



Seaford Town Council

Seaford Town Council Full Council Agenda – 29 January 2026

To the Members of the Full Council

Councillors S Adeniji, S Ali, L Boorman, C Bristow, R Buchanan, S Dubas, S Dunn, F Hoareau, O Honeyman, R Honeyman, J Lord, S Markwell, O Matthews, J Meek, G Rutland, L Stirton, R Stirton, I Taylor, L Wallraven and M Wearmouth

A meeting of the **Full Council** will be held in the Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Thursday, 29 January 2026 at 7.00pm**, which you are summoned to attend.

Steve Quayle,

Town Clerk

19 January 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
- Ahead of the meeting, the Mayor will invite those in attendance to join her in a one minute reflection
- 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

To consider other apologies for absence for this meeting.

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.

2a. Dispensations:

Item 9 - A dispensation was granted by Full Council in January 2024 to all members who pay council tax to take part in discussion and vote on agenda items relating to considering and setting the precept. This dispensation was granted in order for the Town Council to be quorate and to set its annual budget and precept requirement. This dispensation will last the duration of this current administration i.e. until May 2027.

ACTION: None required

Please note, any member with council tax debt unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them. This is not automatically an issue with councillors who pay council tax in monthly instalments as they are not in arrears from an expected payment.

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. Petitions

In accordance with the Town Council Petitions Policy, this is a standard agenda item to facilitate any public petitions being presented to, and noted by, Full Council. Please note, that this would not prompt a discussion on the petition at this meeting.

5. Minutes

To note the following minutes in the table below.

Where there are recommendations to Full Council within the minutes, these are subject to a separate report elsewhere on the agenda, at which point the recommendation will be considered.

5.1	Assets & Facilities	20 November 2025	<u>20.11.25 Assets & Facilities Draft Minutes</u>
			<i>N.B: <u>Recommendation</u> There is a recommendation from the Assets & Facilities Committee for Full Council to look at the Hurdis House Options Appraisal & Recommendations – this appears in the exempt section of this agenda</i>
5.2	Extraordinary Full Council	8 January 2026	<u>08.01.26 Extraordinary Full Council Draft Minutes</u>
5.3	Finance & General Purposes	18 December 2025	<u>18.12.25 Finance & General Purposes Draft Minutes</u>
			<i>N.B: <u>Recommendation</u> There is a recommendation from the Finance & General Purposes Committee to adopt the revised Purchase Ordering and Payment for Goods and Services Policy - this appears elsewhere on this agenda</i>
5.4	Full Council	23 October 2025	<u>23.10.25 Full Council Draft Minutes</u>
5.5	Golf, Open Spaces & Climate Action	27 November 2025	<u>27.11.25 Golf, Open Spaces & Climate Action Draft Minutes</u>
			<i>N.B: <u>Recommendation</u> There is a recommendation from the GOSCA Committee to adopt the Climate Action Plan – this appears elsewhere on this agenda</i>
5.7	Personnel	9 October 2025	<u>09.10.25 Personnel Draft Minutes</u>
		6 January 2026	The draft minutes have not yet been approved by the Chair, so will be presented at the next Full Council meeting
5.8	Planning & Highways	30 October 2025	<u>30.10.25 Planning & Highways Draft Minutes</u>

	18 November 2025	<u>18.11.25 Planning & Highways</u> <u>Draft Minutes</u>
	17 December 2025	<u>17.12.25 Planning & Highways</u> <u>Draft Minutes</u>
	15 January 2026	The draft minutes have not yet been approved by the Chair, so will be presented at the next Full Council meeting

6. Mayor's Update Report

To consider report 145/25 presenting the Mayor's update report and details of engagements (pages 10 to 13).

7. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups.

8. Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

9. District & County Councillor Update Reports

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

10. Town Clerk's Update Report – January 2026

To consider report 163/25 updating Full Council on key Town Council work and progress towards the Strategy Programme 2025 – 2027 (pages 14 to 34).

11. Complaints, Freedom of Information Requests and Appeals

Update Report – September 2025

To consider report 139/25 updating Full Council on complaints, Freedom of Information requests and appeals (pages 35 to 37).

