking up all available meeting time.

Policy Connectivity

- 2.11** **Appendix B** provides a log of linked policy documents to aid with understanding the connectivity between policies. This will continue to be updated as officers work through the review of existing policies and introduction of the newly identified policies.
- 2.12** A greater understanding of this policy connectivity has already been beneficial – highlighting the importance of presenting the four IT and data protection policies together that appear elsewhere on this agenda.

New Policy Format

- 2.13** Officers have designed a new format of policy that aims to ensure consistency with branding and key information required within policies i.e. purpose, scope, version history, related policies etc.
- 2.14** This new format aligns with the Town Council's branding and is also more aesthetically pleasing. Perhaps most importantly, the new format is also designed to be more accessible to all readers, which is vital with policy documents that must be read and understood by the whole community.
- 2.15** All policies being brought to this meeting (see separate reports elsewhere on the agenda) are in the new format design and layout. Current policy documents will be changed to the new format as future reviews are undertaken.

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 Darryl Keech, Deputy Town Clerk & RFO.

Report 122/25 Appendix A

Policy Folder	Policy Name	Policy Reference Code	Policy Status (Adopted Policy or New Policy)	Committee Oversight	Adoption Date	Next Review Date	Review Period	Deadline (Officer Review Completion Date)	Current Status (Pending/ In Progress/ Completed)
Corporate	Agenda and Minutes Policy	C1	Adopted Policy	F&GP	Oct-20	Oct-26	5 years	Oct-26	Pending
Corporate	Climate Emergency Policy	C2	Adopted Policy	GOSCA	Jan-24	Jun-26	annually	Mar-26	Pending
Corporate	Coat of Arms Policy	C3	Adopted Policy	F&GP	Jan-20	Jan-26	5 years	Dec-26	Pending
Corporate	Committee Terms of Reference Policy	C4	Adopted Policy	n/a	May-25	May-26	annually	May-26	Pending
Corporate	Complaints Policy	C5	Adopted Policy	F&GP	Jun-18	Jul-28	4 years	Mar-26	Pending
Corporate	Councillor Officer Protocol Policy	C6	Adopted Policy	F&GP	May-24	N/A	2 years	Jul-26	Pending
Corporate	Health and Safety Policy	C7	Adopted Policy	n/a	Oct-21	N/A	3 years	Aug-26	Pending
Corporate	No Cold Calling Policy	C8	Adopted Policy	F&GP	Oct-21	N/A	5 years	Mar-26	Pending
Corporate	Scheme of Delegation to Officers Policy	C9	Adopted Policy	n/a	May-22	Nov-26	annually	Dec-25	In Progress
Corporate	Standing Orders Policy	C10	Adopted Policy	F&GP	Jun-25	Jun-26	annually	Jun-26	Pending
Corporate	Traveller Policy	C11	Adopted Policy	GOSCA	Aug-18	Jun-27	3 years	Jun-27	Pending
Corporate	Business Continuity Plan	C12	New Policy	F&GP	N/A	TBC	annually	Mar-26	Pending
Corporate	Seaford Town Neighbourhood Plan	C13	Adopted Policy	P&H	Feb-20	Feb-30	10 years	Dec-27	Pending
Corporate	Strategy Programme 2025 - 2027	C14	Adopted Policy	n/a	Oct-25	Oct-26	as stipulated within policy	Oct-26	Pending
Comms & Engagement	Bring Your Own Device Policy	CE1	New Policy	F&GP	N/A	Nov-26	One year review TBC thereafter	Dec-25	In Progress
Comms & Engagement	Council Representation on Outside Bodies Policy	CE2	Adopted Policy	F&GP	May-24	May-28	4 years	Dec-27	Pending
Comms & Engagement	Data Protection Policy	CE3	Adopted Policy	F&GP	May-15	Nov-26	3 years	Dec-25	In Progress
Comms & Engagement	Document Retention Policy	CE4	Adopted Policy	F&GP	Apr-17	Nov-26	3 years	Dec-25	In Progress
Comms & Engagement	IT and Cyber Security Policy	CE5	New Policy	F&GP	N/A	Nov-26	One year review TBC thereafter	Dec-25	In Progress
Comms & Engagement	Petition Policy	CE6	Adopted Policy	F&GP	Oct-23	Jan-30	5 years	Dec-27	Pending
Comms & Engagement	Press and Media Policy	CE7	Adopted Policy	F&GP	May-16	May-26	3 years	May-26	Pending
Comms & Engagement	Public Participation Policy	CE8	Adopted Policy	F&GP	Oct-21	Oct-26	5 years	Oct-26	Pending
Comms & Engagement	Communications Policy	CE9	New Policy	F&GP	N/A	TBC	One year review TBC thereafter	Mar-26	Pending
Comms & Engagement	FOI Publication Scheme	CE10	Adopted Policy	F&GP	Oct-23	Oct-26	3 years	Oct-26	Pending
Comms & Engagement	FOI Requests Procedure	CE11	Adopted Policy	F&GP	Oct-23	Oct-26	3 years	Oct-26	Pending
HR & Personnel	Absence Management Policy	HRP1	New Policy	Personnel	N/A	Nov-26	One year review TBC thereafter	Dec-25	In Progress
HR & Personnel	Additional Hours Policy	HRP2	Adopted Policy	Personnel	Jun-18	Nov-27	3 years	Nov-27	Pending
HR & Personnel	Adverse Weather Conditions Working Policy	HRP3	New Policy	Personnel	N/A	TBC	One year review TBC thereafter	Jun-26	Pending
HR & Personnel	Appraisal Policy	HRP4	Adopted Policy	Personnel	Jun-18	Mar-28	3 years	Dec-27	Pending
HR & Personnel	Child and Vulnerable Adult Protection Policy	HRP5	Adopted Policy	Personnel	Oct-18	Mar-29	5 years	Dec-27	Pending
HR & Personnel	Dignity at Work Policy	HRP6	Adopted Policy	Personnel	Nov-16	Nov-26	5 years	Sep-26	Pending
HR & Personnel	Disciplinary Policy	HRP7	New Policy	Personnel	Sep-25	Sep-26	3 years	Sep-25	Completed
HR & Personnel	Display Screen Equipment (DSE) Users Policy	HRP8	Adopted Policy	Personnel	Jan-19	Jan-26	5 years	Jan-26	Pending
HR & Personnel	Equality, Diversity and Inclusion Policy	HRP9	Adopted Policy	Personnel	Jan-20	Jan-26	5 years	Jan-26	Pending
HR & Personnel	Family Friendly Policy	HRP10	New Policy	Personnel	N/A	TBC	One year review TBC thereafter	Jun-26	Pending
HR & Personnel	Flexible Working Policy	HRP11	New Policy	Personnel	N/A	TBC	One year review TBC thereafter	Jun-26	Pending
HR & Personnel	Gifts and Hospitality Policy	HRP12	Adopted Policy	Personnel	Aug-21	Aug-26	4 years	Aug-26	Pending
HR & Personnel	Grievance Policy	HRP13	Adopted Policy	Personnel	Nov-16	Nov-27	3 years	Nov-27	Pending
HR & Personnel	Menopause Policy	HRP14	New Policy	Personnel	N/A	Nov-26	One year review TBC thereafter	Dec-25	In Progress

Policy Folder	Policy Name	Policy Reference Code	Policy Status (Adopted Policy or New Policy)	Committee Oversight	Adoption Date	Next Review Date	Review Period	Deadline (Officer Review Completion Date)	Current Status (Pending/ In Progress/ Completed)
HR & Personnel	Pay, Rewards and Benefits Policy	HRP15	New Policy	Personnel	N/A	TBC	One year review TBC thereafter	Mar-26	Pending
HR & Personnel	Performance Management & Capability Policy	HRP16	New Policy	Personnel	N/A	Dec-26	One year review TBC thereafter	Jan-26	Pending
HR & Personnel	Probationary Policy	HRP17	Adopted Policy	Personnel	Jan-25	Jan-27	2 years	Jun-26	Pending
HR & Personnel	Recruitment, Induction and Leavers Policy	HRP18	New Policy	Personnel	N/A	Dec-26	One year review TBC thereafter	Mar-26	In Progress
HR & Personnel	Reservist Policy	HRP19	Adopted Policy	Personnel	Jul-22	Jul-27	5 years	Jul-27	Pending
HR & Personnel	Sexual Harassment Policy	HRP20	New Policy	Personnel	N/A	Oct-26	One year review TBC thereafter	Dec-25	In Progress
HR & Personnel	Sickness Absence Policy	HRP21	Adopted Policy	Personnel	May-22	May-26	3 years	Jun-26	Pending
HR & Personnel	Staff Travel Expenses Policy	HRP22	Adopted Policy	Personnel	Jan-19	Jan-26	5 years	Jan-26	Pending
HR & Personnel	Training and Development Policy	HRP23	Adopted Policy	Personnel	Jan-20	Nov-27	3 years	Nov-27	Pending
HR & Personnel	Whistleblowing Policy	HRP24	New Policy	Personnel	N/A	Sep-26	One year review TBC thereafter	Oct-25	In Progress
HR & Personnel	Staff Handbook	HRP25	Adopted Policy	Personnel	Mar-19	Nov-26	One year review TBC thereafter	Dec-25	In Progress
Civic and Councillor	Civic Awards Policy	CC 1	Adopted Policy	F&GP	Sep-23	Sep-28	5 years	Dec-26	Pending
Civic and Councillor	Code of Conduct for Members Policy	CC 2	Adopted Policy	F&GP	Oct-19	Oct-26	4 years	Oct-26	Pending
Civic and Councillor	Committee Chairs Management Group Policy	CC 3	Adopted Policy	F&GP	Mar-25	Mar-27	4 years	Mar-26	Pending
Civic and Councillor	Co-option Policy	CC 4	Adopted Policy	F&GP	May-22	May-27	5 years	May-27	Pending
Civic and Councillor	Honorary Freedom of the Town Policy	CC 5	Adopted Policy	F&GP	Oct-18	Oct-18	5 years	Dec-26	Pending
Civic and Councillor	Members Allowance Policy	CC 6	Adopted Policy	F&GP	Aug-21	Dec-26	4 years	Dec-26	Pending
Civic and Councillor	Mayors Portfolio	CC 7	Adopted Policy	F&GP	Mar-25	Mar-26	4 years	Mar-26	Pending
Civic and Councillor	National and Local Mourning Procedure	CC 8	Adopted Policy	F&GP	Jan-20	Jan-26	5 years	Jun-26	Pending
	EXEMPT								
Finance	Annual Investment Strategy	F1	Adopted Policy	F&GP	Mar-25	Mar-26	Annually	Mar-26	Pending
Finance	Anti-Fraud, Bribery and Corruption Policy	F2	New Policy	F&GP	N/A	TBC	One year review TBC thereafter	May-26	Pending
Finance	Bad Debt Policy	F3	Adopted Policy	F&GP	Oct-22	Oct-26	3 years	Oct-29	Pending
Finance	Discretionary Grants Policy	F4	Adopted Policy	F&GP	Mar-24	Mar-27	3 years	Apr-26	Pending
Finance	Procurement Policy	F5	New Policy	F&GP	N/A	TBC	One year review TBC thereafter	Mar-26	Pending
Finance	Purchase Ordering and Payment for Goods & Services Policy	F6	Adopted	F&GP	May-22	May-26	3 years	Dec-25	In Progress
Finance	Financial Regulations	F7	Adopted Policy	F&GP	Mar-24	Mar-26	One year review TBC thereafter	Mar-26	Pending
Finance	General & Financial Risk Assessment	F8	Adopted Policy	F&GP	Mar-25	Mar-26	One year review TBC thereafter	Mar-26	Pending
Facilities & Services	Busking Policy	FS1	Adopted Policy	A&F	Mar-18	Mar-26	5 years	Dec-27	Pending
Facilities & Services	Concessions Policy	FS2	Adopted Policy	F&GP	Nov-24	Nov-28	4 years	Jan-26	In Progress
Facilities & Services	Corporate Sponsorship Policy	FS3	Adopted Policy	A&F	Jun-18	Jun-26	5 years	Jun-26	Pending
Facilities & Services	Diversity & Inclusion Policy (Tennis)	FS4	Adopted Policy	A&F	Jan-22	Sep-29	5 years	Dec-27	Pending
Facilities & Services	Events Policy (including booked entertainment)	FS5	Adopted Policy	A&F	Jan-22	Jan-22	4 years	Jun-26	Pending
Facilities & Services	Memorial & Donation Policy	FS6	Adopted Policy	A&F	Aug-18	Apr-26	5 years	Apr-26	Pending
Facilities & Services	Safeguarding Policy (Tennis)	FS7	Adopted Policy	A&F	Jan-22	Sep-29	5 years	Dec-27	Pending

