



Seaford Town Council

Seaford Town Council Finance & General Purposes Agenda – 26 March 2026

To the Members of the Finance & General Purposes Committee

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

A meeting of the **Finance & General Purposes Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday 26 March 2026** at **7.00pm**, which you are summoned to attend.

Steve Quayle,
Town Clerk
13 March 2026

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 Report Income & Expenditure up to 31 January 2026](#)

To consider report 196/25 presenting the income and expenditure for 1 April 2025 to 31 January 2026 for the Finance & General Purposes Committee, and to highlight significant variances from budget (pages 6 to 22).

5. [Finance Report – Receipts, Payments and Bank Reconciliation – November and December 2025, and January 2026](#)

To consider report 195/25 advising of Receipts, Payments and Bank Reconciliations for November and December 2025, and January 2026 (pages 23 to 26).

6. [Finance & General Purposes Update Report – March 2026](#)

To consider report 183/25 providing an update on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee (pages 27 to 34).

7. [Policy Update Report – March 2026](#)

To consider report 198/25 providing an update on the review of the Town Council's suite of policies (pages 35 to 37).

8. [Interim Update to Scheme of Delegation to Officers Policy](#)

To consider report 124/25 presenting the revised interim Scheme of Delegation to Officers Policy for review and recommendation to Full Council for adoption as an interim update to this key policy document (pages 38 to 46).

9. [2025 – 2026 Grants Scheme Evaluation](#)

To consider report 201/25 providing feedback on the 2025 – 2026 Grant Scheme and seeking formal closure of that year's scheme (pages 47 to 52).

10. [Review of the Discretionary Grants Policy](#)

To consider report 189/25 presenting the revised Discretionary Grants Policy for consideration by the Committee and recommendation to Full Council for adoption (pages 53 to 65).

11. Options for Back Office Digitalisation

To consider report 181/25 presenting the review on progress and plans for Back Office Digitalisation (pages 66 to 70).

12. 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.

13. Receipts Due for Payment as at 6 March 2026 EXEMPT

To consider exempt report 197/25 providing details of unpaid receipts due as at 6 March 2026 (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.

There is a lift for those requiring it to access the first floor. Please note that motorised scooters cannot be brought into the lift. Electric and other wheelchairs can be accommodated but there is a maximum weight limit of 400kg.

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:	196/25
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Finance & General Purposes Finance Report for 1 April 2025 to 31 January 2026
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the income and expenditure for 1 April 2025 to 31 January 2026 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 January 2026 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 January 2026, the F&GP expenditure is £797,913 which is 81.8% 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 £1,345,032, which is 102.9% of the projected budget and is mainly due to having received all of the precept, along with the interest from the CCLA account.
- 2.3** Overall, the Full Council actual spend is £1,864,997 (84.2% of budget) and income £2,375,439 (107.3% of budget).

3. Contact Officer

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

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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>							
101	<u>Golf Course</u>						
1000	Golf Course Season Ticket	220,015	206,875	(13,140)		106.4%	
1001	Golf Course Green Fees M-F	195,717	155,500	(40,217)		125.9%	
1002	Golf Course Green Fees w/eb/h	160,788	128,000	(32,788)		125.6%	
1003	Golf Course Societies	76,931	80,000	3,069		96.2%	
1004	Golf Course Locker	2,017	2,500	483		80.7%	
1007	Golf Course Air Traffic	7,500	7,500	0		100.0%	
1050	Income Rent	85	85	0		100.0%	
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	23,582	23,000	(582)		102.5%	
	Golf Course :- Income	713,315	604,360	(108,955)		118.0%	24,500
4000	Salaries & Wages	141,118	168,781	27,663	27,663	83.6%	
4001	Employers NI	18,040	21,567	3,527	3,527	83.6%	
4002	Employers Superannuation	28,365	33,925	5,560	5,560	83.6%	
4010	Staff Training	226	2,100	1,874	1,874	10.8%	
4011	Staff PPE / H&S	1,402	2,250	848	848	62.3%	
4012	Staff Expenses	0	100	100	100	0.0%	
4041	Golf Professional Retainer	50,148	71,570	21,422	21,422	70.1%	
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	16,991	17,542	551	551	96.9%	
4052	Water & Sewerage	427	1,200	773	773	35.6%	
4060	Refuse	924	941	17	17	98.2%	
4100	Telecommunications	2,789	2,350	(439)	(439)	118.7%	
4105	Postage	0	50	50	50	0.0%	
4106	Stationery	242	200	(42)	(42)	120.9%	
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	1,789	93	(1,696)	(1,696)	1923.7%	
4156	Bank Charges	7,053	7,799	746	746	90.4%	
4201	Cleaning & Hygiene	693	700	7	7	99.0%	
4251	Dog Bin Emptying	780	1,559	779	779	50.0%	
4261	General Maintenance	42,914	46,170	3,256	3,256	92.9%	
4270	Vehicles & Equipment Maint	17,714	21,630	3,916	3,916	81.9%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	73,163	73,425	262		262	99.6%	
4272 Furniture & Equipment	12,820	3,000	(9,820)		(9,820)	427.3%	11,855
4275 Building Maintenance	2,478	6,555	4,077		4,077	37.8%	
4279 Fire & Security	827	688	(139)		(139)	120.2%	
4308 Golf Course Overheads	21,198	25,000	3,802		3,802	84.8%	
4309 Buggy Lease & Maintenance	9,048	10,364	1,317		1,317	87.3%	
Golf Course :- Indirect Expenditure	487,012	555,751	68,739	0	68,739	87.6%	11,855
Net Income over Expenditure	226,303	48,609	(177,694)				
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	213,658	48,609	(165,049)				
<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%	230
1050 Income Rent	2,307	2,252	(55)			102.4%	
1051 Income Insurance Recharge	2,020	1,991	(29)			101.4%	
1058 Income Water Recharge	3,837	0	(3,837)			0.0%	
1073 Sports Pitch Hire & Green Fees	4,867	5,435	568			89.6%	
1095 Income Tennis Annual Pass	3,134	3,135	1			100.0%	
1096 Income Tennis Pay & Play	3,398	3,502	105			97.0%	
Salts Recreation Ground :- Income	21,293	16,545	(4,748)			128.7%	230
4018 Water Refill Maint	98	0	(98)		(98)	0.0%	98
4052 Water & Sewerage	6,943	8,617	1,674		1,674	80.6%	
4053 Tennis Electric	249	366	117		117	68.0%	
4055 Electricity	257	800	543		543	32.2%	
4095 Tennis Court Expenditure	1,647	8,582	6,935		6,935	19.2%	
4096 LTA Loan	5,125	5,125	0		0	100.0%	
4100 Telecommunications	322	348	27		27	92.4%	
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	390	1,593	1,203		1,203	24.5%	
4252 Additional Litter Pick	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	59,132	73,087	13,956		13,956	80.9%	
4261 General Maintenance	2,464	4,590	2,126		2,126	53.7%	
4275 Building Maintenance	699	740	41		41	94.5%	
4283 Playground & Gym Equipment	18,944	10,000	(8,944)		(8,944)	189.4%	11,545
Salts Recreation Ground :- Indirect Expenditure	104,586	118,443	13,857	0	13,857	88.3%	11,643
Net Income over Expenditure	(83,293)	(101,898)	(18,605)				
6000 plus Transfer from EMR	11,643	0	(11,643)				
6001 less Transfer to EMR	230	0	(230)				
Movement to/(from) Gen Reserve	(71,881)	(101,898)	(30,017)				
106 Crouch Recreation Ground							
1050 Income Rent	2,605	2,550	(55)			102.2%	
1051 Income Insurance Recharge	758	746	(12)			101.6%	
1058 Income Water Recharge	1,552	2,450	898			63.3%	
1073 Sports Pitch Hire & Green Fees	12,746	11,989	(757)			106.3%	
Crouch Recreation Ground :- Income	17,660	17,735	75			99.6%	0
4052 Water & Sewerage	8,903	8,112	(791)		(791)	109.8%	
4115 Insurance	1,027	1,030	3		3	99.7%	
4155 Professional Fees	393	0	(393)		(393)	0.0%	
4251 Dog Bin Emptying	650	1,138	488		488	57.1%	
4260 Grounds Maintenance Contract	25,086	29,252	4,166		4,166	85.8%	
4261 General Maintenance	3,907	3,610	(297)		(297)	108.2%	
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	41,840	49,592	7,752	0	7,752	84.4%	0
Net Income over Expenditure	(24,180)	(31,857)	(7,677)				
107 Martello Fields							
1050 Income Rent	1,648	5,351	3,703			30.8%	
Martello Fields :- Income	1,648	5,351	3,703			30.8%	0
4018 Water Refill Maint	114	0	(114)		(114)	0.0%	114
4115 Insurance	14	12	(2)		(2)	114.3%	
4251 Dog Bin Emptying	520	911	391		391	57.1%	
4260 Grounds Maintenance Contract	12,783	15,801	3,018		3,018	80.9%	
4261 General Maintenance	297	1,000	703		703	29.7%	
Martello Fields :- Indirect Expenditure	13,727	17,724	3,997	0	3,997	77.5%	114
Net Income over Expenditure	(12,079)	(12,373)	(294)				
6000 plus Transfer from EMR	114	0	(114)				
Movement to/(from) Gen Reserve	(11,966)	(12,373)	(407)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	37	200	163		163	18.6%	
4115 Insurance	49	45	(4)		(4)	109.2%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	910	1,821	911		911	50.0%	
4260 Grounds Maintenance Contract	20,475	25,307	4,832		4,832	80.9%	
4261 General Maintenance	6,043	7,780	1,737		1,737	77.7%	
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	52,438	60,413	7,975	0	7,975	86.8%	6,242
Net Income over Expenditure	(41,380)	(60,323)	(18,943)				
6000 plus Transfer from EMR	6,242	0	(6,242)				
Movement to/(from) Gen Reserve	(35,138)	(60,323)	(25,185)				
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	557	0	(557)			0.0%	
Seaford Head Estate :- Income	41,770	30,300	(11,470)			137.9%	0
4115 Insurance	600	600	(0)		(0)	100.1%	
4155 Professional Fees	10,195	0	(10,195)		(10,195)	0.0%	9,585
4251 Dog Bin Emptying	780	911	131		131	85.6%	
4260 Grounds Maintenance Contract	1,041	1,285	244		244	81.0%	
4261 General Maintenance	4,557	1,445	(3,112)		(3,112)	315.3%	2,827
4274 Projects Expenditure	6,771	6,000	(771)		(771)	112.8%	
4275 Building Maintenance	7	1,000	993		993	0.7%	
4279 Fire & Security	0	245	245		245	0.0%	
4424 South Hill Barn Development	10,469	40,800	30,331		30,331	25.7%	
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	62,814	78,629	15,815	0	15,815	79.9%	12,412
Net Income over Expenditure	(21,044)	(48,329)	(27,285)				
6000 plus Transfer from EMR	12,412	0	(12,412)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,632)	(48,329)	(39,697)				
<u>117 Seafront</u>							
1011 Income Filming	2,250	200	(2,050)			1125.0%	
1025 Income Sponsorship	460	460	0			100.0%	460
1058 Income Water Recharge	(32)	0	32			0.0%	
1084 Income Promenade	520	0	(520)			0.0%	
1092 Income General Maintenance	414	0	(414)			0.0%	
Seafront :- Income	3,612	660	(2,952)			547.3%	460
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	2,098	3,000	902	902		69.9%	
4261 General Maintenance	6,896	6,605	(291)	(291)		104.4%	
4270 Vehicles & Equipment Maint	0	150	150	150		0.0%	
4501 Filming Expenses	360	40	(320)	(320)		900.0%	
Seafront :- Indirect Expenditure	9,674	10,313	639	0	639	93.8%	35
Net Income over Expenditure	(6,062)	(9,653)	(3,591)				
6000 plus Transfer from EMR	35	0	(35)				
6001 less Transfer to EMR	460	0	(460)				
Movement to/(from) Gen Reserve	(6,487)	(9,653)	(3,166)				
<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	811,711	676,391	(135,320)			120.0%	
Expenditure	774,016	906,365	132,349	0	132,349	85.4%	
Net Income over Expenditure	37,695	(229,974)	(267,669)				
plus Transfer from EMR	42,301	0	(42,301)				
less Transfer to EMR	25,190	0	(25,190)				
Movement to/(from) Gen Reserve	54,806	(229,974)	(284,780)				