12. Budget Proposal 2026 – 2027

To consider report 161/25 presenting the budget and precept proposal for 2026-2027 (pages 38 to 54).

13. Proposal from Seaford Lifeguards for a New Lifeguard Station

To consider report 116/25 seeking a decision from Full Council on whether Seaford Lifeguards should be granted 'in-principle' permission to place two containers in the Esplanade Car Park, subject to planning permission (pages 55 to 64).

14. Review of Crouch Bowling Club Hire Fees 2026 -2027

To consider report 159/25 seeking Full Council's approval to the proposed change in hire fees paid by the Crouch Bowling Club for use of the Crouch Bowling Green (pages 65 to 68).

15. Adoption of the Interim Climate Action Plan January 2026 to August 2026

To consider report 157/25 seeking Full Council's approval to adopt the Interim Climate Action Plan, as recommended by the Golf, Open Spaces and Climate Action committee (pages 69 to 73).

16. Interim Internal Audit Report 2025 - 2026

To consider report 153/25 presenting the interim Internal Audit Report from Parish and Town Auditing Services for 2025 – 2026 (pages 74 to 95).

17. Continuation of the Committee Structure Trial

To consider report 151/25 seeking Full Council approval to extend the trial of the Town Council's committee structure to include the 2026 - 2027 Municipal Year (pages 96 to 99).

18. 2026 – 2027 Proposed Meeting Timetable

To consider report 152/25 presenting the proposed meeting timetable for the 2026 – 2027 Municipal Year for approval (pages 100 to 104).

19. Adoption of Updated Purchase Ordering and Payment for Goods and Services Policy

To consider report 146/25 presenting the recommendation from the Finance & General Purposes Committee to adopt the revised Purchase Ordering and Payment for Goods and Services Policy (pages 105 to 119).

20. Adoption of a Sexual Harassment Policy

To consider report 147/25 presenting the recommendation from the Personnel Committee to adopt the new Sexual Harassment Policy (pages 120 to 133).

21. Adoption of an Absence Management Policy

To consider report 148/25 presenting the recommendation from the Personnel Committee to adopt the new Absence Management Policy (pages 134 to 146).

22. Adoption of a Menopause Policy

To consider report 149/25 presenting the recommendation from the Personnel Committee to adopt the new Menopause Policy (pages 147 to 158).

23. Review and Classification of the Staff Handbook

To consider report 162/25 presenting the recommendation from the Personnel Committee to adopt the revised Staff Handbook and to henceforth disapply the Staff Handbook from being considered as a 'Policy' (pages 159 to 174).

24. Approval of Absence – Councillor L Wallraven

To consider report 150/25 presenting a request for Councillor Wallraven to be granted an extension to the six-month attendance rule (pages 175 to 176).

25. South Hill Barn – Legal Advice and the Introduction of a Trial Pay and Display Scheme

To consider report 158/25 seeking Full Council's approval for officers to seek legal advice regarding South Hill Barn and its access road, and for officers to introduce a trial pay and display scheme at South Hill Barn Car Park for the 2026 – 2027 financial year (pages 177 to 204).

Please note that two appendices to this report are being handled as confidential, for the reasons set out below:

Exempt Appendix A

Reasons for exemption: *To enable the Town Council to consider information that is recommended to be shared with a legal professional for legal advice.*

Explanation of Reason: *The Freedom of Information Act 2000 s42 covers confidential communications between a client and legal professional for the purpose of seeking advice. 'Communications' may include information prepared with the intention of putting it before a legal adviser, even if they are never sent to the adviser.*

Exempt Appendix B

Reasons for exemption:

To enable the Town Council to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.

Explanation of Reason:

Under the Freedom of Information Act 2000 s43(1), disclosure of this appendix would likely prejudice the commercial interests or activities of the Town Council.

26. 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 items of business for the reasons as set out below.

The resolutions of the items 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.