Policy Folder	Policy Name	Policy Reference Code	Policy Status (Adopted Policy or New Policy)	Committee Oversight	Adoption Date	Next Review Date	Review Period	Deadline (Officer Review Completion Date)	Current Status (Pending/ In Progress/ Completed)
Facilities & Services	Tree Policy	FS8	Adopted Policy	GOSCA	Aug-18	Aug-26	5 years	Aug-26	Pending

Policy No.	Policy Name	Policy Reference Code	Related Policies and Other References
1	Agenda and Minutes Policy	C1	Committee Terms of Reference Policy Standing Orders Policy FOI Request Procedure
2	Climate Emergency Policy	C2	
3	Coat of Arms Policy	C3	Committee Terms of Reference Policy Code of Conduct for Members Policy Communications Policy Council Representation on Outside Bodies Policy
4	Committee Terms of Reference Policy	C4	Committee Chairs Management Group Policy Code of Conduct for Members Policy Standing Orders Policy
5	Complaints Policy	C5	Code of Conduct for Members Policy Whistleblowing Policy Public Participation Policy
6	Councillor Officer Protocol Policy	C6	Code of Conduct for Members Policy Standing Orders Policy Committee Terms of Reference Policy Councillor Representation on Outside Bodies Policy
7	Health and Safety Policy	C7	Absence Management Policy Sickness Absence Policy Adverse Weather Conditions Working Policy DSE Users Policy
8	No Cold Calling Policy	C8	Data Protection Policy Communications Policy Complaints Policy
9	Scheme of Delegation to Officers Policy	C9	Standing Orders Policy Financial Regulations Staff Handbook
10	Standing Orders Policy	C10	Committee Terms of Reference Policy Agenda and Minutes Policy Code of Conduct for Members Policy Committee Chairs Management Group Policy
11	Traveller Policy	C11	Absence Management Policy Health and Safety Policy Staff Travel Expenses Policy
12	Business Continuity Plan	C12	Procurement Policy Financial Regulations Anti-Fraud, Bribery and Corruption Policy
13	Seaford Town Neighbourhood Plan	C13	N/A
14	Strategic Plan	C14	N/A
15	Bring Your Own Device Policy	CE1	Data Protection Policy IT and Cyber Security Policy Whistleblowing Policy Document Retention Policy
16	Council Representation on Outside Bodies Policy	CE2	Committee Terms of Reference Policy Code of Conduct for Members Policy Councillor Officer Protocol Policy
17	Data Protection Policy	CE3	IT and Cyber Security Policy Disciplinary Policy Bring Your Own Device Policy FOI Requests Procedure FOI Publication Scheme
18	Document Retention Policy	CE4	Data Protection Policy IT and Cyber Security Policy Whistleblowing Policy Bring Your Own Device Policy
19	IT and Cyber Security Policy	CE5	Data Protection Policy Document Retention Policy Disciplinary Policy Bring Your Own Device Policy

Policy No.	Policy Name	Policy Reference Code	Related Policies and Other References
20	Petition Policy	CE6	Public Participation Policy Complaints Policy Code of Conduct for Members Policy
21	Press and Media Policy	CE7	Communications Policy
22	Public Participation Policy	CE8	Petition Policy Complaints Policy
23	Communications Policy	CE9	Press and Media Policy Data Protection Policy Public Participation Policy
24	FOI Publication Scheme	CE10	N/A
25	FOI Requests Procedure	CE11	N/A
26	Absence Management Policy	HRP1	Disciplinary Policy Health and Safety Policy Sickness Absence Policy Family Friendly Policy
27	Additional Hours Policy	HRP2	Absence Management Policy Pay, Rewards and Benefits Policy Performance Management & Capability Policy Flexible Working Policy
28	Adverse Weather Conditions Working Policy	HRP3	Health and Safety Policy Staff Travel Expenses Policy
29	Appraisal Policy	HRP4	Performance Management & Capability Policy Pay, Rewards and Benefits Policy
30	Child and Vulnerable Adult Protection Policy	HRP5	Equality, Diversity and Inclusion Policy Dignity at Work Policy Sexual Harassment Policy Disciplinary Policy
31	Dignity at Work Policy	HRP6	Equality, Diversity and Inclusion Policy Sexual Harassment Policy Disciplinary Policy
32	Disciplinary Policy	HRP7	Sexual Harassment Policy Equality, Diversity and Inclusion Policy Data Protection Policy IT and Cyber Security Policy Whistleblowing Policy Absence Management Policy Menopause Policy
33	DSE Users Policy	HRP8	Flexible Working Policy Health and Safety Policy
34	Equality, Diversity and Inclusion Policy	HRP9	Dignity at Work Policy Sexual Harassment Policy Disciplinary Policy Menopause Policy
35	Family Friendly Policy	HRP10	Equality, Diversity and Inclusion Policy Flexible Working Policy Absence Management Policy
36	Flexible Working Policy	HRP11	Family Friendly Policy Equality, Diversity and Inclusion Policy Absence Management Policy Menopause Policy Sickness Absence Policy Disciplinary Policy
37	Gifts and Hospitality Policy	HRP12	Dignity at Work Policy Code of Conduct for Members Policy Anti-Fraud and Bribery and Corruption Policy Disciplinary Policy
38	Grievance Policy	HRP13	Absence Management Policy Flexible Working Policy Equality, Diversity and Inclusion Policy

Policy No.	Policy Name	Policy Reference Code	Related Policies and Other References
39	Menopause Policy	HRP14	Health and Safety Policy Sickness Absence Policy Flexible Working Policy Dignity at Work Policy Performance Management Policy Sexual Harassment Policy Disciplinary Policy
40	Pay, Rewards and Benefits Policy	HRP15	Equality, Diversity and Inclusion Policy Sickness Absence Policy
41	Performance Management & Capability Policy	HRP16	Sickness Absence Policy Disciplinary Policy Pay, Rewards and Benefits Policy
42	Probationary Policy	HRP17	Recruitment, Induction and Leavers Policy Performance Management and Capability Policy Disciplinary Policy
43	Recruitment, Induction and Leavers Policy	HRP18	Performance Management and Capability Policy Equality, Diversity and Inclusion Policy Absence Management Policy Disciplinary Policy Sexual Harassment Policy
44	Reservist Policy	HRP19	Equality, Diversity and Inclusion Policy
45	Sexual Harassment Policy	HRP20	Disciplinary Policy Dignity at Work Policy
46	Sickness Absence Policy	HRP21	Absence Management Policy Disciplinary Policy Flexible Working Policy Menopasue Policy Health and Safety Policy
47	Staff Travel Expenses Policy	HRP22	Health and Safety Policy Flexible Working Policy
48	Training and Development Policy	HRP23	Performance Management and Capability Policy Equality, Diversity and Inclusion Policy Recruitment, Induction and Leavers Policy
49	Whistleblowing Policy	HRP24	Grievance Policy Disciplinary Policy Code of Conduct Policy
50	Staff Handbook	HRP25	N/A
51	Civic Awards Policy	CC 1	Code of Counduct for Members Policy Honorary Freedom of the Town Policy
52	Code of Conduct for Members Policy	CC 2	Equality, Diversity and Inclusion Policy Committee Terms of Reference Policy Whistleblowing Policy Disciplinary Policy
53	Committee Chairs Management Group Policy	CC 3	Committee Terms of Reference Policy Code of Counduct for Members Policy Standing Orders Policy
54	Co-option Policy	CC 4	Committee Chairs Management Group Policy Equality, Diversity and Inclusion Policy
55	Honorary Freedom of the Town Policy	CC 5	Civic Awards Policy Code of Counduct for Members Policy Committee Terms of Reference Policy
56	Members Allowance Policy	CC 6	Code of Counduct for Members Policy
57	Mayors Portfolio	CC 7	N/A
58	National and Local Mourning Procedure EXEMPT	CC 8	N/A
59	Annual Investment Strategy	F1	N/A
60	Anti-Fraud Bribery and Corruption Policy	F2	Whistleblowing Policy Disciplinary Policy Code of Counduct for Members Policy
61	Bad Debt Policy	F3	Procurement Policy Anti-Fraud Bribery and Corruption Policy Purchase Ordering and Payment for Goods & Services Policy

Policy No.	Policy Name	Policy Reference Code	Related Policies and Other References
62	Discretionary Grants Policy	F4	Anti-Fraud Bribery and Corruption Policy Bad Debt Policy Purchase Ordering and Payment for Goods & Services Policy
63	Procurement Policy	F5	Anti-Fraud Bribery and Corruption Policy Purchase Ordering and Payment for Goods & Services Policy
64	Purchase Ordering and Payment for Goods & Services Policy	F6	Anti-Fraud Bribery and Corruption Policy Bad Debt Policy Procurement Policy
65	Financial Regulations	F7	N/A
66	General & Financial Risk Assessment	F8	N/A
67	Busking Policy	FS1	Events Policy [including booked entertainment]
68	Concessions Policy	FS2	Events Policy [including booked entertainment] Procurement Policy
69	Corporate Sponsorship Policy	FS3	Procurement Policy Events Policy [including booked entertainment]
70	Diversity & Inclusion Policy [Tennis]	FS4	Equality, Diversity and Inclusion Policy Safeguarding Policy [tennis] Health and Safety Policy
71	Events Policy [including booked entertainment]	FS5	Communications Policy Corporate Sponsorship Policy Concessions Policy Public Participation Policy
72	Memorial & Donation Policy	FS6	Public Participation Policy
73	Safeguarding Policy [Tennis]	FS7	Diversity & Inclusion Policy [Tennis] Equality, Diversity and Inclusion Policy Health and Safety Policy
74	Tree Policy	FS8	Environmental Policy



Seaford Town Council

Report No:	118/25
Agenda Item No:	13
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Policy Reviews x 4 – IT and Data Protection Policies
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Purpose of Report:	To present the review of four interrelated IT and Data protection policies for consideration by Committee and recommendation to Full Council for adoption

Actions

The Committee is advised:

1. To review and discuss the four policy documents presented within this report, namely:
 - Data Protection Policy (revised)
 - Document Retention Policy (revised)
 - IT & Cyber Security Policy (new)
 - Bring Your Own Device Policy (new)
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.
2. To recommend that Full Council adopts the revised Data Protection Policy.
3. To recommend that Full Council adopts the revised Document Retention Policy.
4. To recommend that Full Council adopts the new IT & Cyber Security Policy and, by doing so, archives the previous Acceptable Use of Computer, Internet & Email Facilities Policy.
5. To recommend that Full Council adopts the new Bring Your Own Device Policy.