Finance & General Purposes

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Administration</u>							
1062 Income Telephone Recharge	686	780	94			88.0%	
1176 Precept	1,248,360	1,248,359	(1)			100.0%	
1190 Interest Received	67,316	50,000	(17,316)			134.6%	
1320 Income Walk The Chalk	(3,280)	0	3,280			0.0%	
Administration :- Income	1,313,082	1,299,139	(13,943)			101.1%	0
4000 Salaries & Wages	494,379	613,624	119,245		119,245	80.6%	
4001 Employers NI	58,021	76,731	18,710		18,710	75.6%	
4002 Employers Superannuation	83,384	105,605	22,221		22,221	79.0%	
4003 Sub-contracted Staff	27,443	1,500	(25,943)		(25,943)	1829.5%	
4009 Recruitment Costs	1,997	1,000	(997)		(997)	199.7%	
4010 Staff Training	2,147	3,000	853		853	71.6%	
4011 Staff PPE / H&S	322	0	(322)		(322)	0.0%	
4012 Staff Expenses	1,174	1,000	(174)		(174)	117.4%	
4015 Office Refreshments	206	100	(106)		(106)	206.2%	
4100 Telecommunications	4,475	4,635	160		160	96.5%	
4105 Postage	153	250	97		97	61.3%	
4106 Stationery	578	1,000	422		422	57.8%	
4107 Photocopier	891	1,350	459		459	66.0%	
4108 Recycling & Shredding	500	400	(100)		(100)	125.0%	
4110 Advertising & Publicity	741	1,500	759		759	49.4%	
4112 Subscriptions	5,047	5,397	350		350	93.5%	
4113 Software Support	10,209	11,000	791		791	92.8%	
4114 Licence Fee	73	77	4		4	94.8%	
4115 Insurance	1,933	1,895	(38)		(38)	102.0%	
4116 Web Site	1,553	1,000	(553)		(553)	155.3%	
4118 IT Hardware	6,185	4,000	(2,185)		(2,185)	154.6%	
4154 Land Registry Fees	203	100	(103)		(103)	203.0%	
4155 Professional Fees	15,101	10,500	(4,601)		(4,601)	143.8%	
4156 Bank Charges	955	1,339	384		384	71.3%	
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	1,763	3,000	1,237		1,237	58.8%	
4284 Maintenance Tools & Equipment	2,700	0	(2,700)		(2,700)	0.0%	
Administration :- Indirect Expenditure	714,979	860,103	145,124	0	145,124	83.1%	0
Net Income over Expenditure	598,103	439,036	(159,067)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205</u> <u>Premises - Church Street</u>							
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	8,451	8,601	150		150	98.3%	
4059 Church Street Service Charges	9,272	24,250	14,978		14,978	38.2%	
4115 Insurance	9	9	0		0	97.1%	
4270 Vehicles & Equipment Maint	437	444	7		7	98.5%	
4275 Building Maintenance	3,130	1,000	(2,130)		(2,130)	313.0%	
Premises - Church Street :- Indirect Expenditure	47,060	60,064	13,004	0	13,004	78.3%	0
Net Income over Expenditure	(41,268)	(52,349)	(11,081)				
<u>210</u> <u>Civic Expenses</u>							
4013 Members Expenses	0	100	100		100	0.0%	
4014 Member Training	991	1,500	509		509	66.1%	
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	610	2,750	2,140		2,140	22.2%	
4181 Civic - Mayors Allowance	1,245	1,500	255		255	83.0%	100
4182 Catering & Hospitality	(65)	200	265		265	(32.7%)	
4183 Civic - Awards	23	200	177		177	11.5%	
4184 Civic - other	935	1,000	65		65	93.5%	
4188 Town Crier Expenses	40	200	160		160	20.0%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	6,347	20,171	13,824	0	13,824	31.5%	100
Net Expenditure	(6,347)	(20,171)	(13,824)				
6000 plus Transfer from EMR	100	0	(100)				
Movement to/(from) Gen Reserve	(6,247)	(20,171)	(13,924)				
<u>215</u> <u>Grants</u>							
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 31/01/2026

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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
<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	1,345,032	1,306,854	(38,178)			102.9%	
Expenditure	797,913	975,338	177,425	0	177,425	81.8%	
Net Income over Expenditure	547,118	331,516	(215,602)				
plus Transfer from EMR	100	0	(100)				
less Transfer to EMR	26,158	0	(26,158)				
Movement to/(from) Gen Reserve	521,060	331,516	(189,544)				
Assets and Facilities							
<u>103 The View</u>							
1050 Income Rent	49,070	48,750	(320)			100.7%	
1093 Income Rates	5,653	5,848	195			96.7%	
The View :- Income	54,723	54,598	(125)			100.2%	0
4051 Rates	5,653	5,848	195		195	96.7%	
4115 Insurance	3,071	3,030	(41)		(41)	101.4%	
4261 General Maintenance	80	1,000	920		920	8.0%	
4270 Vehicles & Equipment Maint	245	1,000	755		755	24.5%	
4275 Building Maintenance	4,652	4,092	(560)		(560)	113.7%	
4279 Fire & Security	1,806	752	(1,054)		(1,054)	240.1%	
The View :- Indirect Expenditure	15,507	15,722	215	0	215	98.6%	0
Net Income over Expenditure	39,216	38,876	(340)				
<u>104 The View Capital Costs</u>							
4301 Public Works Loan Payment	69,591	105,000	35,409		35,409	66.3%	
The View Capital Costs :- Indirect Expenditure	69,591	105,000	35,409	0	35,409	66.3%	0
Net Expenditure	(69,591)	(105,000)	(35,409)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

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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
<u>109 Memorials</u>							
4052 Water & Sewerage	101	190	89		89	53.2%	
4115 Insurance	266	266	0		0	99.9%	
4204 War Memorial (Sutton Road)	93	800	707		707	11.6%	
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	23,835	4,256	(19,579)	0	(19,579)	560.0%	9,770
Net Expenditure	(23,835)	(4,256)	19,579				
6000 plus Transfer from EMR	9,770	0	(9,770)				
Movement to/(from) Gen Reserve	(14,065)	(4,256)	9,809				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	605	1,800	1,195			33.6%	
1058 Income Water Recharge	356	315	(41)			113.0%	
1063 Income Gas Recharge	409	1,148	739			35.6%	
Crypt :- Income	1,370	3,263	1,893			42.0%	0
4052 Water & Sewerage	356	315	(41)		(41)	113.0%	
4055 Electricity	605	1,800	1,195		1,195	33.6%	
4056 Gas	409	1,148	739		739	35.6%	
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	173	150	(23)		(23)	115.1%	
Crypt :- Indirect Expenditure	2,162	13,733	11,571	0	11,571	15.7%	0
Net Income over Expenditure	(792)	(10,470)	(9,678)				
<u>114 Public Toilets</u>							
4115 Insurance	626	627	1		1	99.9%	
4203 Public Toilet Cleaning	33,476	53,500	20,024		20,024	62.6%	
4275 Building Maintenance	6,009	2,380	(3,629)		(3,629)	252.5%	
4279 Fire & Security	180	0	(180)		(180)	0.0%	
4502 Toilet Hire	150	0	(150)		(150)	0.0%	
Public Toilets :- Indirect Expenditure	40,442	56,507	16,065	0	16,065	71.6%	0
Net Expenditure	(40,442)	(56,507)	(16,065)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

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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
<u>115 Martello Tower</u>							
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)				
<u>118 Beach Huts</u>							
1054 Income Other	689	0	(689)			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	52,223	56,259	4,036			92.8%	0
4051 Rates	5,115	5,045	(70)		(70)	101.4%	
4052 Water & Sewerage	873	480	(393)		(393)	181.9%	
4055 Electricity	198	1,006	808		808	19.7%	
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	3,041	900	(2,141)		(2,141)	337.9%	2,939
4502 Toilet Hire	1,272	1,313	41		41	96.9%	
Beach Huts :- Indirect Expenditure	66,435	22,809	(43,626)	0	(43,626)	291.3%	48,912
Net Income over Expenditure	(14,212)	33,450	47,662				
6000 plus Transfer from EMR	48,912	0	(48,912)				
Movement to/(from) Gen Reserve	34,700	33,450	(1,250)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,287	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 31/01/2026