27. Hurdis House Options Appraisal & Recommendations EXEMPT

To consider exempt report 156/25 providing Full Council with the options appraisal and subsequent recommendations in relation to Hurdis House, 10 Broad Street (exempt pages).

Reason for exemption: *to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets.*

Explanation of reason: *under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.*

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 the activities of the Town Council.
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:	145/25
Agenda Item No:	6
Committee:	Full Council
Date:	29 January 2026
Title:	Mayor's Report January 2026
By:	Isabelle Mouland, Community Engagement & Democratic Services Manager
Purpose of Report:	To present the Mayor's update report and details of engagements

Actions

Full Council is advised:

1. To consider the update provided by the Mayor.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the content of the report.

1. Information

- 1.1 The Mayor's update report can be found at Appendix A.
- 1.2 Details of mayoral engagements attended/hosted since 23 October 2025, at the time of writing, can be found below:

EVENT	DATE	ORGANISATION
Annual East Sussex High Sheriff's Judges' Service (Anne Brown)	31.10.25	Lady Emma Barnard and Mr Andrew Blackman
Everybody's Havens solidarity march	01.11.25	Everybody's Havens

EVENT	DATE	ORGANISATION
Mayor of Polegate's 'A Night at the Musicals'	01.11.25	Polegate Town Council
Christmas Card Judging	05.11.25	Bowden House School
Lantern Making for Seaford Christmas Magic - Nova House care home	05.11.25	SCIP
Lewes Bonfire celebrations	05.11.25	Lewes District Council
Remembrance Sunday	09.11.25	Seaford British Legion
The Cuckmere Inn Launch Night	28.11.25	The Cuckmere Inn
The Mayor of Peacehaven's Festive Winter Sizzler	28.11.25	Peacehaven Town Council
Christmas Concert	02.12.25	Eastbourne Concert Orchestra
Tree Planting	02.12.25	Trees for Seaford
Sussex Mayors Association Christmas event	03.12.25	Sussex Mayors Association
Tree Planting	06.12.25	Trees for Seaford
Christmas with the Ashdown Singers	07.12.25	Lewes District Churches HOMELINK
Mayor's own Carol Service	10.12.25	Seaford Town Council
Mayor of Uckfield's Carol Service	11.12.25	Uckfield Town Council
Seaford Christmas Magic - Market, Lantern Making Workshop, Lantern Parade and Light switch on	13.12.25	Seaford Christmas Magic Committee
Seaford Christmas Magic - Seahaven FM studio visit	13.12.25	Seahaven FM
Civic Carol Service	15.12.25	Polegate Town Council
Winter Fayre	18.12.25	Bowden House School
Carols with the Crew	20.12.25	Newhaven Lifeboat RNLI
Carols with the Salvation Army	21.12.25	Telscombe Town Council

1.3 Future engagements (up to 29 January 2026) that the Mayor plans to attend can be found below:

EVENT	DATE	ORGANISATION
Civic Leaders event - Air Ambulance	21.01.26	Air Ambulance Charity Kent Surrey Sussex

2. Financial Appraisal

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

3. Contact Officer

3.1 The Contact Officer for this report is Isabelle Mouland, Community Engagement & Democratic Services Manager.

Report 145/25 Appendix A

Mayor's Report to January 2026 Town Council

We are more than halfway through the mayoral year and the lead up to Christmas was non-stop but very enjoyable. Following the formal Remembrance Day Service I took holiday and was unfortunately unable to attend the revised date for the Commonwealth Service the following week. (The Town Clerk attended to represent the Town Council in my absence.)

The long-awaited Christmas Magic event had to be postponed at short notice due to poor weather, but the event itself two weeks later was a triumph of planning, coordination and wonderful weather. It was very hard to find a parking space in Seaford that day!

Many thanks to all involved, including councillor colleagues who helped in planning, providing last minute musical accompaniment for the lantern parade and associated Father Christmas duties. You know who you are!

My own civic Carol Service took place a few days later and was very enjoyable. We had the honour of welcoming both the Lord Lieutenant and the High Sheriff of East Sussex as well as representatives from my chosen charity, local organisations, public services and other civic leaders. Once again, my gratitude to the performers and St Leonard's Church staff.