1. Introduction

- 1.1** The introduction of the Deputy Town Clerk and the Policy & Risk Officer posts to the Town Council's staff structure was done, in part, to ensure dedicated and focussed work could be carried out, at pace, on the Town Council's suite of policies. As such, a review of the Town Council's policy systems has recently been completed and the programme for policy reviews created (appearing elsewhere on this agenda).
- 1.2** A result of this programme of work will be more policy reviews coming through committees and Full Council for consideration, especially during the next two years as these officers work to review every individual policy.
- 1.3** As part of the recent system review, officers identified areas of risk with policies that were outdated, or where required / advisable policies were not in place.
- 1.4** One such area that requires significant updating is the policies relating to IT and data protection. As such, this report is taking a different approach to normal and is presenting four interrelated policies for consideration alongside each other and subsequent recommendation to Full Council for adoption.

2. Information

- 2.1** It is vital that the Town Council has adequate IT and data protection policies in place to mitigate against risks such as increased vulnerability to cyberattacks and data breaches, legal and financial penalties for non-compliance, damage to reputation and trust, poor operational efficiency, and hindered business continuity.
- 2.2** In addition, a new external audit regulatory regime for the 2025 - 2026 financial year has been introduced, called 'Assertion 10'. This introduces a new requirement for parish and town councils to demonstrate digital and data compliance via their annual governance statements. Part of this requires council websites to comply with the Web Content Accessibility Guidelines 2.2 AA (WCAG) standards and to ensure the publication of required content to the same standard.
- 2.3** Details of the four policies being presented for consideration are set out individually below.

General Introduction to the Four Policies

- 2.4** Whilst they are individual policy documents, they are all closely linked and, as such, being reviewed at the same time will ensure consistency across the policy documents and aid with implementation of the policies and associated processes.
- 2.5** All policies have been presented in the new policy format that has been created and aims to ensure consistency with branding and key information required within policies i.e. purpose, scope, version history, related policies, etc.
- 2.6** With regards to related policies, these have been listed in the proposed policies, although at this stage officers have not yet provided the policy reference code on the draft policies, as these codes are still being finalised.
- 2.7** Copies of the proposed policies are presented as appendices to this report. Changes have not been tracked within the reports, but an overview is provided in the report text. Copies of current policies have not been appended to avoid confusion / an excessively large agenda bundle, but can be viewed on the [Town Council's website](#).
- 2.8** Upon adoption of the policies, guidance will be issued to all councillors and employees about the implications of each policy and next steps to be taken.
- 2.9** Officers are currently undertaking data protection training as part of their ongoing, mandatory training and this will support the implementation of, and alignment with, the introduction of the proposed policies. Officers are in the process of arranging follow up data protection training for all councillors – more details on this will be shared in due course.

Data Protection Policy – revised policy

- 2.10** **Appendix A** presents the revised Data Protection Policy for consideration
- 2.11** This policy sets out the procedures to ensure that the Council deals with any data protection concerns in a fair, transparent and consistent manner.
- 2.12** New legislation came into place in June 2025 with the Data (Use and Access) Act 2025 (DUAA). Whilst the DUAA does not replace the original Data Protection Act 2018 or the Privacy and Electronic Communications (EC Directive) Regulations 2003, it will make some changes to them to make the rules simpler for organisations, encourage innovation, help law

enforcement agencies to tackle crime, and allow responsible data-sharing while maintaining high data protection standards. Phased implementation of DUAA will take place over a 2 – 12 month period following Royal Assent.

- 2.13** The existing Data Protection Policy has been reviewed and updated to reflect the relevant changes in legislation. Whilst there are a number of minor changes and corrections, there are no significant changes to the policy nor impacts on the operational implementation of this policy.

Document Retention Policy – revised policy

- 2.14 Appendix B** presents the revised Document Retention Policy for consideration.
- 2.15** This policy sets out the procedure to ensure that the Town Council is adhering to document retention and disposal requirements and that there are clear guidance and expectations for all individuals involved in these processes.
- 2.16** The policy is based on the National Association of Local Council's Legal Topic Note on Local Council Documents and Records (legal topic note 40); therefore contains legal requirements and recommended practice within the sector. This advice was last updated in August 2022.
- 2.17** Officers have reviewed the policy and, whilst there are a number of minor changes and corrections, there are no significant changes to the policy nor impacts on the operational implementation of this policy.

IT & Cyber Security Policy – new policy to supersede current policy

- 2.18 Appendix C** presents the proposed IT & Cyber Security Policy for consideration.
- 2.19** This policy sets out the requirements and associated procedures to ensure that the Council maintains its IT and cyber security, and provides clear guidance for officers and councillors as users.
- 2.20** Assertion 10 requires councils to have a dedicated IT Policy, which the Council currently does not have in place.
- 2.21** This proposed IT & Cyber Security Policy clearly sets out the Council's requirements in these spheres and supersedes the existing Acceptable Use of Computer, Internet and Email Facilities Policy that, whilst containing some of information required, does not cover all areas adequately to meet the requirements of Assertion 10.

- 2.22** Should councillors wish to view the current Acceptable Use of Computer, Internet and Email Facilities Policy for comparison, this can be viewed on the Council's website, under Personnel Policies.

Bring Your Own Device Policy – new policy

- 2.23** **Appendix D** presents the proposed Bring Your Own Device Policy for consideration.

- 2.24** This policy sets out the procedure to ensure that the Town Council deals with risks regarding the use of personal devices for Town Council business in a compliant, secure and accountable manner.

- 2.25** Officers recognise that currently councillors are not offered any form of laptop / tablet / device by the Town Council on which to conduct Town Council business and must therefore use personal devices to do so. Without the appropriate guidelines and policy in place governing this, the Town Council is at risk of data breaches.

- 2.26** In addition, some officers use personal devices for some Town Council business, such as personal mobile phones.

- 2.27** The Bring Your Own Device policy provides basic guidance on the management of personal devices for Town Council related business to protect the safety and integrity of Town Council data. This also aligns with the updated Data Protection Policy and the newly created IT & Cyber Security Policy.

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 Darryl Keech, Deputy Town Clerk & Responsible Financial Officer.



DATA PROTECTION POLICY

This policy sets out the procedure to ensure that the Town Council deals with any data protection concerns in a fair, transparent and consistent manner

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.3	Last Review Date	October 2018
Adopted Date	TBC	Next Review Date	One year from adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
May 2015	0.1	Full Council	Adopted Policy
March 2018	0.2	Full Council	Adopted Policy

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Data Protection Policy
[insert code]	IT & Cyber Security Policy
[insert code]	Disciplinary Policy
[insert code]	Bring Your Own Device Policy
[insert code]	Freedom Of Information (FOI) Requests Procedure
[insert code]	FOI Publication Scheme

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2.0	Aim and Scope
3.0	Policy Statement
4.0	Data Protection Legislation
5.0	Roles and Responsibilities
6.0	Data Retention
7.0	Information Requests
8.0	Complaints

1. Introduction

- 1.1.** Seaford Town Council supports the objectives of the UK General Data Protection Regulation (GDPR), Data Protection Act 2018 and Data (Use and Access) Act 2025 and seeks to ensure compliance with this data protection legislation.
- 1.2.** The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.
- 1.3.** The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council makes information available to the public as per the Council's Publication Scheme.

2. Aim and Scope

- 2.1.** This Data Protection Policy applies to all officers, councillors, contractors and volunteers, if any (see Section 5).
- 2.2.** The policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.
- 2.3.** The policy provides a framework within which the Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

3. Policy Statement

- 3.1.** The Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation.
- 3.2.** Therefore, the Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

4. Data Protection

- 4.1.** The UK General Data Protection Regulations (GDPR), Data Protection Act 2018 and Data Use and Access Act (DUAA) 2025 govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which

individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

4.2. Seven Principles

4.2.1. The regulations are based on seven principles including a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

- **Lawfulness, fairness and transparency:** processed lawfully, fairly and in a transparent manner in relation to the data subject.
- **Purpose limitation:** collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- **Data Minimisation,** adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- **Accuracy:** every reasonable step must be taken to ensure that personal data is accurate and, where necessary, kept up to date. Personal data that is inaccurate, having regard to the purposes for which it is processed, must be erased or corrected without delay.
- **Storage limitations:** kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- **Integrity and confidentiality:** processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- **Accountability:** underpins all data protection principles above. It requires organisations to assume full responsibility for the management of personal data, to implement appropriate controls, and to maintain comprehensive records demonstrating compliance with data protection legislation. Senior level management, councillors and the Council also hold the ultimate responsibility and accountability for ensuring full and consistent compliance with data protection requirements.

4.2.2 In addition to above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires organisations to ensure

appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up by 'Schools ICT' (computer networks) in the United Kingdom and Microsoft Office (email services) in three separate locations within the United Kingdom to ensure the safety of data.

4.3. Lawfulness of Processing

4.3.1. The data protection legislation sets out six lawful bases for processing personal data, as follows:

- Consent
- Legitimate interests
- Contractual necessity
- Compliance with legal obligations
- Vital interests
- Public interests

4.3.2. At least one of these must apply in all cases where personal data is processed by the Council, unless an exemption applies.

4.3.3. Often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation such as processing data in the exercise of a statutory power, while at the same time as the result of contractual necessity.

4.3.4. In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

- **Consent**
 - i. A data controller must be able to demonstrate that consent was given. Transparency is key: consent given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.
 - ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.
- **Legitimate Interests**
 - i. This involves a balancing test between the data controller's (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject, in

particular where the data subject is a child. The privacy policy of a data controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.

- ii. Please note, local councils and parish meetings are classed as public authorities, and under GDPR, public authorities cannot rely on legitimate interests as a legal basis for processing personal data.
- **Contractual Necessity**
 - i. Personal data may be processed if it is necessary in order to enter into or perform a contract with the data subject or to take steps prior to entering into a contract.
- **Compliance with Legal Obligation**
 - i. Personal data may be processed if the data controller is legally required to perform such processing e.g., complying with the requirements of legislation.
- **Vital Interests**
 - i. Personal data may be processed to protect the 'vital interests' of the data subject e.g., in a life-or-death situation it is permissible to use a person's medical or emergency contact information without their consent.
- **Public Interest**
 - i. Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.4. Individual Rights

4.4.1. The Council will ensure that individuals about whom personal information is kept are aware of their rights under data protection legislation and have access to that information upon request.

4.4.2. Subject to some legal exceptions, individuals will have the rights below:

- **Right to access personal data held by the Council:** Individuals have the right to request access to the personal data the Council holds about them. This includes information on why the data is held, who has access to it, and the source from which the data was obtained.
- **Right to correct and update the personal data held by the Council:** Individuals have the right to request that the Council correct or update any personal data it holds about them if it is inaccurate or incomplete.