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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
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	2,265	4,163	1,898		1,898	54.4%	
4115 Insurance	110	110	(0)		(0)	100.1%	
4276 Maintenance - CCTV	4,461	9,718	5,257		5,257	45.9%	
CCTV :- Indirect Expenditure	6,836	13,991	7,155	0	7,155	48.9%	0
Net Expenditure	(6,836)	(13,991)	(7,155)				
135 Events							
1075 Income Christmas Event	2,755	0	(2,755)			0.0%	
Events :- Income	2,755	0	(2,755)				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	1,000	1,500	500		500	66.7%	
4273 Christmas Lights	9,842	10,000	158		158	98.4%	
4281 Christmas Event Expenses	13,203	6,500	(6,703)		(6,703)	203.1%	
Events :- Indirect Expenditure	24,505	20,068	(4,437)	0	(4,437)	122.1%	0
Net Income over Expenditure	(21,750)	(20,068)	1,682				
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	21,606	24,000	2,394			90.0%	
1026 South Hill Barn Concession	5,400	3,500	(1,900)			154.3%	
1027 Splash Point Concession	6,695	6,500	(195)			103.0%	
1028 Martello Cafe Concession	13,981	14,808	827			94.4%	
1029 West View Kiosk Concession	8,340	8,340	0			100.0%	
1031 Dane Road Concession	10,000	3,600	(6,400)			277.8%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

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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
1032 Marine Parade Concession	21,500	21,500	0			100.0%	
1033 Bonningstedt Prom Concession	8,400	6,000	(2,400)			140.0%	
1034 Bonningstedt Steps Concession	3,500	2,500	(1,000)			140.0%	
1035 Old Town Hall Concession	2,515	2,664	149			94.4%	
1036 West View Beach Hut Concession	0	4,900	4,900			0.0%	
1057 Income Electricity Recharge	2,455	12,234	9,779			20.1%	
1058 Income Water Recharge	1,057	5,356	4,299			19.7%	
1063 Income Gas Recharge	1,206	0	(1,206)			0.0%	
1083 Income Street Market	471	471	0			100.0%	
Concessions & Street Trading :- Income	107,126	116,373	9,247			92.1%	0
4052 Water & Sewerage	704	5,343	4,639		4,639	13.2%	
4055 Electricity	2,504	11,375	8,871		8,871	22.0%	
4056 Gas	1,414	0	(1,414)		(1,414)	0.0%	
4115 Insurance	538	538	0		0	99.9%	
4275 Building Maintenance	12,306	1,735	(10,571)		(10,571)	709.3%	3,150
Concessions & Street Trading :- Indirect Expenditure	17,465	18,991	1,526	0	1,526	92.0%	3,150
Net Income over Expenditure	89,661	97,382	7,721				
6000 plus Transfer from EMR	3,150	0	(3,150)				
Movement to/(from) Gen Reserve	92,811	97,382	4,571				
<u>146 Martello Changing Places</u>							
4055 Electricity	168	2,000	1,832		1,832	8.4%	
4115 Insurance	112	112	0		0	100.0%	
4275 Building Maintenance	227	400	173		173	56.8%	
Martello Changing Places :- Indirect Expenditure	507	2,512	2,005	0	2,005	20.2%	0
Net Expenditure	(507)	(2,512)	(2,005)				
<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)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

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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
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	427	1,000	573		573	42.7%	
Planning & Highways :- Indirect Expenditure	<u>427</u>	<u>1,000</u>	<u>573</u>	<u>0</u>	<u>573</u>	<u>42.7%</u>	<u>0</u>
Net Expenditure	<u>(427)</u>	<u>(1,000)</u>	<u>(573)</u>				
Assets and Facilities :- Income	<u>218,697</u>	<u>230,993</u>	<u>12,296</u>			<u>94.7%</u>	
Expenditure	<u>293,068</u>	<u>332,534</u>	<u>39,466</u>	<u>0</u>	<u>39,466</u>	<u>88.1%</u>	
Net Income over Expenditure	<u>(74,371)</u>	<u>(101,541)</u>	<u>(27,170)</u>				
plus Transfer from EMR	<u>61,832</u>	<u>0</u>	<u>(61,832)</u>				
Movement to/(from) Gen Reserve	<u>(12,539)</u>	<u>(101,541)</u>	<u>(89,002)</u>				
Grand Totals:- Income	<u>2,375,439</u>	<u>2,214,238</u>	<u>(161,201)</u>			<u>107.3%</u>	
Expenditure	<u>1,864,997</u>	<u>2,214,237</u>	<u>349,240</u>	<u>0</u>	<u>349,240</u>	<u>84.2%</u>	
Net Income over Expenditure	<u>510,442</u>	<u>1</u>	<u>(510,441)</u>				
plus Transfer from EMR	<u>104,233</u>	<u>0</u>	<u>(104,233)</u>				
less Transfer to EMR	<u>51,348</u>	<u>0</u>	<u>(51,348)</u>				
Movement to/(from) Gen Reserve	<u>563,327</u>	<u>1</u>	<u>(563,326)</u>				

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for F&GP Meetings				
		25th September	18th December	26th March 2026
201 Administration		(Apr-July) - 33%	(Aug - Oct) - 58%	(Dec - Jan) - 83%
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.	As previously reported
1190	Interest Received	The interest income from the CCLA Public Sector Deposit Fund (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.	The interest income from the CCLA PSDF now stands at £67,316 (134.6% of budget). With two more months of interest ahead, it is anticipated to reach just over £77,000 by the year end.
4003	Sub Contracted Staff		This account is has significantly exceeded budget due to the HR & OD Manager position currently being covered by a temporary agency worker.	As previously reported, however the position changed to permanent in early February.
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	As previously reported
4010	Staff Training		The account is showing a high % of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy).	Staff Skills Academy payments relating to the next financial year have been accrued, bringing the account slightly below the expected level for this time of year.
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	As previously reported
4012	Staff Expenses		This account is showing a high % of budget due to an increase claim for eye test and glasses contributions where the staffing numbers have increased.	As previously reported
4015	Office Refreshments	The office refreshment budget will be overspent due to increased numbers of staff, in-office working and in-house meetings, leading to higher tea, coffee, and milk usage.	As previously reported	As previously reported
4108	Recycling & Shredding			This account is over budget due to the necessary clearance and disposal of historic files stored in the garage to ensure appropriate data control and compliance with AGAR Assertion 10.
4112	Subscriptions	This is showing a high % of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year.	As previously reported	As previously reported
4113	Software Support	This is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.	As previously reported	As previously reported
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported	As previously reported
4116	Website		The account has exceeded its budget due to the necessary amendments that were needed to make our website WCAG 2.2 compliant with the new Assertion 10 on the Annual Governance Accountability Return (AGAR)	As previously reported
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 Reserve.	As previously reported	As previously reported
4154	Land Registry Fees			More work than anticipated has required Land Registry checks, resulting in higher costs than originally budgeted.
4155	Professional Fees		This account is showing a high % of budget due to necessary legal advice on various matters.	As previously reported

		25th September	18th December	26th March 2026
4157	Audit Fees	The minus figure relates to an accrual - ie where an invoice is still waiting to be received for the year end audit relating to the 23/24 financial year. The figure also takes into account the additional costs of the ongoing External Auditor investigations.	As previously reported	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 tools/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	As previously reported
205 Premises Church Street				
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported	As previously reported
4275	Building Maintenance	This account has been overspent due to the undbudgeted 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	As previously reported
210 Civic Expenses				
4014	Member Training		The account is showing a high % of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy).	As previously reported
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.	As previously reported
4115	Insurance	Insurance costs are paid annually in advance.	As previously reported	As previously reported
4182	Catering & Hospitality	The minus figure relates to an accrual from the previous year.	As previously reported	As previously reported
4190	Election Costs		Whilst this account is not showing any expenditure, the full amount is expected to be spent on the by-election in July 2025. 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	As previously reported
4406	Service Funding Agreements	The full budget has been allocated accordingly and paid out in July 2025.	As previously reported	As previously reported
226 CIL and S106 Receipts				
1014	CIL Receipts	This income relates to the 25% of Community Infrastructure Levy (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.	As previously reported



Seaford Town Council

Report No:	195/25
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Receipts, Payments and Bank Reconciliation Reports for November and December 2025, and January 2026
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for November and December 2025, and January 2026

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 this 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 November and December 2025, and January 2026.
- 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 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.
- 1.8 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.
- 1.9 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.
- 1.10 From 1 April 2025 to 31 January 2026, a total of £67,316 interest has been received.
- 1.11 From 1 April 2025 to 31 January 2026, a net total of £300,000 has been transferred into the CCLA account. As of 31 January 2026, the balance in this account is £1,970,000.
- 1.12 The published yield for 31 January 2026 stood at 3.8063%, compared with 4.7120% reported in January 2025. While this continues to represent 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.

1.13 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 January 2026, the actual monies held in the Cooperative current account were £257,272.11, along with £1,970,000 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 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
Nov-25	£ 187,398.91	£ 194,666.88	£ 186,850.41	£ 195,215.38
Dec-25	£ 195,215.38	£ 71,700.12	£ 157,085.57	£ 109,829.93
Jan-26	£ 109,829.93	£ 271,929.48	£ 157,750.07	£ 224,009.34

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Nov-25	£ 2,320,000.00	£ -	£ 150,000.00	£ 2,170,000.00
Dec-25	£ 2,170,000.00	£ -	£ -	£ 2,170,000.00
Jan-26	£ 2,170,000.00	£ -	£ 200,000.00	£ 1,970,000.00



Seaford Town Council

Report No:	183/25
Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Finance & General Purposes Update Report – March 2026
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Purpose of Report:	To update the Committee on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee

Actions
The Committee is advised:
1. To consider the updates within the report. 2. To move to a vote on the motion below.

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 Presented below is the Finance & General Purposes update, incorporating the non-finance related areas of responsibility detailed in the Committee's Terms of Reference, in alphabetical order.
- 1.2 Officers will continue to ensure the Committee receives an update across its areas of responsibility.
- 1.3 All updates are for noting, but any questions or comments from the Committee are welcomed.

2. Approval and Award of Grants and Donations

- 2.1** The 2025 – 2026 grants scheme saw the Town Council supporting 13 local organisations and community groups, with grants totalling £20,528.
- 2.2** 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.
- 2.3** In addition to the above, grant evaluation forms have been issued to all grant recipients (small and large grants), which have been completed and returned to the Town Council. A separate report on this agenda covers the information and feedback received.
- 2.4** In accordance with the request of this Committee, as discussed at its June 2025 meeting, a meeting of the Grants Working Group was arranged to review and comment on the Town Council's Discretionary Grants Policy and how the Town Council evaluates the use of grants awarded. Unfortunately, the meeting planned for Monday 19 January 2026 was cancelled due to lack of availability from Councillors. No further feedback was provided so officers have updated the policy and associated forms which is covered elsewhere on this agenda.