Best wishes and Happy New Year to all.

Councillor Maggie Wearmouth,

Mayor of Seaford 2025 to 2026



Report No:	163/25
Agenda Item No:	10
Committee:	Full Council
Date:	29 January 2026
Title:	Town Clerk's Update Report – January 2026
By:	Steve Quayle, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and progress towards the Strategy Programme 2025-2027

Actions
Full Council is advised:
1. To consider the updates presented within the report. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1 The 2025 - 2026 Municipal Year has been a busy and transformative one for the Town Council. During the year a large amount of recruitment has been undertaken at pace, and as a result the Town Council staffing establishment is now fully complete, save for the recruitment of a replacement Maintenance Officer. The recruitment campaign for this outstanding role is already underway.
- 1.2 In particular, the recruitment and onboarding of the new Deputy Town Clerk & Responsible Financial Officer (RFO) and the new Head of Place have

really assisted in focusing attention and capacity on the breadth of Town Council services and activities, and councillors will have undoubtedly noticed the progress being made having increased considerably since these two roles were filled. Councillors are reminded that for the majority of councillor-officer relations, the Strategic Management Team (SMT) should remain the main conduit for discussion and questions (excluding Planning & Highways matters).

- 1.3** Across the newly enlarged team, the separation of duties into specific posts has really helped to ensure a comprehensive overview of responsibilities across the Town Council. For example, the dedicated Senior Committee Clerk has vastly improved the administration and ability of officers to produce better quality and more insightful reports for council meetings. A laser-like focus on policy development has been brought about by the establishment of a dedicated Policy & Risk Officer. The removal of the RFO responsibilities from the Finance Manager has meant the postholder has much more capacity to respond comprehensively to queries and to focus on specific financial matters with more clarity; with this being noted and commended by councillors on a number of occasions in recent months.
- 1.4** The Funding & Contracts Officer role has very recently been filled, and the new postholder is busy familiarising themselves with avenues for external funding and is undertaking early work on bids for Community Infrastructure Levy funding from South Downs National Park Authority. This activity has not had any attention by the Town Council in the recent past and will hopefully lead to the organisation realising its ambition to tap into various sources of external funding, successfully monetised by other local councils.
- 1.5** The trial of the committee structure has continued throughout the year, and by all accounts has been welcomed and effective. There have been a number of unavoidable Extraordinary Full Council meetings throughout the year, with each one being brought about due to specific time sensitive situations which meant the Town Council could not wait until the next planned Full Council meeting to conduct the necessary business.
- 1.6** The ideal scenario of each relevant item of business being brought to the relevant committee first for consideration and debate, before being considered by Full Council appears to be working well. On the few

occasions where this has not been possible, mainly due to time sensitivities, officers now explain why this is the case in a ‘Caveat’ section of the Full Council report.

- 1.7** As mentioned above, policy development has increased at an incredible pace over the last few months, leading to an array of new and revised policies being brought to committees and then to Full Council recommended for adoption. The unintended consequence of this is that it runs the risk of Full Council becoming overwhelmed with a multitude of policies, all of which have previously been debated and approved at committee level. This has led to officers considering a proposal for specific named policies to be approved solely by the relevant committee without the need to also be approved by Full Council. This will require changes and amendments to the Committee Terms of Reference and some policies related to delegated authority, but officers will bring forward their proposed recommendations in due course for Full Council to consider.
- 1.8** In recent months, likely due to the now routine early circulation of agendas, officers have reported a marked increase in pre-meeting questions from councillors regarding agenda items. An SMT decision was taken late in 2025 that the most effective way of responding to these questions would be publicly within the meeting at the start of the relevant agenda item as part of the officer’s introduction to their paper.
- 1.9** During the October 2025 Full Council meeting, the new Strategy Programme 2025 – 2027 was approved and since that time a large amount of officer focus has been on the Strategies and Goals contained therein. Section 4 of this report provides an update for councillors on the progress made across the 25 Strategies and 79 Goals.
- 1.10** The Town Council continues to monitor the fast-moving Local Government Reorganisation (LGR) and associated Devolution agendas emanating from the Ministry of Housing, Communities & Local Government (MHCLG). On 9 January 2026, the Town Council submitted its response to the consultation on the structural proposals for LGR. It is reported that East Sussex County Council has requested approval to defer their May 2026 election for another year – this has yet to be formally agreed by MHCLG at the point of writing. Lewes District Council has provided a response to the Town Council on the