- **Right to request erasure of personal data:** If an individual believes that the Council should no longer be holding/using their personal data, or that the Council is holding/using it unlawfully, individuals may request that the Council erase the personal data it holds.
- **Right to object to the processing of personal data or to restrict it to certain purposes only:** Individuals have the right to request that the Council cease processing their personal data or to ask that the Council restrict processing to specific purposes.
- **Right to data portability (personal data transferred from one data controller to another):** Individuals have the right to request that the Council transfer certain personal data to another data controller.
- **Right to withdraw consent to processing at any time for any data where consent was obtained:** Individuals may withdraw their consent to the processing of personal data at any time. Consent may be withdrawn easily by telephone, email, or post.
- **Right to lodge a Complaint with the Information Commissioner's Office:** Individuals may contact the Information Commissioner's Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

4.4.3. The process for making a request for personal data the Council holds on individuals (a 'Subject Access Request') or any similar requests as above is set out as an addendum to this policy.

5. Roles and Responsibilities

5.1. Data Controller

5.1.1 The Town Council is registered as the Data Controller for all personal data under the legislation. This means the Council is responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring of activities and incidents by the Data Protection Officer (see below).

5.2. Data Protection Officer

5.2.1. Within the DPA 2018, town and parish councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

5.2.2. The Council does, however, have an internally appointed Data Protection Officer, the HR & OD Manager, who is responsible for the following tasks:

- Informing and advising the Council, and any data processor (see below) engaged by the Council, who carries out the processing of personal data, of the obligations under the legislation.
- Providing advice and monitoring for the carrying out of data protection impact assessments.
- Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.
- Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training officers involved in processing operations, ensuring the Council's privacy notices are kept up to date, and conducting audits required under those policies.

5.2.3. The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

5.3. Data Processors

5.3.1. Officers & Councillors

5.3.2. All officers and councillors, who process personal data are data processors, and will ensure that:

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are always respected.
- A copy of the Privacy Notice will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.
- Personal information is only disclosed on a strict 'need to know' basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.

- Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the DPA 2018 to the Data Protection Officer as soon as the breach is discovered.

5.3.2. It is the responsibility of all officers and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

5.3.3. Contractors and Employment Agencies

5.3.4. Where contractors are used, the contracts between the Council and these third parties must contain mandatory assurance clauses to ensure the third party's officers are bound by the same obligations as Town Council officers and councillors in relation to data protection legislation.

5.3.5. Volunteers

5.3.6 All volunteers are bound by the same obligations as Council officers and councillors in relation to data protection legislation. It is the responsibility of the officer or councillor arranging the volunteer to ensure that the volunteer is aware of, and understands their responsibilities in relation to data protection legislation.

6. Data Retention

- 6.1.** Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the data protection legislation.
- 6.2.** Data must only be used for the purposes it was gathered for and should be deleted when it is no longer needed for that purpose.
- 6.3.** All records within the Council will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents must be disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.
- 6.4.** Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

7. Information Requests

7.1. Personal Data

7.1.1. Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing, but can also be made verbally.

7.1.2. The Subject Access Request procedure, including submitting subject access requests and the Council responding, is provided as an addendum to this policy.

7.2. Non-Personal Data

7.2.1. The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

7.2.2. In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council publishes or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

7.2.3. Requests for non-personal information can be made verbally or in writing and will be dealt with in accordance with the Town Council's Freedom of Information Request Policy.

7.2.3. Much of the Council's information is available on its website at www.seafordtowncouncil.gov.uk and individuals are encouraged to first look on the website for the information they require.

8. Complaints

8.1. Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

8.2. Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information

Commissioner's Office who will then investigate the complaint and take action where necessary.

- 8.3.** The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

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Data Protection Policy Appendix A: Access Request Procedure

Subject Access Request Procedure Further Information	
1. What is a Subject Access Request?	A Subject Access Request (SAR) is a request made by, or on behalf of an individual, for personal data held on that individual which they are entitled to ask for under data protection legislation.
2. How do I submit a SAR?	<p>A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as 'subject access' or 'data protection legislation'.</p> <p>It is recommended that a SAR be submitted in writing to the Council either via post or email to admin@seafordtowncouncil.gov.uk. Requests may however also be submitted via social media, the Council's website or any other means of contact.</p> <p>It is recommended that, for the ease of identifying the exact request, the request clearly set out:</p> <ol style="list-style-type: none"> The individual the request is regarding (the 'data subject') The information/data being requesting (the 'personal data') How the requester would like to receive the response e.g. electronically via email, posted paper copies etc. The default format will be electronic, wherever possible.
3. What process will the Council follow to respond?	<p>Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:</p> <p><u>Upon Receipt of a SAR</u></p> <ol style="list-style-type: none"> Verify that the Council is the data controller of the requested data subject's personal data. If the Council is not the data controller, but merely a data processor, the requester will be informed and signposted to the relevant data controller. Verify the identity of the data subject; if needed, the Council may request further ID to confirm the data subject (a list of acceptable identification evidence will be provided). If the request has been made on behalf of the data subject, the Council will need to satisfy itself that the requester is entitled to act on behalf of the individual. The Council reserves the right to send the response

	<p>direct to the data subject rather than through a third party, where appropriate.</p> <ul style="list-style-type: none"> c. Verify the access request; is it sufficiently substantiated? Is it clear what data is being requested? If not, the Town Clerk (or Deputy Town Clerk) will contact the requester for further information. d. Verify whether requests are unfounded or excessive (in particular if a repetitive request); if so, the Council may refuse to act on the request or may charge a reasonable fee to respond. e. Promptly acknowledge receipt of the SAR and inform the requester of any costs involved in processing the SAR. Where a cost is to be incurred, the Town Clerk (or Deputy Town Clerk) will await the requester's agreement to the cost before proceeding with a response to the request. f. Verify whether the Council processes any data requested by carrying out an extensive search of all records. If no data is processed, the Town Clerk (or Deputy Town Clerk) will inform the requester accordingly. g. Verify whether the data requested also involves data about other data subjects and make sure this data is filtered and/or redacted before the requested data is supplied to the requester; if data cannot be sufficiently filtered and/or redacted, the Council will first ensure that other data subjects have consented to the supply of their data as part of the SAR. <p><u>Responding to a SAR</u></p> <ul style="list-style-type: none"> h. Respond to a SAR within one month after receipt of the request: <ul style="list-style-type: none"> (i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to the requester in a timely manner within the first month (ii) If the Council cannot provide the information requested, it will inform the requester of this within one month of receipt of the request.
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	<p>(iii) “Stop the clock” rule allows the pausing of the response time if more information is required regarding the request. Once the information is received, the response time will continue.</p> <p>i. Where possible, the Council will include the following in its response:</p> <ul style="list-style-type: none"> (i) The purpose for processing this data. (ii) The categories of personal data concerned. (iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed. (iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period. (v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing. (vi) The right to lodge a complaint with the Information Commissioner’s Office. (vii) If the data has not been collected from the data subject, the source of such data. <p>j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.</p> <p>k. The Council will ensure the data is in an ‘intelligible form’, which includes giving an explanation of any codes, acronyms and complex terms, where relevant.</p> <p>l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not. Under data protection legislation, the Council is not allowed to erase data to prevent it being released.</p> <p>m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request the data subject attend the Town Council’s</p>
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	<p>premises to inspect the data on a screen or files. This will be arranged at a mutually agreeable time.</p> <p>n. The Council will maintain a record of all SARs received, the outcomes and demonstrating compliance with the statutory timescales.</p>
4. How will I receive the information?	<p>Wherever possible, the Council will provide personal data electronically, except where a request has been made otherwise or the data is not available electronically.</p> <p>The Council may decline to supply information via social media if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will request an alternative delivery method for the response.</p>
5. Will there be a cost?	<p>SAR's will be undertaken free of charge unless the legislation permits a reasonable fee to be charged. This could take the form of an administrative cost for complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.</p>
6. Can the Town Council refuse to comply with a request?	<p>If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.</p> <p>If the request is refused or a fee is required to produce the data, the requester will be informed of their right to make a complaint to the Information Commissioner's Office.</p>
7. What data is exempt from a SAR?	<p>Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosed to the individual.</p> <p>Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to litigation.</p> <p>If an exemption is considered to apply, the Council will clearly set this out in its response.</p> <p>The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.</p>

8. What if I am unhappy with the response received?	<p>If the requester or data subject is unhappy with the response received, they should inform the Council. This will be dealt with as a complaint in accordance with the Council's Complaints Procedure.</p> <p>If, once the complaint has concluded by the Council, the requester or data subject remains unhappy with the outcome, they have a right to make a complaint to the Information Commissioner's Office.</p> <p>The contact details for the Information Commissioner Office can be found online at https://ico.org.uk/global/contact-us/</p>
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DOCUMENT RETENTION POLICY

This policy sets out the procedure to ensure that the Town Council is adhering to document retention and disposal requirements and that there are clear guidance and expectations for individuals

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.3	Last Review Date	October 2021
Adopted Date	TBC	Next Review Date	TBC
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
April 2017	0.1	Full Council	Adopted Policy
October 2021	0.2	Full Council	Adopted Policy

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Data Protection Policy
[insert code]	IT & Cyber Security Policy
[insert code]	Whistleblowing Policy
[insert code]	Bring Your Own Device Policy

Table of Contents

Section	Title
1.0	Introduction
2.0	Retention of Documents
3.0	Retention of Documents for Legal Purposes
4.0	Disposal
5.0	Responsibility

1. Introduction

- 1.1. The purpose of this document is for Seaford Town Council to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner, being retained and/or disposed of in the correct method and timescale.
- 1.2. This policy provides the Council with a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring all Council documents are managed accordingly.
- 1.3. This policy is based on the National Association of Local Council's Legal Topic Advice Note on Local Council's Documents and Records (updated 3 August 2022) and therefore contains legal requirements and recommended practice within the sector.
- 1.4. This policy includes both paper and electronic copies wherever the policy refers to 'documents'.

2. Retention of Documents

- 2.1. Certain important documents must be retained for legal reasons, for example for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.
- 2.2. Attached at Appendix A to this policy is the appropriate minimum document retention periods which must be observed.
- 2.3. Notwithstanding the above documents should be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until advice has been sought from the Council's Proper Officer (the Town Clerk) and/or designated Data Protection Officer (HR & OD Manager).

3. Retention of Documents for Legal Purposes

- 3.1. Most legal proceedings are governed by the Limitation Act 1980, as amended.
- 3.2. This 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

- 3.3. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

- 3.4. It should be noted that some limitation periods can be extended, including:

- Where individuals do not become aware of damage until a later date (e.g., in the case of disease)
- Where damage is hidden (e.g., to a building)
- Where a person is a child or suffers from a mental incapacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts

- 3.5. Where the limitation periods above are longer than other periods specified in Appendix A, the documentation should be kept for the longer period specified.

- 3.6. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

- 3.7. In circumstances where there is uncertainty, the Town Clerk will consider the proportionality of retaining documents giving consideration to (i) the costs of storing relevant documents and (ii) the risks of:
- Claims being made,
 - The value of the claims
 - The inability to defend any claims made should relevant documentation be destroyed.