3. Civic & Ceremonial Activities

Mayoral

- 3.1** The Mayor of Seaford has attended over 66 engagements so far this civic year, with regular updates provided at each Full Council meeting in the Mayor's Update report.
- 3.2** The Mayor's chosen charity is Family Support Work (FSW), which supports children and families across Sussex through one-to-one help, group sessions, and structured play activities.
- 3.3** The Mayor will host a fundraising lunch on Saturday 28 March at Seaford Baptist Church, organised by FSW. The event will also feature watercolours by the late Seaford artist Anthony Morgan-Jones, available to view and purchase, with all proceeds going to FSW.

3.4 The Mayor has also recently welcomed nominations for the annual Mayor's Awards, these nominations have been shortlisted, and the awards will be presented at the Seaford Town Forum (more information below).

Deputy Town Crier and Deputy Serjeant at Mace Recruitment

3.5 Throughout January and February, the Civic team has been recruiting a Deputy for Seaford's Town Crier and Serjeant at Mace, Peter White.

3.6 This followed a meeting with the Town Clerk and Peter, who is approaching an extraordinary 50 years in his honorary role. It was agreed that appointing a Deputy Town Crier would allow Peter to pass on his extensive knowledge and experience and ensure a smooth succession in the future.

3.7 Four people applied and each was invited to a live audition to perform the traditional home-town cry. The audition panel included the Town Clerk, the Deputy Mayor, an experienced Guildhall-trained actor, two guest Town Criers, and both Freemen of the Town.

3.8 After a thorough selection process, Ben Robinson was appointed as the new Deputy Town Crier and Deputy Serjeant at Mace. He will begin his honorary duties shortly, starting with his formal introduction at the Seaford Town Forum on 30 April.

Seaford Town Forum

3.9 The Seaford Town Forum will take place at Cross Way Church on Thursday 30 April.

3.10 This public meeting—separate from Town Council meetings—gives residents the opportunity to ask questions and hear updates on the Town Council's work over the past year.

3.11 The event will also highlight charities and organisations that have received Town Council grants, showcasing how the funding has been used and the benefits delivered to the community.

3.12 During the Forum, the Mayor of Seaford will present the annual Mayor's Awards, recognising individuals and organisations who have made significant contributions to the town or overcome exceptional challenges. The prestigious Don Mabey Award will also be presented, honouring residents who have given outstanding service to Seaford, in memory of Don Mabey MBE.

3.13 All councillors are invited, but not required, to attend. The agenda will be shared in due course.

4. Consideration of Annual Budget Requests of all Standing Committees for Recommendation to Full Council

4.1 The 2026 – 2027 budget and precept were approved by Full Council at its meeting on 29 January 2026.

4.2 The budget setting process for the 2027 – 2028 financial year will begin in autumn 2026, followed by this Committee considering the budget requests of all committees at its meeting on 7 January 2027.

5. Considering and Agreeing Action to all Internal Audit Reports

5.1 A report was taken to Full Council on 29 January 2026 (Report 153/25, Interim Internal Audit Report 2025 – 2026), providing the audit and the actions required of officers to rectify any issues identified. Work on the identified actions is ongoing.

6. Electoral Matters

6.1 It has been confirmed that the East Sussex County Council elections will take place on 7 May 2026. Whilst this does not directly impact the Town Council, a Pre-election Period will be in force for the six weeks prior to the elections – officers will share the necessary information with councillors about this period of ‘heightened sensitivity’, what this looks like in practice for the Town Council, and where to get any support if required.

7. Oversight of External Funding Performance

7.1 This area of responsibility relates to the external funding work that is coordinated and carried out by the Funding & Contracts Officer post. Unfortunately, the current Funding & Contracts Officer has resigned due to personal circumstances, however officers have managed to quickly recruit a replacement ensuring there will be continuity in this role.

7.2 The current Funding & Contracts Officer is leading the Town Council’s expression of interest for the 2028 Town of Culture competition. The deadline is 31 March 2026, with the shortlist of towns expected to be announced this Spring. In the event the town is shortlisted the Town Council will receive a government grant of £60,000 to work up a full application.

- 7.3** To support the Town Council's application, officers are hosting an open **Seaford Town of Culture Ideas** workshop to gather ideas, spark collaboration, and begin crafting the cultural story we want to tell together. Workshops will take place on Monday 16 March 2026 at 6pm and Wednesday 18 March 2026 at 4pm.
- 7.4** As recently reported to, and approved by, the Golf, Open Spaces & Climate Action Committee, a Climate Infrastructure Levy (CIL) funding bid is due to be submitted to the South Downs National Park Authority. The bid will be for approximately £40,000 of funding for the provision of fencing and interpretation boards at High & Over (officers are obtaining final quotes).

8. Review of Full Council Budget Position

- 8.1** 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.

9. Risk Management Strategy

- 9.1** Officers have recently completed and updated the General & Financial Risk Assessment, which was reported to Full Council on 18 March 2026.
- 9.2** Officers have also completed and updated the annual review of the Local Council Risk System (LCRS) Risk Review, this was also reported to Full Council on 18 March 2026.
- 9.3** There are no significant issues to report as a result of these reviews.
- 9.4** It should be highlighted however that, as reported to Full Council on 18 March 2026, the annual review of the risk arrangements in place is going to be undertaken in May/June going forwards i.e. towards the start of the financial year it relates to, rather than the end as per the current arrangements. The next review of the risk arrangements will therefore be at the Full Council meeting on 30 June 2026, alongside the approval of the 2025 – 2026 Annual Governance & Accountability Return and review of the Town Council's Internal Controls.

10. Town Council Leases

- 10.1** 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.

- 10.2** The Assets & Contracts Manager is continuing to work through and review the extensive details of all leases, as well as the systems for carrying out valuations, rent reviews and disposals of land.

11. Town Council Litigation

- 11.1** Officers continue to pursue a debtor who is in the process of bankruptcy proceedings. More detail is provided in an exempt report elsewhere on this agenda.
- 11.2** Representatives of the Town Council's insurers are continuing to investigate a personal injury claim after an alleged injury on the Golf Course. No further update is available at this time.

12. Town Council Offices (37 Church Street)

- 12.1** Officers continue to engage with Sussex Police to discuss the potential options for an extension of its lease for the offices at 37 Church Street, which is currently due to expire in January 2028. There are no further updates at this stage to share.

13. Town Council Policy Programme

- 13.1** An update report appears elsewhere on this agenda, providing an update on all matters relating to policies.

14. Outstanding Debts in Accordance with the Town Council's Bad Debt Policy

- 14.1** An exempt report appears elsewhere on this agenda in relation to current debtors.

15. Finance & General Purposes – Strategic Programme Update

- 15.1** The Committee will be aware there are six strategies detailed within the Strategy Programme 2025 – 2027 that Finance & General Purposes Committee has oversight of. Whilst the formal RAG ratings are evaluated at each quarterly Full Council meeting, officers felt the Committee would be keen to receive an update on the specific strategies and goals as part of this update.
- 15.2** The Town Council's Strategy Programme 2025 – 2027 is available to view on the [Town Council's website](#)

- 15.3** Strategy 1.2 – the work on the Golf Course website is nearly complete. Officers are reviewing the new website before it is released and the old website replaced. Work on the Town Council website starts on 12 March and it is anticipated that this will take around 12-14 weeks to complete. In the interim, the existing Town Council website underwent work in October 2025 to ensure it meets the Web Content Accessibility Guidelines 2.2 AA standard for accessibility.
- 15.4** Strategy 4.1 – much of this area crosses over with Strategy 1.2 with regards to the websites. The other area of focus is the review of communications methods. The officers leading this piece of work have completed the initial Communications Strategy working plan, the next stage is to collate feedback from councillors, officers, and residents, which is currently taking place. The feedback received will be reviewed and then used as the basis of the new Communications Strategy and associated policies, scheduled for completion ahead of the December 2026 deadline.
- 15.5** Strategy 4.2 – the Youth Ambassador Board has now picked up, after a slow start, with seven members signed up and a programme in place for the coming year of meetings.
- 15.6** Strategy 5.2 – Section 5 of this report covers the internal audit and recommendations. CIL funding is being utilised as per the 2026-2027 budget, with the Town Council to consider in due course how the remaining CIL funds will be used.
- 15.7** Strategy 5.3 – a separate update report on policies is included elsewhere on this agenda. See section 9 of this report for an update on risk management. The Business Continuity Plan is currently in a draft format, a further update will be issued once this document is ready to go live.
- 15.8** Strategy 5.4 – a separate report appears on this agenda that covers back-office digitalisation

16. Financial Appraisal

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

17. Contact Officer

17.1 The contact officer for this report is Darryl Keech, Deputy Town Clerk & Responsible Financial Officer.



Seaford Town Council

Report No:	198/25
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Policy Review Update – March 2026
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:

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 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. The revised policy database was presented to the December 2025 F&GP meeting (see [Report 122/25 Appendix A available online](#) - from page 132). This is now the working document that officers use to review and update all policies.
- 1.2** This report is presenting an update on the progress of policies review.

2. Information

- 2.1** Since the last F&GP meeting in December, officers have been working hard to bring forward new / revised policies at pace.
- 2.2** Seven new policies have been approved by the relevant committee/s and recommended for adoption by Full Council, including three brand new policies - IT and Cybersecurity Policy, Bring Your Own Device Policy, and Whistleblowing Policy.
- 2.3** The seven policies that have been presented to the Extraordinary Full Council meeting on 18 March are:
- Purchase Ordering and Payment for Goods and Services Policy
 - Sexual Harassment Policy
 - Absence Management Policy
 - Menopause Policy
 - Annual Investment Strategy 2026-2027
 - Financial Regulations Policy
 - Staff Handbook (although with a recommendation to no longer classify this as a policy document)
- 2.4** The Booking, Hire and Events Policy was considered by Assets & Facilities Committee in February 2026 and is now awaiting adoption by Full Council on 23 April 2026.
- 2.5** Two reviewed policies have been presented to the Personnel Committee for its meeting on 19 March 2026:
- Display Screen Equipment Users Policy
 - Staff Expenses Claim Policy
- 2.6** Two reviewed policies are on this Committee's agenda to be reviewed elsewhere on this agenda:
- Scheme of Delegation to Officers
 - Discretionary Grants Policy
- 2.7** Depending on these all being approved, this will mean nineteen policies have been either reviewed, updated or created in a little under six months and represents over a quarter of the Town Councils' policies, putting officers comfortably on track to have all policies updated and reviewed by December 2027.