assets that it previously expressed an interest in. Unfortunately, there has not been the capacity to review all of the information provided in order to bring this matter forward to this meeting, but this will be brought forwards to councillors in due course.

- 1.11 The County Council's (ESCC) plans for redevelopment of the Exceat Bridge were scheduled to commence in spring of 2026. At the time of writing the Town Council has received no further information about this scheme. As a reminder, ESCC advised that road closures should only be needed for a total of 19 non-consecutive days throughout the scheme.
- 1.12 The Cliff Gardens project is now well underway, with the cycle track/pathway completed and accessible. The works to the garden element of the scheme are progressing gradually. South Downs National Park Authority (SDNPA) are leading on this project, having been granted a license to occupy the site by the Town Council in 2025. Town Council officers continue to work alongside SDNPA and Seaford Community Partnership in an oversight role with regular liaison.
- 1.13 The Christmas Magic event, despite being postponed from its original date due to inclement weather, was a roaring success on its replacement date of 13 December. Credit must go to the Projects & Facilities (P&F) team for organising the fabulous event and pulling everything together. This event takes many months of planning and the fact the team managed to pull off such a great event despite the last minute change of date is testament to the hard work and tenacity of the entire P&F team. Thanks also to Cllr Adeniji for stepping in as Santa on the morning of the event, and Cllr R Stirton and his son for providing the musical accompaniment after the planned musicians were unable to attend. The Town Council is very thankful and appreciative for all the support from the wider Seaford community and organisations that helped lay on this event – these are detailed on the [Town Council's website](#).
- 1.14 The Town Council is currently advertising for the position of Deputy Town Crier & Deputy Serjeant at Mace. For reassurance, Peter White has no current intentions to retire, but after his incredible 49 years in the role, he recognises the advantages of imparting his vast experience and knowledge onto a deputy, who may, one day, step into the Town Crier's shoes.

Auditions will be held on 28 February. This is an honorary (unpaid) role, but uniform costs and its upkeep are covered by the Town Council.

- 1.15 Following a vast amount of procurement and associated work, the Town Council successfully appointed its new Grounds Maintenance Contractors on 8 January. The contract is split into three lots, all commencing from 1 April 2026, focusing on different areas of responsibility; the appointed contractors are as follows:
 - (a) Lot 1 – Grounds Maintenance – **Southern Land Services Ltd**
 - (b) Lot 2 – Verges & Pathways – **idverde Ltd**
 - (c) Lot 3 – Planting & Decorative Displays – **idverde Ltd**
- 1.16 As a result of the ongoing consultation into the Lewes Local Plan (LLP), the Planning & Highways Committee are in the process of facilitating a series of five meetings to gather public comment and feedback on the proposals for Seaford. As a result of this ongoing consultation, and synergies between the subject matters, it has been decided to defer the report on Fields in Trust that was due for this meeting, to the next Full Council meeting in April. At that stage, once the LLP consultation period is over and closed and the response has been agreed and actioned this will be a more appropriate time for councillors to consider the pros and cons of the Fields in Trust agenda for the Town Council's largest open green spaces.
- 1.17 Finally, the Deputy Town Clerk/RFO and Finance Manager have been working hard over the last few months to work up a budget for the Town Council for 2026 - 2027. Following on from reports to, and approval from the budget-holding committees in November and December 2025, this culminated in three options being presented to Finance & General Purposes Committee in December 2025, for recommendation to Full Council. Their recommendation appears elsewhere on this agenda.
- 1.18 This report is intended to provide a small flavour of the diverse projects and workstreams that are being worked on, as always there is myriad of other workstreams ongoing. Officers continue to work hard to attend to all matters in a professional and timely manner for the betterment of Seaford.