4. Disposal

- 4.1. All Council documents will be handled in the correct manner related to their sensitivity.
- 4.2. As per the Council's Data Protection Policy and the UK General Data Protection Regulations (GDPR), any document which contains data on an individual's personal data will be retained for the relevant time period and disposed of confidentially. For paper documents this is via the confidential waste process within the Town Council's offices.
- 4.3. In an effort to maintain the organisation and efficiency of the workplace and to reduce the volume of printing carried out, all Council officers are committed to printing only those documents needed in hard copy and disposing of those which are not necessary to be kept.
- 4.4. Any councillors wishing to dispose of paper copies of confidential documentation related to the Council should do so by using the Town Council's confidential waste process.
- 4.5. Where confidential electronic documents or emails are not required to be retained, they should be deleted in standard manner (e.g., deleting files from synced cloud storages such as OneDrive or Google Drive or document management system), in accordance with secure disposal procedures.
- 4.6. Officers, as computer users, must remain mindful of any confidential electronic documents that may have been downloaded to the device being used. In this case, officers should ensure they delete any downloaded document from the device.
- 4.7. Any officer who is uncertain should refer to the Town Clerk or the Data Protection Officer for advice before acting.

5. Responsibility

- 5.1. The Town Clerk holds the responsibility for ensuring all officers are aware of and adhere to this policy, in particular the retention of the documents at Appendix A.

Appendix A: Document Retention Policy

CORPORATE		
Document	Minimum Retention Period	Reason
Minute Books (Council, Committees & Sub-Committees)	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payments account (s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally, but 20 years for VAT on rents	VAT
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	3 years (or last completed audit years)	Personal injury
Wages book	12 years	Superannuation
Insurance policies	While valid or as long as a claim can be made under it	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register (<i>not currently applicable to Seaford Town Council</i>)	6 years	Limitation Act 1980 (as amended), Tax
Personal data of employees	6 years after employment terminates	Recommended practice
Recruitment paperwork	1 year for all except successful candidate	Recommended practice

Accident books/reports	3 years or if a child/young adult, until that person reaches the age of 21	RIDDOR (SI.1995/3163)
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc Regulations 1999
Formal complaints made under the Town Council's Complaints procedure	6 years	Management
Freedom of Information Requests received	6 years	Management
Adopted Town Council Policy documents	Indefinite (archive after superseded)	Management
Press releases/publications	Indefinite (electronically)	Management

SERVICES (where applicable)		
Document	Minimum Retention Period	Reason
For Halls, Centre, Recreation Grounds: Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years	VAT



IT & CYBER SECURITY POLICY

This policy sets out the requirements and associated procedures to ensure that the Town Council maintains adequate IT and cyber security and provides clear guidance for officers and councillors as users

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.1	Last Review Date	N/A
Adopted Date	TBC	Next Review Date	one year from adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
N/A			

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Data Protection Policy
[insert code]	Document Retention Policy
[insert code]	Disciplinary Policy
[insert code]	Bring Your Own Device Policy

Table of Contents

Section	Title
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
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6.0	Email (Internal or External Use)
7.0	Laptop Computers, PCs, Tablets and Mobile Phones
8.0	Internet
9.0	Unacceptable Use of the Internet
10.0	Social Media
11.0	Website
12.0	General Guidance
13.0	Remote Working

1. Introduction

- 1.1. Seaford Town Council recognises that email and the internet are important information/communication systems which are used extensively during the course of the standard operation of the Council, and the computer network is the central hub for data storage systems within the Council.
- 1.2. This policy provides guidelines and procedures to protect users and the Council.
- 1.3. This policy has been adopted by the Council in order to:
 - Protect confidential, personal or commercially sensitive information and data
 - Prevent the introduction of malicious software, including viruses and malware, into the Council's systems
 - Prevent usage of unlicensed software
 - Ensure the Council's hardware is safeguarded, properly managed and maintained, and protected from misuse, loss or damage
 - Monitor the use of computer facilities to ensure compliance with internal policies and to detect abuse.
 - Prevent inappropriate use of computer equipment (e.g. extended personal use, or for accessing and circulating pornographic, racist, sexist, defamatory, etc material)
- 1.4. The Council emphasises that the consequences of misuse of the Council's Information Technology (IT) system, networks and data can be severe. Examples of potential damage include, but not limited to, malware infections, legal and financial penalties for data leakage, and lost productivity due to network downtime.
- 1.5. The Council provides its officers and councillors with access to various computing and telecommunication systems to allow them to undertake the responsibilities of their position and to improve internal and external communication.
- 1.6. In accordance with data protection legislation and the Freedom of Information Act 2000, reports on internet and email usage may be disclosed when the Council responds to a Freedom of Information or Subject Access Request. It is the responsibility of all officers and councillors to be fully aware of their obligations.

2. Aim and Scope

- 2.1. This policy outlines the Council's position on the use of its equipment, software and data, by covering the following areas:
- Officers and councillor's responsibilities and potential liability when using the Council's IT system (e.g., email, internet, software and other digital resources)
 - Monitoring of IT systems and adherence to relevant guidance and policies to ensure that all officers and councillors use the Council's systems responsibly and securely
- 2.2. Apart from this understanding, this policy has been created to:
- Ensure compliance with all applicable laws relating to data protection, information security and monitoring
 - Protect the Council from the risk of financial loss, harm to reputation or exposure to legal claims, i.e. libel
 - Ensure that the facilities are not used so as to cause harm or damage to any individual or organisation.

3. Who This Applies To

- 3.1. This policy applies to:
- all Council employees including temporary or agency staff.
 - all councillors.

4. Breach of Policy

- 4.1. A breach of this policy by any officer or councillor will be treated as a serious matter and will be investigated accordingly. For officers, where appropriate, and depending on the severity of the breach, the matter may lead to formal action under the Council's Disciplinary Process/Policy. For councillors, where appropriate and depending on the severity of the breach, a breach of Council policy will be reported to the Monitoring Officer and their advice sought on steps to be taken.
- 4.2. Anyone who considers that there has been a breach of this policy in relation to their own personal information held by the Council should raise the matter via the Council's formal complaints process (for non-staff), report directly to their line manager or the HR & OD Manager (for officers) or raise the matter with the Town Clerk or Deputy Town Clerk or directly with the Monitoring Officer (for councillors).

5. Compliance with Related Policies and Agreements

- 5.1. The Council's related policies and procedures (see 'Related Policies and Other References', page 2) apply equally to online activity as well as offline.
- 5.2. In accordance with all related policies and procedures, IT resources should never be used in a way that breaches any of the Council's other policies.
- 5.3. It is the responsibility of all officers and councillors to ensure that any information they handle and any data stored within the Council's IT systems, fully complies with the principles of the General Data Protection Regulation (GDPR).
- 5.4. The Council asserts that anyone who collects, stores, or processes personal information (e.g. a data processor), is responsible for guaranteeing that information is:
 - Accurate and, where necessary, kept up to date
 - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
 - Processed in a manner that ensures appropriate security of the personal data
- 5.5. Mandatory GDPR and Data Protection training is in place to be completed annually.

6. Email (Internal or External Use)

- 6.1. The Council encourages the use of email as it provides an efficient system of communication.
- 6.2. Email should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000.
- 6.3. Any personal information should be kept in accordance with the principles established in GDPR and other relevant legislation.
- 6.4. All Council email accounts have a private password that must be kept confidential by the user/s of that account and not shared. The Council

has administrative control over email accounts and can reset passwords and give access to email accounts, where needed.

- 6.5. The Council reserves the right to open any email or file stored on the Council's IT system or the Council's email accounts, with strict safeguards and protocols in place as detailed below.
 - 6.5.1. Access to another officer's individual email account or files will only be granted by the agreement of two of the Town Clerk, the Deputy Town Clerk or the HR & OD Manager, where there is a clear justification for requiring this.
 - 6.5.2. Should access be required to a councillor's email account or files, this will first be discussed with the councillor in question or, where that is not appropriate or denied, it will be agreed prior to being actioned with the Chair of CCMG and Chair of Personnel.
- 6.6. In the very rare instance of councillor's emails or files needing to be searched to comply with an FOI or SAR request, this will only be actioned personally by the Town Clerk or Deputy Town Clerk and it will only be done within very specific search parameters, which means no emails or files that do not contain the exact search phrase will be accessed. Councillors will be informed prior to this action being taken, and this process will be handled with the utmost sensitivity. Under no circumstances will any officer be granted access to any councillor's inbox or files to freely explore the contents.
- 6.7. Only Council email accounts must be used to conduct Council business. Personal email accounts should not be used for Council business due to potential data breaches, issues surrounding Freedom of Information or Subject Access Requests, and general recommended good practice for local councils.
- 6.8. Council email addresses must be used responsibly when registering on websites such as discussion forums, newsgroups, mailing list or blogs, to ensure they are not misused for purposes other than official Council business.
- 6.9. External networks, such as internet sites, are not guaranteed to be secure and confidentiality cannot be assured when using these networks.

- 6.10. Emails are generally open and transparent. Some emails may not be received or read, and they may be intercepted or disclosed by third parties. Officers and councillors should consider whether email is the best way to exchange confidential or sensitive information.
- 6.11. Officers and councillors should exercise caution, particularly when sending emails including sensitive, confidential or restricted information to avoid any unintended disclosure. Thus, attention must be given to the auto-complete function in Outlook to ensure recipients are correct.
- 6.12. Emails must not be set to auto forward to another email account, as this may result in confidential information being disclosed to unauthorised individuals and organisations.
- 6.13. Email accounts must have an appropriate email signature and the relevant email disclaimer at the bottom of all emails. Such disclaimers are provided by the Community Engagement and Democratic Services team.
- 6.14. All Council business emails and documents sent by users remain the property of the Council and not of any individual user.
- 6.15. Email distribution lists should not be created on individual email accounts to ensure contact details are not out of date, prevent accidental sharing of contact details, and to comply with data protection legislation. Individuals whose personal information is processed hold the right for their personal data to be erased under the “right to be forgotten”. Therefore, special care must be taken, as email addresses stored in individual accounts may result in contact details being inadvertently retained. Email distribution lists should be stored on the Council’s Excel Address Book.
- 6.16. The Council email address (or internet or computer facilities) must not be used for:
- Any political activities
 - Commercial or personal profit-making purposes or other form of financial gain (e.g., in connection with any employment other than that associated with the Council)
 - Activities that lead to unauthorised expenditure for the Council (e.g., excessive printing or photocopying that is not Council business)
 - Activities in contravention to Council policies or standards
 - Personal interest group activities outside of a user’s role

- Actions that could lead to operational disruption, disrepute, regulatory fines, or adverse media attention for the Council
 - Excessive email conversations that may be interpreted as misuse
- 6.17 The following guidelines for email use should be observed by all officers and councillors:
- Use of appropriate language to avoid unintentional misunderstandings
 - Respect the confidentiality of information contained within emails, even if encountered inadvertently
 - Check with the sender if there is any doubt regarding the authenticity of a message
 - Do not open any attachment unless certain of the authenticity of the sender
 - Only copy emails to others where appropriate and necessary
 - Emails which create obligations or give instructions on behalf of the Council must be sent by officers only, not councillors or other individuals
 - Compliance with common codes of courtesy, decency and privacy
- 6.18. Email accounts will be deactivated immediately upon an officer's or councillor's last day in the role, with full account closure occurring within 30 days of the end of employment/office. Access to deactivated officer accounts (within the 30-day period) may only be granted with the consent of the Town Clerk (or Deputy Town Clerk).
- 6.19. All councillors must only access Council emails on secure devices and in line with the Council's Bring Your Own Device Policy.