- 2.8** Officers have worked hard to identify and link relevant policies to each other, but there are occasions where, despite this identification, policies change in quick succession and delays in approval through Full Council can quickly mean that these policies become uncoordinated and contradict one another.
- 2.9** Officers will bring a report to Full Council on 23 April discussing ways to address and update specific sections of certain policies should linked policies change, to prevent having conflicting policy information.
- 2.10** All the policies that are newly created are due for review within 12 months of approval to ensure that these meet the requirements of the Town Council and remain valuable policies.

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:	124/25
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Interim Update to Scheme of Delegation to Officers Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the revised interim Scheme of Delegation to Officers Policy for review and recommendation to Full Council for adoption as an interim update to this key policy document

Actions
The Committee is advised:
1. To consider and discuss the interim Scheme of Delegation to Officers Policy within this report. 2. To move to vote on the motion below.

Recommendations
The Committee is recommended:
1. To recommend that Full Council adopts the interim draft Scheme of Delegation to Officers Policy and, by doing so, archives the previous Scheme of Delegation Policy, noting that officers will update this to the new policy format for presenting to Full Council and that a comprehensive review of the Policy will take place within the next 12 months.

1. Introduction

- 1.1 In May 2025, when Full Council adopted the new Committee Terms of Reference policy document, it was reported that the previous Scheme of Delegation Policy was effectively being split into two:

- (a) the new policy setting out the new committee terms of reference, and
 - (b) a Scheme of Delegation to Officers Policy, that would set out matters specifically delegated to officers for decision-making.
- 1.2 Since joining the organisation, the Deputy Town Clerk and Policy & Risk Officer have completed a review of the Town Council's policies and identified areas of risk caused by out-of-date policies and/or where certain policies did not exist. The Scheme of Delegation to Officers Policy features on this list.
- 1.3 This report is now presenting a proposed interim Scheme of Delegation to Officers Policy for consideration by this Committee – **Appendix A** – and recommendation to Full Council for adoption.
- 1.4 This is an interim update for the purposes of correcting information that is out of date e.g. job titles and where responsibilities now sit within the Town Council's staff structure. Officers will be carrying out a comprehensive review of the policy within the next 12 months to ensure that the document is operationally fit for purpose and provides complete clarity around delegated decision-making.

2. Information

- 2.1 The staff structure has changed considerably since the last full review of the Scheme of Delegation and therefore the existing document no longer matches the existing structure and delegated authority.
- 2.2 The existing policy is also not consistent with the updated Financial Regulations last adopted in March 2025.
- 2.3 These interim changes to the Scheme of Delegation to Officers Policy are simply to align with the current staff structure and other updated policies. Officers recognise there is a bigger piece of work required to review the policy in greater detail and will schedule time to ensure the next update of this policy is accurate and proportionate to the needs of the Town Council going forwards.
- 2.4 The proposed interim policy therefore has been updated to reflect the revised staff structure and amended Financial Regulations.
- 2.5 The delegations within this policy have been simplified, with all delegations made to the Town Clerk who, through the Town Council's staff structure

and associated job descriptions, further delegates specific tasks, responsibilities and decision-making powers.

- 2.6** The Policy still identifies who carries out the delegated tasks in the Town Clerk's absence to ensure business continuity.
- 2.7** Referenced documents are included in the revised policy, although at this stage officers have not yet provided the policy in the new format due to the time frames for production.
- 2.8** The proposed interim Scheme of Delegation to Officers Policy would supersede the existing Scheme of Delegation Policy which can be viewed on the Town Council's website, under Corporate Policies.

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



SCHEME OF DELEGATION TO OFFICERS POLICY

This policy sets out the matters that have been delegated to Town Council officers to enable the efficient operation of the Town Council

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

Policy Status

Version	0.3	Last Review Date	May 2023
Adopted Date	TBC	Next Review Date	One year after adoption
Review Period	Annually	Approving Body	Full Council

Version History

Date	Version	Approval	Status
May 2022	0.1	Full Council	Adopted Policy
May 2023	0.2	Full Council	Adopted Policy

Related Policies and Other References

Policy Reference Code	Policy Name
[insert code]	Standing Orders Policy
[insert code]	Financial Regulations
[insert code]	Staff Handbook
[insert code]	Committee Terms of Reference

Table of Contents

Section	Title
1.0	Introduction
2.0	Full Council and Committee Functions
3.0	Delegation to Officers

1. Introduction

- 1.1. Seaford Town Council's Scheme of Delegation to Officers is an essential policy to enable the efficient operation of the Town Council (the Council).
- 1.2. The Policy sits alongside the Committee Terms of Reference Policy document giving powers to officers and committees respectively, to enable the Council to react to circumstances and operate effectively. Without these two policy documents and delegations in place, every single decision would need to be taken by Full Council which would be unworkable, disproportionate and inefficient.
- 1.3. In addition to the delegations set out in this policy, other policies also assign specific tasks, responsibilities, and processes to officers; these are not duplicated within this document.
- 1.4. There will be times when one-off or temporary delegations are agreed by Full Council or a committee to officers and these will not be recorded in this document.
- 1.5. Additional permanent delegations will be added to this document at the next available review.

2. Full Council and Committee Functions

- 2.1. The Council's Committee Terms of Reference sets out the functions that are retained by Full Council and those that are delegated to a committee.
- 2.2. In the absence of a specific delegation to officers, either in this or another policy document, or by a motion from the relevant committee or Full Council, those functions are reserved for decision making by the committee or Full Council.
- 2.3. Decisions on Council business cannot be delegated to individual councillors or working groups.

3. Delegation to Officers

- 3.1. The following matters are delegated to the officers to make decisions on behalf of the Council.
- 3.2. These delegations are made to the Town Clerk who, through the Council's staff structure and associated job descriptions, further

delegates specific tasks, responsibilities and decision-making powers.

Please note:

- These decisions must be exercised in accordance with the law, the Council’s Standing Orders, and Financial Regulations, and any approved policy framework and budget.
- Full Council may at any time, following resolution, revoke any delegated authority.
- Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or Full Council. Similarly, where officers have no delegated power to make a decision, they will report the matter to committee or Full Council for a decision.

3.3. The Town Clerk shall be the Proper Officer of the Council as defined in law and set out in Council policies. The table below identifies the delegations currently in place to the Town Clerk, and who shall take on these responsibilities in the absence of the Town Clerk.

3.4. The Deputy Town Clerk shall be the Responsible Financial Officer (RFO) of the Council as defined in law and set out in Council policies.

3.5. In the absence of the RFO for a significant period of time, the Proper Officer shall assume the legal responsibilities of RFO, and the Finance Manager shall assist in covering other aspects of the RFO’s workload, where required.

3.6. A detailed breakdown is provided below:

	Delegation to the Town Clerk:	Authorised Officer to Undertake in the Town Clerk’s Absence:
1	The responsibilities and duties of the role of Proper Officer as set out within law and the Council’s policies	Deputy Town Clerk & RFO
2	Issue all statutory notifications	Deputy Town Clerk & RFO
3	Receive Declarations of Acceptance of Office	Deputy Town Clerk & RFO and Head of Place
4	Receive and record notices disclosing pecuniary interests from both councillors and officers	Deputy Town Clerk & RFO
5	Receive and retain documents and plans	Deputy Town Clerk & RFO
6	Hold the Council’s seal and apply it to documents as approved	Deputy Town Clerk & RFO
7	Sign notices or other documents on behalf of the Council	Deputy Town Clerk & RFO and Head of Place
8	Receive copies of bylaws made by a principal authority	Deputy Town Clerk & RFO
9	Certify copies of bylaws made by the Town Council	Deputy Town Clerk & RFO

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10	Sign summons to attend meetings	Deputy Town Clerk & RFO and Head of Place
11	Manage all the Council staff, either directly or indirectly, and delegate as appropriate specific tasks, responsibilities and decision-making powers	Deputy Town Clerk & RFO and Head of Place
12	Manage the provision of the Council services, buildings, land and resources	Deputy Town Clerk & RFO and Head of Place
13	Incur expenditure in an emergency up to £10,000 whether budgeted or not (see Financial Regulations 5.15)	Deputy Town Clerk & RFO
14	Act on behalf of the Council in an urgent situation and report back to the Town Council as soon as practical	Deputy Town Clerk & RFO and Head of Place
15	Deal with dispensation requests from Members under the Code of Conduct	Deputy Town Clerk & RFO and Head of Place
16	Deal with matters specifically delegated by Full Council or a committee	Deputy Town Clerk & RFO and Head of Place
17	Appoint employees in accordance with the Council's staff structure, with the exception of the statutory officers (the posts of Proper Officer and Responsible Financial Officer)	Deputy Town Clerk & RFO
18	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council	Deputy Town Clerk & RFO
19	Appoint casual / temporary members of staff as needed to meet the business needs of the Council within existing budgets	Deputy Town Clerk & RFO
20	Authorise additional paid hours of work for existing staff on a temporary basis to support the business needs of the Council	Deputy Town Clerk & RFO and Head of Place
21	Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Deputy Town Clerk & RFO
22	Issue press releases on any Council activity, exercised in accordance with Council policy	Deputy Town Clerk & RFO and Head of Place
23	Determine request for refunds/credits relating to membership, sports pitch hire, event or open space hire, beach hut hire, and concessions. This would also include amendments to hire fees based on seasonality and demand, and business interruption to a concession as a result of something that is within the Council's responsibility	Deputy Town Clerk & RFO
24	Amend/revise the representatives on Outside Bodies as and when necessary, where consensus is achieved (except at the beginning	Deputy Town Clerk & RFO

	of each municipal year when this is done at the annual meeting)	
25	In consultation with the members of the Committee Chairs Management Group (CCMG), determine appropriate meeting arrangements upon Government announcements, as required	Deputy Town Clerk & RFO
26	In consultation with the relevant chairs, make amendments to the meeting timetable where justified and required, ensuring that this does not reduce the number of Full Council or committee meetings held during the municipal year	Deputy Town Clerk & RFO
27	Having consulted with the Chair of Finance & General Purposes, at the year end to earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Council budget. Any such decisions are to be communicated promptly to the Finance & General Purposes Committee	Deputy Town Clerk & RFO
28	Subject to achieving email consensus (a majority of those who reply within the given timeframe) from councillors, to appoint members to committees outside of the Annual Meeting. Where email consensus is not achieved, this must be referred to Full Council for consideration.	Deputy Town Clerk & RFO



Seaford Town Council

Report No:	201/25
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	2025 – 2026 Grants Scheme Evaluation
By:	Ellie Wells, Funding & Contracts Officer
Purpose of Report:	To provide feedback on the 2025 – 2026 Grant Scheme and seek formal closure of that year's scheme

Actions

The Committee is advised:

1. To provide feedback on the report.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report and its findings.
2. To approve that the 2025 – 2026 Grants Scheme has been satisfactorily completed and can be formally closed.