2. Meeting Updates

- 2.1 Turning now to the various meetings involving councillors that have taken place since the last Full Council meeting on 23 October 2025:

2.2 Full Council met for an extraordinary meeting on 8 January, predominantly to appoint the Grounds Maintenance Contractor/s. However, whilst the meeting was constituted, councillors also approved a request from Premier Football for a storage container on The Salts, agreed pitch hire fees for sports pitches for 2026, delegated power to the Town Clerk to sign a Collaboration Agreement with the County Council regarding Esplanade Car Park parking enforcement, agreed a response to the LGR consultation (mentioned above), adopted seven new/revised policies, and approved a new Asset Management Software. In addition, this meeting enabled a number of papers deferred from the October Full Council meeting to be considered and noted. Full Council also considered an exempt report regarding a staffing situation.

2.3 Assets & Facilities Committee met on 20 November and considered reports relating to an update on the assets and facilities across the town, the Committee's financial position year to date, budget proposals for the Committee for 2026 - 2027, and the establishment of a Concessions Working Group. The Committee also considered an exempt report considering the future of Hurdis House.

2.4 Personnel Committee met on 6 January and recommended for adoption the introduction of three new personnel-related policies, and a review of the Town Council's Staff Handbook and approved a recommendation for this document not to be considered as a 'policy' henceforth. The Committee also considered an exempt report providing a general update on HR-related matters.

2.5 Golf, Open Spaces & Climate Action (GOSCA) Committee met on 27 November and considered reports relating to an update on the Golf Course, an update on the town's open spaces & climate action workstreams, cycle rack installations at The Salts and South Hill Barn, the creation of a Climate Action Plan, the Committee's financial position to date, budget proposals for the Committee for 2026 - 2027, and the Town Council's response to the East Sussex and Brighton & Hove Local Nature Recovery Strategy Consultation.

2.6 Finance & General Purposes Committee met on 18 December and considered a report on its various non-finance areas of responsibility, the

Committee's financial position year to date, the receipts, payments and bank reconciliations position, a review of the Town Council's and Golf Course's website provision, budget proposals for the Committee and the Council for 2026 - 2027, a review of the Golf Course membership terms & conditions, a review of the Town Council's Concessions Tendering Process and Policy, an update on the ongoing policy review, and recommended for adoption five new/revised policies. The Committee also considered an exempt report regarding receipts due for payment.

2.7 Planning & Highways Committee has met regularly throughout this period to consider a wide variety of planning, highways and tree works applications. Most notably the Committee is currently facilitating a series of five meetings/sessions in quick succession to discuss with residents the proposals for Seaford contained within the Lewes Local Plan, for a formal response to be worked up at its meeting on 12 February.

3. Key Performance Indicators (KPIs)

Please find below updates on formal resolutions passed since the start of the Municipal Year 2025 - 2026. Please note the motions listed below are only those where actions were required by the Town Council: (*Comments in italic are updates from the last version of this table*):

DATE	MOTION	UPDATE
May 2025	Election of Mayor, Deputy Mayor, Committee Chairs and Vice Chairs, Appointments of memberships of Committees	Changes enacted
May 2025	Changes to Outside Body Arrangements and Appointment of Councillor Representatives	Changes enacted
June 2025	GOSCA recommended Full Council approve in principle the Chyngton Brooks scheme Later amended by National Trust	<i>Amended version approved by Full Council in October 2025</i>
June 2025	Delegated power afforded to Golf Course Manager, Responsible	Ongoing