7. Laptop Computers, PCs, Tablets and Mobile Phones

- 7.1. Laptop computers, PCs, tablets and mobile phones belonging to the Council, along with related equipment and software, are subject to all of the Council's policies and guidelines.
- 7.2. Every user (officer or councillor) is given an individual ID and password to log on to the Council's facilities, and where applicable, specific business applications, so they can access the IT services.
- 7.3. Users must only use their own log-on ID and password when accessing the Council's IT systems. Additionally, the passwords must not be shared with anyone else.

- 7.4. Users must assess any risks associated with using computer resources, removable media, internet or email to ensure it is the most appropriate tool to use.
- 7.5. All software used must be obtained through the Council's IT provider and have a valid licence where applicable.
- 7.6. In certain situations, the Council's IT provider may require access to a user's IT equipment, with or without prior notice being given depending on the reason for access. This may be to audit, inspect, remove, repair or replace hardware, software or cabling, as well as for any other reasonable purpose.
- 7.7. Users must be vigilant when accessing the Council's network or information from public places (e.g. libraries, trains, open access computers at home etc) and/or overseas locations, in order to reduce the risk of unauthorised disclosure or access.
- 7.8. IT facilities, such as Microsoft Office packages, internet and personal email, can be accessed for modest personal use providing this is done outside of the user's working hours or during an unpaid break. Exceptions to this will need to be authorised by the user's line manager.
- 7.9. Any personal use must be consistent with Council policies and the user's obligations to the Council.
- 7.10. Users are reminded that any documents stored on the Council's network or email accounts are accessible by the Council and if they were found to contravene Council policy or legal requirements (e.g., copyright) may be permanently removed without prior permission from the user.
- 7.11. Memory sticks (and other removable data storage devices) must be used with extreme care to stop the Council's information being lost or disclosed. Confidential or sensitive information must not be transferred on to any removable data storage device.
- 7.12. Users are expected to look after their IT equipment, software and log-on details so that they are safe and secure at all times.

- 7.13. Any mechanical, electronic, or software defects or malfunctions should be immediately reported to the Council's external IT provider, and for officers, the line manager must also be notified of the issue.
- 7.14. All Council equipment and software must be returned immediately upon request. Such requests may arise for various reasons, including, but not limited to, maintenance of the equipment, compliance with audits, security reasons and operational requirements.
- 7.15. Software must not be installed onto any of Council's computers unless this has been approved in advance by the Council's external IT provider or the Council. The Council's external IT provider will be responsible for establishing that the appropriate licence has been obtained, and that the software is virus free and compatible with the computer facilities.
- 7.16. Software should not be removed from any computer, nor should it be copied or loaded on to any computer without prior consent.

8. Internet

- 8.1. Officers and councillors are encouraged to use the internet responsibly as part of their official and professional activities.
- 8.2. Information obtained via the internet and published in the name of the Council must be relevant and professional. A disclaimer must be stated where personal views are expressed.
- 8.3. The use of the internet to access and/or distribute any kind of offensive material will be considered a serious breach of this policy and will be investigated accordingly under the Council's Disciplinary Process/Policy or reported to the Monitoring Officer in the case of a councillor. In this case, depending on the severity of the breach, officers may face a formal action.
- 8.4. For officers, the equipment, services and technology used to access the internet are the property of the Council. Thus, the Council reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

9. Unacceptable Use of the Internet

- 9.1. Unacceptable use of the internet by officers and councillors includes, but not limited to:
- Sending or posting discriminatory, harassing or threatening messages or images
 - Using Council computers or systems to perpetrate any form of fraud, and/or software, film or music piracy
 - Obtaining, using or disclosing another officer's or councillor's password
 - Sharing confidential material or proprietary information outside of the Council
 - Using Council computers or systems to hack into unauthorised websites
 - Sending or posting information that is defamatory to the Council, its officers, services, councillors and/or members of the public
 - Introducing malicious software onto Council computers and/or jeopardising the security of the Council's electronic communication systems
 - Sending or posting chain letters, solicitations or advertisements not related to the Council's business or activities
 - Passing off personal views as those representing the Council
 - Using Council computers or systems to access inappropriate internet sites, web pages or chat rooms
- 9.2. If an officer or councillor is unsure about what constitutes acceptable internet usage, they should seek guidance and clarification from the Community Engagement & Democratic Services Team or from their line manager.

10. Social Media

- 10.1 The Council may use social media to communicate messages to residents and this will only be used:
- By relevant officers
 - To transmit factual information and news, not personal opinion
 - To respond to comments and requests submitted via the account
- 10.2. The Council acknowledges that officers and councillors must exercise caution when using personal social media accounts to discuss matters concerning the Council or its posts. Additionally, any comments made must be explicitly identified as the individual's personal views and must not be presented as representing the Council.

- 10.3. Councillors using their own social media accounts must ensure that any comment made are clearly identified as their own and not representative of the Council.
- 10.4. Officers and councillors are expected to maintain standards of behaviour on social networking and other internet platforms that are consistent with those required in the workplace. Both councillors and officers should take particular care not to behave in a way which reflects badly on the Council.
- 10.5. The Council ensures that any inappropriate or unfavourable comments about the Council made by an officer will be treated as potential misconduct and subject to disciplinary action in compliance with the Council's Disciplinary Process/Policy.
- 10.6. The Council will take a particularly serious view of any misconduct that occurs through the use of social media, because social media interactions can be copied and widely disseminated in a way that officers and/or councillors may not be able to control.

11. Website

- 11.1 The Council's websites, both Seaford Town Council and Seaford Head Golf Course, should comply with Web Content Accessibility Guidelines 2.2 AA standards, and additionally should publish required content (minutes, AGAR, councillor information etc) that meets the same standard.

12. General Guidance

- 12.1 For councillors and officers, compliance with this policy is mandatory. Thus, it constitutes part of the terms and conditions of officer's employment, as well as the conditions for accessing the Council's systems and facilities.
- 12.2 Misuse of the IT equipment, system or software will be investigated in accordance with the Council's Disciplinary Process/Policy.
- 12.3 Officers and councillors must ensure that portable computers and any other easily stolen equipment is securely locked away when not in use.

- 12.4 Any device must be screen-locked to prevent unauthorised access when a PC or laptop is left unattended. Automatic locking mechanisms, including password-protected timeouts or screen savers, will engage if the device remains inactive, and this layer of security must not be diminished by the user.

13. Remote Working

- 13.1. Officers working remotely must also follow the guidance laid out in this policy. Since they will be accessing Council accounts and systems remotely, they are obliged to follow all data encryption, protection standards and settings, and ensure their private network is secure.



BRING YOUR OWN DEVICE POLICY

This policy sets out the procedure to ensure that the Town Council deals with risks regarding the use of personal devices for Town Council business in a compliant, secure and accountable manner

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.1	Last Review Date	N/A
Adopted Date	TBC	Next Review Date	one year from adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
N/A			

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Data Protection Policy
[insert code]	IT & Cyber Security Policy
[insert code]	Whistleblowing Policy
[insert code]	Document Retention Policy

Table of Contents

Section	Title
1.0	Introduction
2.0	Aim and Scope
3.0	Who This Applies To
4.0	Devices and Support
5.0	Security
6.0	Risk, Liabilities and Disclaimers

1. Introduction

- 1.1. Seaford Town Council recognises that the concept of Bring your Own Device (BYOD) relates to councillors or officers using their own personally owned device(s) for Council business (for the purposes of this policy, 'Council business' refers to the work carried out by officers, but also the Council duties carried out by councillors).
- 1.2. Officers should always use a Council device, where possible.
- 1.3. With BYOD, the Town Council retains ownership of the corporate data and resources that may be accessed or stored on a device, but the device itself is the property of the user.
- 1.4. The Town Council recognises the benefits that can be achieved by allowing councillors and officers to use their own electronic devices for Town Council business, whether that is at home or at meetings. The electronic devices envisaged include laptops, smart phones and tablets.
- 1.5. The Council is committed to supporting councillors and officers while they are engaged with electronic devices for Town Council business.
- 1.6. The use of such devices to create and process Council information and data creates issues that need to be addressed, particularly in the area of information security. Thus, the Council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to conduct the processing.
- 1.7. The Council must also protect its intellectual property as well as empowering councillors and officers to ensure that they protect their own personal information.

2. Aim and Scope

- 2.1. The purpose of this policy is to ensure that the Council operates in full compliance with all relevant laws and regulatory requirements concerning data protection, cyber security, and compliance monitoring.

3. Who This Applies To

- 3.1. This policy applies to:
 - all officers, including temporary or agency staff

- all councillors
- all volunteers

4. Devices and Support

- 4.1. The Council acknowledges that any personal device brought onto Council premises will remain the sole responsibility of the individual councillor or officer, who accept all associated risks. As such, councillors and officers are personally liable for all costs associated with their own device.
- 4.2. The Council allows the use of personal smartphones, tablets and laptops at meetings for the purposes of accessing required information to partake in the meeting.
- 4.3. Where connectivity issues are experienced with the Council's IT systems, the Council's external IT provider may be able to support with this, but this will be on a case-by-case basis.
- 4.4. In most cases the device's manufacturer or carrier should be contacted by the owner of the personal device for operating system or hardware related issues.

5. Security

- 5.1. Any device must be password protected using the device's features in order to prevent unauthorised access to the Council's system. Furthermore, a strong password is required to access the Council's IT system.
- 5.2. Passwords to access the Council's IT systems must be:
 - at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
 - kept confidential and must not be shared with third parties.
 - changed immediately if it is disclosed to a third party or discovered.
- 5.3. The device must lock itself with a password or PIN if it is idle for five minutes.
- 5.4. Home Wi-Fi networks must be secured with appropriate encryption and strong passwords. Caution must be exercised when using public Wi-Fi networks, as such networks may not be secure.

- 5.5. Public data backup and file transfer services, such as personal accounts on Dropbox, Google Drive, or OneDrive, must not be used for Council data.
- 5.6. Council data must not be shared to a personal email address.
- 5.7. Data must only be stored on internal memory, never on a removable memory card or device. For the ease of data tracking, it is recommended that a dedicated file be created on the personal device for Council data, so this is stored in one location and can be easily accessed / deleted should this be required, without having to run searches across the device.
- 5.8. Council email accounts will be deactivated immediately upon completion of the last day of work/in office and accounts closed within 30 days of the last day of work or in office. Access to deactivated accounts (within the 30 day period) can only be accessed with the agreement of the Town Clerk (or Deputy Town Clerk).
- 5.9. In the event of a data breach, this must be reported to the HR & OD Manager and Town Clerk immediately.
- 5.10. Councillors and officers must exercise caution when using personal devices to prevent any risk to the confidentiality of Town Council information. This includes avoiding the opening of suspicious email links, visiting unsecured or potentially harmful websites, installing unverified applications, and using public Wi-Fi networks in unsecured locations.
- 5.11. Councillors and officers will undertake regular training as relevant in relation to data protection and cyber security.

6. Risks/Liabilities/Disclaimers

- 6.1. Lost or stolen devices must be reported to the HR & OD Manager and Town Clerk within 24 hours to allow the Council to quickly assess the data risk. Councillors and officers are responsible for notifying their mobile carrier immediately upon loss of a mobile device.
- 6.2. Councillors and officers must adhere to the Council's BYOD Policy as outlined above.
- 6.3. Councillors and officers are personally responsible for any costs incurred in connection with their own personal devices.