1. Introduction

- 1.1** The Town Council's Discretionary Grant Scheme offers local community groups, charities or voluntary organisations the opportunity to apply for a financial grant from the Town Council. At its meeting in June 2025, this Committee approved 13 grants be awarded as part of the 2025 – 2026 scheme, with a combined total of £20,528.
- 1.2** Following the awarding of the grants, and ahead of the launch of the 2026 – 2027 Discretionary Grants Scheme, officers have carried out an evaluation

process to both assess the positive impact of the grants scheme in the local community, and adherence to the requirements of the Discretionary Grants Policy. This report is presenting the outcome of that process and seeking formal closure of the scheme, having been satisfactorily completed.

2. 2025 – 2026 Grants Scheme Evaluation

- 2.1** In order to gauge the success and impact of the grants scheme, all grant awardees are asked to submit a grant evaluation form in January 2026. Within this, grant awardees were asked to confirm:
- (a)** If they have spent the entire amount awarded (or if they will have done by 31 March 2026 i.e. the end of the financial year), including a breakdown of the spend, proof of spend for any equipment or capital works, and, crucially, if they do not anticipate having used all the grant funding, how much will be remaining and why.
 - (b)** If they used the grant for the purpose applied for and agreed by the Town Council, and, if not why.
 - (c)** The benefit of the grant in the local community.
 - (d)** How the Town Council's support of their organisation has been promoted.
 - (e)** Whether they have any feedback on the grants scheme, to aid the Town Council in ensuring that the process is as effective and accessible as it can be.
- 2.2** A total of £20,528 was awarded from the £26,000 available budget through the small and large grants programmes. In total, thirteen local organisations received funding, with three organisations awarded small grants amounting to £1,348, and ten organisations receiving large grants totalling £19,180.
- 2.3** A proposed change to the Discretionary Grants Policy (F7) recommends introducing a limit to prevent the same organisation receiving a grant three years in a row. Officers recommend that the introduction of this process commences with a clean start for all organisations from 2026 – 2027 and therefore those organisations seeking a grant in 2026 are not impacted by this new proposed limit.
- 2.4** To encourage a larger pool of applicants, broader and more proactive communications will be required to encourage applications from a wider range of organisations. This will help ensure a more diverse and

representative pool of applicants, supporting equal access to funding, and maintain the programme's community impact.

- 2.5** Alternative support will also be considered, for example discounted rental fee for venues such as Martello Fields.

3. Small Grants Summary 2025 - 2026

3.1 Action Against Abuse (AAA), *registered charity*:

A charitable support service that helps victims of Domestic Abuse and their families in East Sussex by offering timely and zero-cost legal support. A third of referrals from the Lewes area are located within Seaford. AAA offer support to "Any residents who are suffering from domestic abuse." The grant funding was used to pay for taxis for users to travel safely to court. It was also used to fund volunteer expenses providing direct support to users of AAA. It was noted the members would be unable to attend the Town Forum due to safeguarding concerns; this was not pre-agreed prior to the grant funding being awarded, but has since been agreed by officers.

3.2 Bishopstone Table Tennis Club, *sports club*:

A community-led table tennis club with 86% of members from Seaford. The money received from the grant was used to develop and upskill existing players and volunteers to coaching level aimed to be achieved through professional sessions with Marc Burman (Table Tennis England Qualified Coach). These sessions have increased the exposure of the club and opened other opportunities to encourage youth attendance.

3.3 Seaford Community Garden, *volunteer group*:

Seaford-based garden with all work completed by volunteers; the gardens are open to all. The garden also hosts local groups and visitors e.g. children, care home residents, patients. The grant funding was used to purchase water butts, wood for fencing, and plants. All works were completed by volunteers and will be enjoyed by the local community.

4. Large Grants 2025 - 2026

4.1 Seaford Community Events Committee - Seaford Motorfest (annual event):

A well-known free to attend event which is held on the Town Council-owned Martello Fields. The organisation was awarded part of their requested funding with public liability, first aid, and hire charges funded. Feedback

from Seaford Community Events Committee noted the desire for continued support for non-profit organisations.

Officers note in response to feedback: the revisions to the Discretionary Grants Policy elsewhere on this agenda maintain this continued support for non-profit organisations.

4.2 St James' Trust, registered charity (social):

An independent charity based in Seaford which offers support to local groups and clubs, based within a community centre. The maximum grant of £3,000 was awarded for minibus hire for the Tuesday lunch club, providing essential transport to and from the venue. The full amount was spent as requested.

4.3 Seaford Bonfire Society (annual event):

A free to attend event which attracts large visitor numbers to Seaford. The maximum grant of £3,000 was awarded and used towards first aid and security. The Town Council highlighted the need for prompt debris clearance following the event, this was not acknowledged in the evaluation form, however following a debrief with the society, officers can confirm that no complaints were received and all firework debris was promptly cleared from the surrounding areas by the society. Feedback from the organisation was positive citing an "easy process" and "plenty of information and help available".

4.4 St Wilfrid's Hospice, registered charity (healthcare):

Seaford is a key catchment area for St. Wilfrid's patients and family members with a terminal illness. The grant was used as a contribution towards fuel expenses for community nurses. Other contributors (to the same expenses) were from local areas and awarded amounts of similar magnitudes. Approximately 25% of their total annual fuel budget is supported by grants, including the Town Council's. Feedback noted the submission dates were earlier than the previous year and requested communications to previous applicants on this.

Officers note in response to feedback: officers will ensure that submission dates are clear in any communications relating to future grant schemes, as these will, at times, change depending on the Town Council's meeting calendar.

4.5 Rhapsody Artist Development, *music & performance (children & young people)*:

The grant funding was used for venue hire to provide a consistent space to prepare for performances, with one performance showcased at Seaford Christmas Magic. The venue also has some capacity for new members, which have increased from 2024 - 2025. The grants application process was acknowledged to be “straightforward”.

4.6 Culture Connect Project CIC, *community group*:

A Newhaven-based group who deliver workshops and activities for youth groups in Seaford. A partial grant was awarded for supporting materials to deliver workshops; the requested facilitator fee was not granted as it was understood to be for ‘staffing’. The spend was relevant to the delivery of cultural workshops, but did not match the exact projected breakdown of spend. A similar observation was noted for the previous year. Feedback around the Town Council declining to cover staffing costs suggested that other councils (Newhaven & Lewes Town Councils) allow grants to be used for this purpose.

Officers note in response to feedback: The proposed Discretionary Grants Policy now states – “Grant funding must not be used to meet indirect staffing costs, core organisational costs, or general operating expenditure costs which are not directly attributable to the delivery of the funded activity (suitable evidence may be requested, if required) and therefore can be used to support specific project staffing costs”.

4.7 Seahaven Poets, *community group*:

The grant funding awarded was designated to insurance and venue costs at ‘LitFest’ 2026. The Founder/Treasurer did contact the Town Council to explain a change in venues due to accessibility requirements. The evaluation highlighted this and the spend was reallocated to an alternative venue. Feedback was very positive, citing good communication from the Town Council and flexibility with mutually agreed changes.

4.8 Teddy Treats, *children’s charity (Limited)*:

A small non-profit organisation providing treats to children and families who may be disadvantaged. Funding was used to support the Teddy Treats Top Talent Sponsorship programme, with the maximum amount awarded. The

grant was allocated as anticipated and delivered locally. The Town Council was thanked for their support in the feedback section.

4.9 Family Support Work, *registered charity*:

Family Support Work provides funded day trips for families who are struggling with mental and physical health issues. Families in Seaford are supported by a dedicated support worker who offers emotional and practical assistance. Information provided on the benefit of this funding was reported in detail with survey results demonstrating a real and positive impact on families.

4.10 Gardening in Action, *community group*:

A volunteer led group with a number of projects around Seaford. Funding requested was to purchase equipment for volunteers and a new sign for Peverells Community Orchard. It was noted the installation of the sign would be in April 2026 and the funding was expected to spent by the 31 March deadline. There were some communication concerns which are discussed in 4.11.

4.11 One of the large grant's recipients (£1,500 awarded) Gardening in Action (GIA) - a Community Interest Company - returned a late evaluation form. Communication was lost for more than one month and this was acknowledged to have happened in the previous year. Any further applications and awards should be well-considered.

4.12 All remaining organisations returned submissions within reasonable time of the 31 January deadline.

5. Financial Appraisal

5.1 The summary provided above along with the evaluation reports completed demonstrate that all grants have been spent as per the terms of their issue and the Discretionary Grants Policy.

6. Contact Officer

6.1 The Contact Officer for this report is Ellie Wells, Funding & Contracts Officer.



Seaford Town Council

Report No:	189/25
Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Review of the Discretionary Grants Policy
By:	Darryl Keech, Deputy Town Clerk
Purpose of Report:	To present the revised Discretionary Grants Policy for consideration by the Committee and recommendation to Full Council for adoption

Actions

The Committee is advised:

1. To consider the revised Discretionary Grants Policy.
2. To consider and discuss the proposal by officers to further amend the policy to limit grants to two consecutive years per organisation (see section 2.4 of the report).
3. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.
2. To approve that a further amendment be made to the revised Discretionary Grants Policy limiting grants to two consecutive years per organisation.
3. To recommend that Full Council adopts the revised Discretionary Grants Policy.

1. Introduction

- 1.1** The Discretionary Grants Policy was last reviewed and adopted in March 2024.

- 1.2 When discussing the 2025 grants scheme at its meeting in June 2025, this Committee requested that a Grants Working Group meeting be arranged to review the policy, looking at “how the Town Council evaluates the use of grants awarded, and the promotion of the grants scheme to encourage a greater number of applications”.
- 1.3 A Grants Working Group meeting was arranged but due to only one Councillor being available, a decision was taken to cancel the meeting. Councillors were offered the opportunity to feedback in the absence of the working group meeting however, to date, no feedback has been provided.
- 1.4 Officers have therefore worked through previous feedback supplied in May 2025 by the Grants Working Group and have produced a proposed updated policy, as well as updated evaluation forms.

2. Information

- 2.1 The proposed policy document is presented at **Appendix A**. The current version of the policy is available to view on the [Town Council's website](#) (see the Finance policy section).
- 2.2 Officers believed the policy did not require widespread changes but rather clarification around specific elements:
 - (a) Point 2.6 - previously, some applicants have received double funding from the Town Council through the award of a grant and then through discounted hire or sponsorship. The policy has changed to prevent double funding.
 - (b) Point 2.11.d - clarification has been provided around staffing costs. Under the revised policy, grant funding must not be used to meet indirect staffing costs, core organisational costs, or general operating expenditure costs that are not directly attributable to the delivery of the funded activity (suitable evidence may be requested, if required). This is a clear change from the previous policy, where it simply stated that grant funding would not be awarded towards staffing costs. This brings the Town Council in line with neighbouring town councils who do permit directly attributable staffing costs to make up part of a grant award.
 - (c) Point 2.12 - retrospective grants are now only available in exceptional circumstances.

- (d) Points 3.2 and 4.2.a - the groups and organisations eligible to apply for grants has been broadened to include charities and not-for-profit organisations, providing access to groups that previously may have been excluded.
- (e) Point 8.1 - now includes a specific reference to the consequences of the failure to complete the evaluation process.
- 2.3** In addition to the changes to the policy, the Grant Application Forms have been updated, highlighting key criteria at the outset, as well as allowing for a breakdown of financial information.
- 2.4** Officers believe that that grant funding should not be awarded to the same organisation repeatedly every year, to avoid dependency on the grant and to ensure fairness to all applicants. As such, a skip year is being recommended which will limit applicants to receive a grant for a maximum of two years in row. This has not yet been applied to the policy as officers would like to seek the opinion of the Committee on this potential change.
- 2.5** If the skip year had been applied over the previous three-year period organisations like Seaford Bonfire Society, Seaford Community Events Committee, Gardening in Action (CIC), and Teddy Treats Children’s Chairty would not have received funding for one year within this period, as each of these organisations have received funding for three consecutive years.
- 2.6** Officers are suggesting that, if this change is introduced into the Discretionary Grants Policy, this would take effect from the 2026 – 2027 grants scheme. 2026 – 2027 would be considered ‘year one’ for all grant awardees, meaning that the Town Council can communicate the changes and no organisations are immediately impacted by this change i.e. an organisation would be able to apply for a grant in 2026 – 2027 and 2027 – 2028, with their first skip year being 2028 – 2029, allowing two financial years to prepare for this.
- 2.7** Due to the limited applications for grants in 2025 – 2026, officers are working up a more detailed list of potential partners that this opportunity can be marketed to, as it is clear that the normal communication channels (including the Town Council’s website and social media channels) are not garnering sufficient interest in this extremely valuable opportunity. It has already been communicated to the Seaford Health Stakeholders Working

Group at their last meeting and there was clear interest from a number of partners, who were unaware the existence of the Grants Scheme.

- 2.8** In addition, two potentially eligible organisations contacted the Town Council enquiring about applying for grants after the application period had closed and grants had been awarded.

3. Financial Appraisal

- 3.1** There are no direct financial implications as a result of this report. A budget of £26,500 has been allocated for the 2026 - 2027 grants scheme and this is not impacted by this report.

4. Contact Officer

- 4.1** The Contact Officer for this report is Darryl Keech Deputy Town Clerk and Responsible Finance Officer (RFO).



SEAFORD
TOWN
COUNCIL



DISCRETIONARY GRANTS POLICY

This policy provides a clear and accountable approach to the allocation of discretionary grants, setting out how the Town Council uses its financial resources to enhance the wellbeing of Seaford and its community

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

Policy Status

Version	0.5	Last Review Date	February 2026
Adopted Date	TBC	Next Review Date	Three years from adoption
Review Period	Three years	Approving Body	Full Council

Version History

Date	Version	Approval	Status
May 2015	0.1	Full Council	Adopted Policy
August 2017	0.2	Full Council	Updated Policy
May 2021	0.3	Full Council	Updated Policy
March 2024	0.4	Full Council	Updated Policy

Related Policies and Other References

Policy Reference Code	Policy Name
F2	Anti-Fraud, Bribery and Corruption Policy
F3	Bad Debt Policy
F6	Purchase Ordering and Payment for Goods and Services Policy

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8.0	Monitoring and Evaluation
9.0	Transparency and Publicity
10.0	Grant Funding Agreements

1. Introduction

- 1.1. A grant is any discretionary donation made by the Town Council (the Council) to an external organisation, for the specific purpose it is applied for and is generally for the well-being of the Seaford community.
- 1.2. The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community.
- 1.3. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

2. Rules

- 2.1. Financial grants are awarded by the Council's Finance & General Purposes (F&GP) Committee once a year; the timetable for the process is covered in Section 5.
- 2.2. The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 2.3. The Council offers two types of financial grants:

Large grants	£501 up to £3,000
Small grants	up to £500

- 2.4. There are different application forms for small or large grants, and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that year's grants scheme is running. Council officers can advise applicants as to which form to use.
- 2.5. The complete application and supporting documentation must be received on or before the closing date, as advertised. Applications submitted without the necessary supporting documentation will not be considered.
- 2.6. Only one (1) application can be submitted from an organisation each year. No additional financial support can be requested from Seaford Town Council (STC) for either discounted or free hire space/facilities or additional sponsorship.
- 2.7. All applications will be considered at the same time but based on their individual merits. The final decision of assessment of applications and the level of any grant offered lies solely with the F&GP Committee.

- 2.8. The F&GP Committee will award a grant at a figure it deems suitable, considering the contents of this policy and not necessarily the figure that has been applied for.
- 2.9. Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions as set out below in this policy.
- 2.10. The Council reserves the right to reclaim any grant funding not being used for the purpose specified on the application form.
- 2.11. The Council states that the following **are not** eligible to apply for grants:
 - a. Individuals, businesses, commercial organisations, religious groups¹ or political parties
 - b. Projects that are the statutory responsibility of other authorities
 - c. Applicants who have an outstanding loan with or are financially indebted to the Council
 - d. Grant funding must not be used to meet indirect staffing costs, core organisational costs or general operating expenditure costs which are not directly attributable to the delivery of the funded activity (suitable evidence may be requested, if required).
- 2.12. Applicants are encouraged to apply prior to their need for the funding. Grants will not be made retrospectively (except in exceptional circumstances). As there is no guarantee an award will be made, applicants should not progress with their project on the assumption the Council will approve their request.
- 2.13. Priority will be given to applications which support or work towards one or more of the aims within the Council's Strategy Programme 2025 - 2027.

3. Large Grants

- 3.1. The maximum large grant amount that can be awarded by the F&GP Committee is £3,000. Exceptionally, grants over £3,000 may be considered but must be of potential benefit to the whole town and these will require Full Council's approval.
- 3.2. To be eligible to apply for a **large grant** from the Council, the applicant must meet the following criteria:
 - a. Be one of the following groups or organisations:
 - voluntary group,
 - community group,
 - not for profit organisation,

¹ Unless the religious group can evidence that the project or activity will benefit the wider community, with no barriers as a result of religious beliefs

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- o registered charity providing a service or activity for the benefit of the residents of Seaford.
 - b. All applicants must demonstrate how a grant will provide a service or activity that would be of benefit to the residents of Seaford.
 - c. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 3.3. Documentation Requirements: Applicants are required to submit the following, with the table showing whether this is to be provided as part of the application form or a separate document to be submitted:

	Document	Application Form	Separate Document
a.	A written statement of how the grant is to be used	Y	
b.	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c.	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d.	The accounts of the organisation, including Balance Sheet if available, for the previous financial year prior to the date of application, and indicate expenditure, income, assets and liabilities		Y
e.	Details of funding obtained from other partner bodies, if appropriate	Y	
f.	A copy of the organisation's Public Liability Insurance to the value of at least £1 million		Y
g.	In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts		Y
h.	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i.	A policy to ensure the safeguarding of children and/or vulnerable adults (where appropriate)		Y
j.	An Equality and/or Equal Opportunities policy (this policy may be contained within the constitution or other governing document)		Y
k.	Details of how the organisation will assess the effectiveness of the activity or project	Y	

4. Small Grants

- 4.1. Small grants are awarded up to a maximum of £500.
- 4.2. To be eligible to apply for a **small grant** from the Council, the applicant must meet the following criteria:
- a. Be one of the following groups or organisations;
 - o voluntary groups,
 - o community groups,
 - o not for profit organisations,
 - o registered charity organisations.

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- b. All applicants must demonstrate how a grant will provide a service or activity that would be of benefit to the residents of Seaford.
 - c. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 4.3. Documentation requirements: Applicants are required to submit the following, with the table showing whether this is part of the application form or a separate document to be submitted:

	Document	Application Form	Separate Document
a.	A written statement of how the grant is to be used	Y	
b.	A written set of rules, constitution, or other governing document. They shall be current and properly authorised		Y
c.	The latest bank statement showing details of a bank account held in the name of the applicant organisation		Y
d.	The accounts of the organisation, including balance Sheet if available, for the previous financial year prior to the date of application, and indicate expenditure, income, assets and liabilities		Y
e.	Details of funding obtained from other partner bodies if appropriate	Y	
f.	A copy of Public Liability Insurance if the grant is to be used as a public event		Y
g.	In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts		Y
h.	Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates for the work specified		Y
i.	A policy to ensure the safeguarding of children and vulnerable adults (where appropriate)		Y
j.	An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document)		Y

5. Awarding Criteria

- 5.1. Applications will be considered using the following criteria:
- a. Has the applicant met the documentation requirements?
 - b. Has the applicant specified how the grant will be used?
 - c. Has the applicant specified who will benefit from the grant within the Seaford community?
 - d. Is the applicant a voluntary group, community group, not for profit organisation, or registered charity organisation?
 - e. And are they Seaford-based? If not, are they offering a significant proportion of their services within Seaford or a service not offered by others within Seaford?
 - f. Does the funding support or work towards one or more of the aims of the Council's Strategy Programme 2025 - 2027? (In the event of insufficient funds being available to meet all grant requests,

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priority will be given to organisations supporting the Council's Strategy Programme.)