The Council reserves the right to take appropriate action which may include, for officers, an investigation in line with the Council's Disciplinary Process/Policy and potential disciplinary action if deemed necessary, and for councillors this matter may need to be reported to the Monitoring Officer for advice on next steps.

DRAFT



Seaford Town Council

Report No:	129/25
Agenda Item No:	14
Committee:	Finance & General Purposes
Date:	18 December 2025
Title:	Review of Updated Purchase Ordering and Payment for Goods and Services Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the revised Purchase Ordering and Payment for Goods and Services Policy for review and recommendation to Full Council for adoption

Actions

The Committee is advised:

1. To consider and discuss the Purchase Ordering and Payment for Goods and Services Policy with this report.
2. To move to vote on the motion below.

Recommendations

The Committee is recommended:

1. To recommend that Full Council adopts the draft Purchase Ordering and Payment for Goods and Services Policy.

1. Introduction

- 1.1** The existing Purchase Ordering and Payment for Goods and Services was adopted in May 2022 and has not been reviewed since its adoption.
- 1.2** The date of review was scheduled for 2025 – 2026 but given its direct link to the Financial Regulations, which were reviewed and adopted in March 2025, officers felt it was correct to review and update this policy.

- 1.3** This report is now presenting a revised Purchase Ordering and Payment for Goods and Services Policy for consideration by the Committee, and recommendation to Full Council for adoption.

2. Information

- 2.1** The Purchase Ordering and Payment for Goods and Services Policy was identified in the recent financial internal audit as being out of date and out of alignment with existing practices, and therefore requires updating in order to comply with the requirements of the Annual Governance and Accountability Return (AGAR).
- 2.2** The policy also aligns to the updated Scheme of Delegation (featuring elsewhere on the agenda for this meeting) and now represents the approved staffing structure that the Council is currently operating within.
- 2.3** **Appendix A** presents the revised policy. The current version of the policy is available to view on the [Town Council's website](#) (see the Finance policy section).
- 2.4** Referenced documents are included in the revised policy, although at this stage officers have not yet provided the newly numbered policy document reference numbers until the overall policy bank of documents has been approved and new formatting agreed.

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 Darryl Keech, Deputy Town Clerk & RFO.



PURCHASE ORDERING AND PAYMENT FOR GOODS & SERVICES POLICY

This policy sets out the procedure to ensure that the Town Council's ordering and payment procedures in a fair, transparent and consistent manner

"Working with our community to secure Seaford's best future"

Policy Status

Version	0.2	Last Review Date	May 2022
Adopted Date	TBC	Next Review Date	TBC
Review Period	Three yearly	Approving Body	Full Council

Version History

Date	Version	Approval	Status
May 2022	0.1	Full Council	Adopted Policy

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Scheme of Delegation to Officers Policy
[insert code]	Financial Regulations
[insert code]	Standing Orders

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10.0	BACs and Cheque Payment Authorisation
11.0	Direct Debit Invoices and Payments
12.0	Use of Council Debit Cards
13.0	Accounting for Petty Cash

1. Introduction

- 1.1. This policy sets out the Council's arrangements for ordering, receiving, authorising and subsequently paying for the supply of goods, materials, services and works to the Council. The policy sets out the detailed rules and procedures around the Council's purchase ordering system and payments.
- 1.2. The Policy encompasses the following areas:
 - Raising of purchase orders for goods, services or works
 - Receiving and checking of goods, services or works upon delivery
 - Certification of orders and authorisation of expenditure
 - Accounting for payments for goods, services or works
 - Direct debit payments
 - Use of the Council debit cards
 - Petty cash arrangements
- 1.3. This policy provides the detail behind the overall financial framework as set out in relevant sections of the Council's approved Financial Regulations, and in the Financial Control and Procurement section of the Standing Orders which set out the framework for the procurement of all works, goods, materials and services and the Council's tendering and contract procedures.
- 1.4. The Responsible Financial Officer (RFO) is ultimately responsible for all systems and procedures in relation to the ordering and payment for goods, services and works provided to the Council with the Finance Manager responsible for all day-to-day management.

2. Links to Strategy Programme 2025-2027 Objectives

- 2.1. This policy contributes to the strategy of 'Financial Management'

3. Aims of the Policy

- 3.1. The aim of the policy is to supplement the Financial Regulations and Standing Orders for Financial Controls and Procurements by setting out detailed procedures and controls for the ordering and the authorisation of expenditure on the supply of goods, services and works to the Council.
- 3.2. In particular, the policy aims to ensure that:
 - Purchase orders are raised only by authorised officers
 - Orders are placed only when sufficient budget provision exists
 - Appropriate checks are made upon delivery of goods, services or works to enable the effective authorisation of the expenditure

- Invoices received from creditors are properly checked for cost, arithmetic, VAT, etc. prior to release for payment
 - Invoices are certified for payment only by an authorised officer
 - Systems are in place for the effective checking and authorisation of regular payments and direct debits
 - Robust procedures are in place for the use of petty cash
 - Robust systems are in place for the use of the Council's debit cards
 - Creditors are paid on time, within the relevant payment terms
 - All expenditure is properly and accurately accounted for
- 3.3. The policy applies to all Council officers with responsibility for ordering goods, services and works, and for verifying and authorising associated expenditure. It also applies to officers in the Finance team who manage the purchase ordering system and who are responsible for checking, processing, paying and accounting for all expenditure.

4. Purchase Order Responsibilities

- 4.1. The key principle of separation of duties must be observed, as far as is practicable within the staffing resources available, in connection with the following areas of ordering and purchasing:
- (a) The duty of ordering the goods, services and works
 - (b) The duty of receiving the goods, services and works
 - The duty of checking invoices received for payment and authorising expenditure
 - The duty of payment of invoices
 - The duty of recording and reconciling expenditure in the Council's financial management system
- 4.2. Responsibility for raising orders for goods, services and works, receiving those goods, services and works and checking invoices received from suppliers for payment in respect of those goods, services and works, lies with the Operational and/or Strategic Management Teams.
- 4.3. It is important to note that in the application of the following procedures for purchase ordering, and in particular the requirement for separation of duties as set out above, there is an acceptance that due to, operational demands and service delivery requirements, full adherence to this procedure may not always be possible.
- 4.4. This will be taken into account during the audit of procedures in each team by the Council's Internal Auditor. However, all managers must ensure as far as possible that one officer does not take part in all aspects of ordering, receiving and certifying purchases.

- 4.5. Responsibility for the payment of all invoices for goods, services and works supplied to the Council and for recording and reconciling expenditure in the Council's financial management system lies with the Finance team. All invoices received from suppliers will in the first instance be received and checked by the Finance team.
- 4.6. The Finance team is responsible for the following procedures:
- Setting up new suppliers on the computerised RBS Omega Accounts Package
 - Entering all purchase invoices onto the purchase ledger
 - Checking the calculation and arithmetic of amounts due
 - Ensuring the correct VAT treatment and calculation
 - Ensuring the correct coding of the expenditure
 - Ensuring payment of creditors within the payment terms
 - Reconciliation of expenditure through the purchase ledger, cash books and bank statements

5. Ordering Goods, Services and Works

- 5.1. An official purchase order must be raised by an authorised officer for every supply of all goods, services and works to the Council with the exception of the following:
- Regular payments such as utilities costs, telephones etc.
 - Payments made by direct debit or standing order
 - Goods, services or works of an emergency nature
 - One off purchases made using a debit card
 - Services for which a formal contract has been entered into
 - Petty cash purchases
- 5.2. The approved authorised officers with responsibility for raising and certifying purchase orders are as follows:
- Town Clerk
 - Deputy Town Clerk & RFO
 - Head of Place
 - Operations & Facilities Manager
 - HR & OD Manager
 - Community Engagement & Democratic Services Manager
 - Golf Course Manager
 - Deputy Course Manager (up to £500)
 - Finance Manager (only in the absence of no other duly authorised officer; to maintain segregation of duties as they are responsible for approving payments and accounting for expenditure)

- 5.3. The above officers only have the authority to sign a Purchase Order if the expenditure is within the approved budget or has been approved by the relevant committee.
- 5.4. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Mayor of the Town Council as soon as practicable thereafter. (Financial Regulation 5.15).
- 5.5. All Purchase Orders over £2,000 must be countersigned by the Town Clerk or RFO.
- 5.6. Completed Purchase Orders must include enough detail i.e. not just what is being ordered but what it is being used for, using the description field on the order to enable proper checking of the subsequent invoice. If multiple orders are being placed, each individual item or set of items must be shown on a separate line on the order.
- 5.7. Purchase Orders must be coded to the correct account code and cost centre using the Council's budget book approved coding list. These codes determine which budget the expenditure is to be charged against, and authorised officers should ensure that only codes relating to their own responsible budget area are used, unless with the knowledge and acceptance from other budget managers. Officers must check that there are sufficient funds remaining within the appropriate budget. If there are not sufficient funds within the appropriate budget, the officer should speak to the RFO or Finance Manager in the first instance.
- 5.8. Suppliers must be supplied with the relevant purchase order number and a copy of the order forwarded if required. The supplier should be requested to quote the Council's official order number on the invoice relating to the order placed. The purchase order should then be forwarded to the Finance team and placed in the Live File.
- 5.9. In accordance with the Financial Regulations (Regulation 5) Procurement, when the Council enters into a contract of more than £3,599 (**including** VAT) in value and no greater than £29,999 (**including** VAT) for the supply of goods or materials or for the execution of works or specialist services, the Town Clerk or RFO should check that three quotations have been obtained, where possible. Contracts over £30,000 (**including** VAT) are subject to the Procurement Act 2023. The contract should be listed on Find a Tender.
- 5.10. Where an Authorised Officer proposes to enter into a contract of more than £30,000 (**including** VAT), a project plan and financial plan will be

brought to the Town Clerk or RFO for consideration before seeking tenders.

- 5.11. Please refer to Appendix 1 of the Financial Regulations Tender Process and Procurement Table for more detailed information.

6. Receiving Goods, Services and Works

- 6.1. In order to maintain an appropriate level of internal control and ensure value for money, the duties of ordering, receiving and certifying goods and services should, wherever practicable, be shared between more than one officer. It is recognised, however, that operational requirements may mean that full separation cannot always be achieved.
- 6.2. A straightforward way to achieve separation is to ensure that, where practicable, the officer certifying the invoice for payment is not the same officer who raised the purchase order. In many cases, the officer who raises the order will also be the most appropriate person to receive and check the goods, services or works, given their knowledge of what was ordered.
- 6.3. Where the goods are to be delivered to the Council premises, the receiving officer should examine the goods at the point of delivery, check all items against the delivery notes or original order and then sign, whether this is manually or electronically, only for those items present. The officer must then ensure that the goods are stored in a secure area.
- 6.4. Signed delivery notes or goods received notes should be forwarded to the appropriate authorising officer to enable the proper certification of purchase orders when the invoice is subsequently received.