- g. Does the grant help promote Seaford town?
 - h. Is the grant contributing to something that has not already been funded in the past by the Council? Annual events are excluded from assessment against this criterion.
- 5.2. The key points of the consideration against the above criteria for each application will be recorded, ensuring a record of the justification behind the outcome of the application should this need to be scrutinised.

6. Application, Evaluation and Award of Grant Process

- 6.1. The Council will publicise the timescale for awarding grants.
- 6.2. Application forms will be available for download from the Council's website www.seafordtowncouncil.gov.uk
- 6.3. Forms must be submitted electronically by email to admin@seafordtowncouncil.gov.uk
- 6.4. Council officers will assess each application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where an early application does not meet the eligibility criteria or has not provided the correct supporting documentation, officers will attempt to contact the named contact on the application to inform them of this, but it is ultimately the applicant's responsibility to return a completed form along with all necessary supporting documentation before the closing date.
- 6.5. Applications will be reviewed by the Grants Working Group – which is open to all F&GP Committee members to attend. The group will assess each application against this policy, making recommendations for consideration by the F&GP Committee.
- 6.6. The F&GP Committee will consider the recommendations made by the Working Group at its next scheduled meeting and make the final decision on the outcome of the grant applications.
- 6.7. After agreement of the recommendations by all the F&GP Committee, appropriate arrangements will be made for payment of the agreed grants.

7. Payment of Awarded Grants

- 7.1. Grants will be paid by BACs to the organisation named on the application form.

8. Monitoring and Evaluation

- 8.1. All applicants will be supplied with a grant evaluation form which must be completed and returned within the timelines communicated at the point of the award. Failure to complete the grant evaluation form may result in the request for the grant funds to be returned. Future grants will not be considered from any organisation which has not completed their evaluation form.
- 8.2. If grant money is not spent, either for the purpose it was given or within the relevant financial year, the grant or any remaining monies must be returned to the Council. Organisations can request any unspent grant is carried forward but must provide details of the reasons for this request. The F&GP Committee will consider this at its next available meeting and if approved, the spending deadline will be extended appropriately.
- 8.3. Where an organisation requests a grant be carried forward to the next financial year, they will not permitted to apply for a new grant in that same financial year.
- 8.4. Where an organisation requests a grant to be carried forward, in addition to providing reasons, they must produce all updated documentation that is requested on the application form.
- 8.5. If for any reason the organisation ceases to be constituted during the period of the grant, the Council may ask for all or part of the monies to be paid back.

9. Transparency and Publicity

- 9.1. The Council will publicise the availability of discretionary grants widely throughout the community.
- 9.2. The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 9.3. In awarding grants, the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 9.4. Organisations receiving a Council grant must acknowledge the Council in any relevant publicity or publications including by using any promotional material provided by the Council.
- 9.5. All successful applicants for large and small grants will be invited to attend the next annual Town Forum to showcase their successes, their services and the benefit experienced by the grant.

10. Grant Funding Agreements

- 10.1. The Council may decide to enter into grant funding agreements with individual organisations. These agreements are administered outside of this policy and approved or recommended by the F&GP Committee, subject to Full Council approval if costs would be incurred outside of allocated budgets.
- 10.2. When assessing entering into a funding agreement, the Council will however be mindful of certain aspects of this policy, namely:

Eligibility Criteria	2.11 (a), (b) and (c) (not d)
Awarding Criteria	5.1 (b), (c), (d), (e), (f) and (g), (not a or h)

- 10.3. The grant funding agreement itself will set out the documentation, monitoring, reporting and publicity requirements.

DRAFT



Seaford Town Council

Report No:	181/25
Agenda Item No:	11
Committee:	Finance & General Purposes
Date:	26 March 2026
Title:	Options for Back Office Digitalisation
By:	Darryl Keech Deputy Town Clerk & Responsible Finance Officer (RFO)
Purpose of Report:	To present a review on progress and plans for Back Office Digitalisation

Actions

The Committee is advised:

1. To review and comment on the contents of this report.
2. To vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Introduction

- 1.1** Objective 5.4A of the Town Council's Strategy Programme 2025 – 2027 is to establish options for digitalising and modernising processes, including baselines and improvement aspirations.
- 1.2** Over the past four months, the Deputy Town Clerk (DTC) has been reviewing processes and assessing risks to the Town Council. As part of this process, the DTC has identified a number of key changes where using technology better would improve the service to the people of Seaford, improve efficiency, drive income, reduce costs, and ensure business continuity.
- 1.3** The report below identifies the seven immediate areas of focus in the digitalisation process.

2. Systems Currently Being Implemented

- 2.1 **Payroll & HR System** – the Town Council’s payroll is outsourced to a third party.
- 2.2 There is currently a four-step process for payroll to be undertaken, starting from the collation and production of the basic information by the Town Council’s HR & OD Manager, followed by double checks completed by the Finance Manager, then provided to the outsourced provider for them to complete the mandatory processes, before it is returned back to the Finance Manager for payment.
- 2.3 The management of sickness, annual leave, and lieu time is all currently managed through individual staff spreadsheets – referred to as Time, Absence and Pay (TAP) forms. Further manual checks are in place to complete and approve these processes.
- 2.4 After a thorough review of options, officers have entered into a one-year agreement with People HR to provide an HR Management System, incorporating payroll services.
- 2.5 The cost of providing a full HR Management System and payroll services on a month-to-month basis is equivalent to the cost of the current outsourced provider.
- 2.6 The transfer to the new system will take effect from 1 April 2026.
- 2.7 **Asset Management** – the Town Council has over 35 individual pieces of land, with numerous other assets, including, but not limited to, buildings, street furniture, shelters, trees, monuments, signage, play equipment, and public water dispensers.
- 2.8 Until recently the Town Council has had no effective way of mapping these assets. Checks on assets were completed via manual Excel spreadsheets with little strategic oversight nor ability to scrutinise, document and manage issues.
- 2.9 As agreed by Full Council on 8 January 2026, officers engaged with Civic.ly to provide an Asset Management System.
- 2.10 Since that approval, officers have received training and have been working hard to populate the system by mapping and recording assets properly. HM Land Registry titles will eventually also be added to all land assets.

- 2.11 The next stage of the process will be the creation of inspection reports for the higher risk assets, such as playgrounds.
- 2.12 The ability to complete inspections on mobile devices in real time, whilst inspecting assets and document any rectification works required, allows officers to track progress and removes the reliance on specific officers to provide updates.
- 2.13 Officers believe by the end of June 2026 all assets and inspection regimes will be in place and working.
- 2.14 The system will also be used to manage the Grounds Maintenance Contract and the Toilet Cleaning Contract, which will commence in April and May 2026 respectively.
- 2.15 **Pitches and Beach Hut Booking System** – the transfer of the Grounds Maintenance Contract to the Town Council from 1 April 2026 results in officers undertaking the management of all pitch hire and invoicing. These were previously the responsibility of an external contractor working under for Lewes District Council.
- 2.16 Officers are currently working with an external bookings provider, Lemon Bookings, and are creating a booking system ready for launch in March 2026.
- 2.17 An officer has been allocated to manage pitch bookings and communications. Emails are being sent to all partner clubs about the new booking process and management. All partner clubs will be given a priority booking window before any pitches are made available to any other organisation or third party.
- 2.18 All bookings will be visible online, providing the public with full clarity over pitch bookings and allowing officers to closely monitor usage against actual bookings.
- 2.19 The development of this system also allows bookings to be taken online for beach huts, which moves away from the current setup of bookings needing to be taken at the Tourist Information Centre where a commission has previously been charged. For those who cannot use the online system, bookings can be made by phone.

3. Planned Changes to Systems Going Forward

- 3.1 **Golf Course Booking and Membership System** – the Town Council-owned Seaford Head Golf Course currently operates on three stand-alone IT systems that provide no connectivity between them. There is a booking system to book tee times, a till system to take all payments, and a handicap system, all of which do not interlink.
- 3.2 The current booking system allows anyone to book a tee time without the need to make payments, regardless of their membership status.
- 3.3 Memberships monies are taken through the till and logged on an Excel spreadsheet. Those that require a direct debit to be set up are passed to the Town Council's Finance Team to do so. Memberships cannot be paid online or set up online, which causes a great deal of manual work for the Golf Course to process these payments, it also means that larger sums of money, cash included, are being manually processed and recorded.
- 3.4 Officers plan to introduce one single system, BRS, that in the first instance deals with all bookings and memberships and, at a later date in the year, will incorporate the handicap system. This will encourage more payments online, reduce the need for manual input, and provide clearer information on the Golf Course income and membership performance for the Town Council.
- 3.5 The intended timeline for delivery of this was planned for March 2026, but other projects listed within this report have become more of a priority. It is intended that this project will be delivered by the end of December 2026.
- 3.6 **Finance Software** – the Town Council's current finance software is Rialtas, which is currently server based. Whilst it serves its purpose, there are limitations to the system.
- 3.7 Officer's current plan is, in the short term, to retain Rialtas and upgrade this to a web-based version, which for business continuity purposes provides better access for all users.
- 3.8 Over the course of this year, officers will complete a full review of the accountancy software and compare this with other market leading options, with the view to either retain the existing set up or change to a new system in April 2027 based on officer's investigations.

- 3.9** The review of the accounts package will also look at moving away from the paper-based purchase order system that is currently operated, which is outdated and lacks efficiency and fitness of purpose.
- 3.10 Cloud** – the last five months have seen real progress in the Town Council's use of Microsoft Teams and SharePoint, however officers are hugely reliant on the data saved on the server. As part of the review of risks and business continuity, it is more appropriate that the Town Council move to modern and safer cloud-based storage and working model.
- 3.11** By the end of September 2026, the Town Council will have transferred to being fully cloud-based. This was originally planned for later in the year, but officers have taken the decision to accelerate this process.

4. Financial Appraisal

- 4.1** All areas of digitalisation have been accounted for in 2026 – 2027 budget, with the exception of the upgrade to the cloud.
- 4.2** Officers are working with the Town Council's IT Provider, Schools ICT, to review the budget for existing provision and what savings will be made and, conversely, additional costs that will be incurred as part of this process. Early indications show that this should be a cost neutral process.

5. Contact Officer

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