7. Certification of Purchase Orders

- 7.1. The duty of certifying purchase orders, and therefore authorising expenditure, should, wherever practicable, be undertaken by an authorised officer who has not been solely responsible for both ordering and receiving/checking the goods or services. It is recognised, however, that this may not always be achievable, particularly for specialist or lower-value purchases. In all cases, managers must ensure that appropriate scrutiny is applied before expenditure is authorised.
- 7.2. Wherever possible, certification of purchase orders should be made by reference to the signed delivery note, or other proof that the goods, services or works have been received, delivered in the correct quantity and to an acceptable quality and standard. It is acknowledged that in a

minority of cases, this assurance may be based on the knowledge and professional judgement of the certifying officer, rather than physical verification.

- 7.3. Purchase orders should be part certified where only part of the goods, services or works have been received or where the Council has only been part invoiced for the goods, services or works.
- 7.4. Certification of a purchase order by an authorised officer, confirms that the goods, services or works have been received as per the original order and to an acceptable standard and quality, and that the officer accepts responsibility for the subsequent expenditure.
- 7.5. There should normally be no instances where a single officer is solely responsible for all three stages of the process set out in Sections 5, 6 and 7 (ordering, receiving/checking and certifying). Where circumstances mean this cannot reasonably be avoided, the RFO or Finance Manager should provide an additional level of review by acting as the final certifying officer when the invoice is authorised for payment.

8. Invoice Processing and Authorisation

- 8.1. The process for receiving, checking and processing for payment of all invoices received from suppliers, service providers and contractors, and accounting for the subsequent expenditure is split between the Finance team and the authorised officer within the relevant team.
- 8.2. All invoices to the Town Council are passed to the Finance team upon receipt.
- 8.3. The Finance Officer will first separate invoices between those for which a purchase order has been raised, and those which relate to direct debit payments. The procedures in respect of direct debits are set out in Section 11 of this Policy.
- 8.4. Invoices are then matched with the corresponding purchase order. These matched invoices are scanned on a weekly basis and emailed in one batch to all the relevant operational manager for approval.
- 8.5. Each operational manager will reply to the email to confirm approval of all invoices relating to their area. This confirmation is saved separately on the Council's server as part of the audit trail.
- 8.6. Where there is a variation between the purchase order and the invoice, the authorising officer should arrange for the purchase order to be amended and countersigned, once the variation has been verified as correct, in liaison with the Finance team.
- 8.7. The batch is then reviewed by either the Finance Manager or the RFO for final approval prior to processing.

- 8.8. Any invoices in dispute should be notified to the Finance team and held back by the relevant authorising officer until the issue is resolved.

9. Payment of Invoices and Accounting for Expenditure

- 9.1. The process of paying invoices and accounting for expenditure for all creditors is the responsibility of the Finance team and is therefore kept completely separate from the purchase order process.
- 9.2. Once the invoices have been received back from the authorising officers, the Finance Officer will undertake a number of final checks on the invoices including checking arithmetical accuracy, coding of the expenditure and the calculation of any VAT.
- 9.3. The Finance Officer will then input the invoices on the RBS Omega Accounts System.
- 9.4. The invoices will then be scheduled for inclusion in the next weekly payment run, in accordance with the agreed payment terms for each supplier.
- 9.5. Payments to creditors are made primarily by BACS transfer, which the Finance team actively encourages as it is quicker and more cost-effective than payment by cheque. Cheque payments will only be made where specifically requested or required by the supplier.
- 9.6. All payments run, and supplier accounts are reconciled on a monthly basis, and all expenditure is checked and verified against supplier statements, the cash book and bank reconciliations. Internal Audit checks are also undertaken on the purchase order system and creditors payments.

10. BACs and Cheque Payment Authorisation

- 10.1. Each week, prior to the creditors payment run, the Finance Officer will provide the Finance Manager with a copy of the 'Proposed Payment of Invoices' list produced from the RBS Omega Accounts System. Copies of all source documents such as supplier invoices and other similar requests making up the payment run will be attached.
- 10.2. The Finance Manager is responsible for undertaking a final check of the invoices due for payment, including querying any invoices or payments which look unusual.
- 10.3. The 'Proposed Payment of Invoices' list including all source documents will be presented to the RFO or Finance Manager and two Councillors for approval. Each will check and sign the Authorisation Sheet attached to the report.
- 10.4. The Finance Officer will process the approved payments from the Council's Co-operative Bank Account by using the Co-Operative Bank's

Financial Director (FD) Online banking system and entering them as payment requests.

- 10.5. The Finance Manager (or in their absence the RFO) will then make a final check that the payment requests have been entered correctly and continue to approve. Following this approval, the suppliers will be paid by immediate payment (or by 'future dated payment' if necessary).
- 10.6. The Approved Authorised Users with access to the online bank account, Financial Director (FD) Online are as follows:
 - RFO
 - Finance Manager
 - Finance Officer
- 10.7. In the interest of security, it should be noted that whilst the Finance Officer has access to the Council's online banking system, their function only allows the creation of payments, and they are physically unable to authorise any payments. Whilst the RFO and Finance Manager both have the capability and access to create or authorise payments, their function only allows the authorisation of a payment created by a separate user. No single user can create and authorise any payment and there will always be the need for at least two users to complete a payment transaction.
- 10.8. A token is required each time the online banking system is accessed. Each user has their own token with their own unique log on and passcode. These are held by each individual in a secure place.
- 10.9. Any changes to the operators must be approved by the RFO or the Finance Manager.
- 10.10. Where payments are required by cheque, an Authorisation Sheet is attached to the source documentation such as an invoice or similar, along with a handwritten cheque from the current cheque book.
- 10.11. This is presented to the RFO or Finance Manager and two Councillors who are current signatories in accordance with the Council's bank mandate for signature. The cheque will be signed by the two councillors who will also initial the cheque stub.
- 10.12. In the interest of security, the cheque books are kept securely by the Finance Manager.
- 10.13. All payments made by the Council will be made available to the Internal Auditor for validation during internal audits.

11. Direct Debit Invoices and Payments

- 11.1. Direct debits are used for certain regular or recurring payments where this is the most efficient method (e.g., utilities, rates, service agreements, leases and loan agreements, banking charges,

subscriptions etc.). All direct debits must be supported by an underlying contract, agreement or tariff notification from the supplier.

- 11.2. Before any new direct debit is set up, the relevant budget-holding manager must confirm in writing (email is acceptable) that the arrangement is required, represents value for money, and can be contained within the approved budget. The direct debit mandate or online instruction must then be reviewed and authorised by the RFO or Finance Manager in accordance with the Council's bank mandate. The Finance team will record the new mandate on a Direct Debit Register, including the supplier's name, bank reference, expected frequency, typical amount or range, and the relevant cost centre and nominal code. No direct debit should be set up directly by teams without Finance team's involvement.
- 11.3. For each direct debit arrangement, the supplier should, wherever possible, provide an invoice, bill or statement in advance of the payment date, either electronically or in hard copy. Invoices or notifications received directly by teams must be forwarded promptly to the Finance team. The Finance Officer will log and scan these and forward them to the relevant authorised officer or operational manager for review. The authorised officer should check the amount against the contract, tariff, usage data, where applicable, and previous bills, and confirm that the charge is reasonable and properly payable.
- 11.4. Where a direct debit amount is in line with the agreed contract or reasonably consistent with previous bills, the authorised officer will confirm approval to the Finance team. Any significant variation or unexpected charge should be queried with the supplier and placed on hold, with the Finance team informed immediately so that, where possible, the direct debit can be suspended or reclaimed.
- 11.5. The Finance Officer will ensure that all approved direct debit invoices are entered on the RBS Omega accounts system with the posting date reflecting the expected collection date where this is known.
- 11.6. The Finance Officer will match all direct debit payments shown on the bank statement to the entries on RBS Omega and to the relevant invoices or statements. Any discrepancies, such as unexpected amounts, new references or unrecognised payees, will be investigated and reported to the Finance Manager and RFO. The Direct Debit Register will be updated for any changes in frequency, amount or status, including cancelled mandates.
- 11.7. Any request to cancel or amend a direct debit must be initiated by the relevant budget-holding manager and confirmed in writing. The Finance team will then action the change on the bank's online system and record it in the Direct Debit Register. Where a service or contract has ended, the operational manager must notify the Finance team

promptly so that the direct debit can be cancelled and overpayments avoided.

- 11.8. A monthly list of direct debits with the relevant source documents attached will be presented to the RFO or Finance Manager and two councillors for verification.
- 11.9. A list of regular payments and direct debits shall be submitted to the Finance & General Purposes Committee every two years.

12. Use of Council Debit Cards

- 12.1. On occasions, operational managers may need to purchase goods or services of an urgent nature, or for which a purchase order followed by an invoice will not be accepted, or for which there will be a significant saving with an online purchase.
- 12.2. In view of the above, Seaford Town Council may authorise the issue of debit cards for business use.
- 12.3. The issue of a Council debit card must be authorised by the Finance & General Purposes Committee and be issued to a named officer for their use only; no other individual may use the debit card.
- 12.4. The financial limit of each issued debit card shall not exceed £1,000. Upon being issued a debit card, the manager shall be advised of their individual limit.
- 12.5. Each officer issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. PIN numbers will only be issued to the cardholder and must be kept confidential, as must the (CSC/CVN) number.
- 12.6. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing via the Finance Manager, or in their absence directly by the named cardholder themselves. The RFO must also be informed.
- 12.7. In the event of the named cardholder's termination of employment, the debit card must be returned to the Finance Manager for the card to be destroyed. The issuing bank will be advised to cancel the debit card to prevent any unauthorised usage.
- 12.8. Cash withdrawals are only permitted when being made to top-up petty cash and shall not be used for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself and must be authorised by the Finance Manager or RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.
- 12.9. A debit card issued to an officer shall be used for business purposes only and in conjunction with the officer's job role. It shall not be used for any non-business transactions, nor for any personal purchases.

- 12.10. Every debit card transaction must be entered by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Finance team on the first working day of each month. The spreadsheet and accompanying receipts are checked by the Finance Manager and are subsequently reviewed by the RFO and two councillors.
- 12.11. The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO, Town Clerk and Chair of the Finance & General Purposes Committee must be notified, and an investigation initiated.
- 12.12. The cardholder is responsible for obtaining and submitting receipts for all transactions. The cardholder may become liable for any payments that cannot be supported by a valid receipt.
- 12.13. If the cardholder misuses the debit card or fraudulently uses the card, this will result in disciplinary action being taken against them.
- 12.14. Where a debit card is used to top up petty cash this should be done at the Post Office, where the exact amount required can be withdrawn, not at ATM machine.

13. Accounting for Petty Cash

- 13.1. Petty Cash Floats allow authorised officers to purchase small sundry or one-off items that may be required immediately to meet operational needs, without the need to raise a purchase order.
- 13.2. The following general rules apply to the use of Petty Cash Floats:
 - (a) There is a Petty Cash Float limit of £250
 - (b) Receipts must be retained for payments made from petty cash to substantiate the payment. VAT receipts should be requested for all purchases to which VAT applies.
 - (c) Any income (cash) received by the teams must not be paid into the Petty Cash Float, but must be separately banked.
 - (d) A Petty Cash Voucher should be completed and authorised by a manager in order to make a claim for reimbursement of payments made from Petty Cash Floats.
 - (e) Petty Cash Vouchers and accompanying receipts are passed to the Finance Manager for approval and entered onto the relevant Cash Book on the RBS Omega Accounts System.
 - (f) Payments to reimburse Petty Cash Floats will be made by the Finance Manager by making a debit card cash withdrawal via the Post Office only.