DATE	MOTION	UPDATE
	Financial Officer and Chair of GOSCA to make purchases of replacement machinery using capital income from machinery sales	
June 2025	GOSCA recommended Full Council approve the new lease for the Base	Approved by June Full Council, with the lease finalised in September
June 2025	Establish a working group of GOSCA members to draft the Climate Action Plan (CAP) and review the Climate Emergency Policy (CEP)	Working Group formed at GOSCA. <i>CAP is presented elsewhere in this agenda for recommendation, including a budget to commission an energy audit. The CEP is due to be reviewed in 2026.</i>
June 2025	F&GP recommended that Full Council adopts the Standing Orders policy	Adopted by June Full Council
June 2025	RFO to move underspend from Grants Pool budget into an earmarked reserve	Actioned
June 2025	2024 – 2025 Annual Governance & Accountability Return (AGAR) approved by Full Council for submission to the External Auditor	AGAR submitted to the External Auditor <i>and the Town Council awaits a response from the External Auditor</i>
June 2025	Full Council agreed its response to an objection that had been	The Town Council's response was

DATE	MOTION	UPDATE
	submitted to the External Auditor in relation to the 2023 – 2024 AGAR	submitted to the External Auditor and objector
June 2025	Full Council appointed a new Internal Auditor for the 2025 – 2026 financial year, Parish and Town Audit Services (PATAS)	PATAS carried out their interim internal audit in late-September. <i>Their interim report appears elsewhere on this agenda</i>
June 2025	South Hill Farm Business Tenancy agreed	Approved by June Full Council, with the lease finalised in September. The Farming Objective Plan is still being finalised and will be presented to GOSCA for noting and comment on
June 2025	A working group was formed to review the Town Council's Strategic Plan	<i>The new Strategy Programme 2025 - 2027 was adopted by Full Council in October 2025</i>
June 2025	An update on devolution was considered, with councillors to identify preferred District Council assets to be further investigated	<i>The District Council has now replied, but there was insufficient capacity to bring this to this meeting. This will be brought before</i>

DATE	MOTION	UPDATE
		<i>councillors in due course.</i>
June 2025	Discussions were held around the Town Council's Grounds Maintenance Contract ahead of this being tendered for on the open market	<i>The Grounds Maintenance Contractors were appointed by Full Council on 8 January 2026</i>
June 2025	Approval of the installation of a cycle rack in The Crouch	<i>Reinstated by GOSCA in November 2025. Resolved to increase the budget for the works to take place in 2026 - 2027 due to budget pressures.</i>
July 2025	To carry out a survey in 2026 on Seaford Street Market and use the results to inform a decision on the issuing of a street market licence for 2026	<i>Projects & Facilities Team have initiated discussions regarding another survey in 2026</i>
August 2025	Approval of a Town Council debit card for the Community Engagement & Democratic Services Manager	Actioned
August 2025	Approval of the Town Clerk as a signatory to the CCLA bank account	Actioned
August 2025	Approval of the South Downs National Park Authority taking over delivery of the Cliff Gardens Project under a licence to occupy and with a Memorandum of Understanding in place, with a	<i>Ongoing project</i>

DATE	MOTION	UPDATE
	management and maintenance agreement to be entered into with Seaford Community Partnership	
September 2025	Approval of the costs to be incurred to correct and bring up to date the Town Council's Land Registry affairs	<i>Ongoing project</i>
September 2025	Approval to enter into an agreement with BT Openreach for telecommunications equipment to be installed on land at South Street junction	<i>Actioned</i>
September 2025	Full Council agreed its response to an objection that had been submitted to the External Auditor in relation to the 2023 – 2024 AGAR	The Town Council's response was submitted to the External Auditor and objector
September 2025	GOSCA approved a new floodlight structure for the Rugby Club, subject to planning permission and officers approving the final placement, installation, coordination, and site logistics at The Salts Recreation Ground	Ongoing
September 2025	F&GP recommended that Full Council adopts the revised Bad Debt Policy	<i>Full Council adopted this policy on 8 January 2026</i>
October 2025	Personnel recommended that Full Council adopts the Whistleblowing Policy	<i>Full Council adopted this policy on 8 January 2026</i>
November 2025	A&F resolved to establish a Concessions Working Group	<i>So far only two Councillors have</i>

DATE	MOTION	UPDATE
		<i>volunteered, more are needed</i>
November 2025	A&F resolved to defer a decision on the future of Hurdis House pending an informal meeting of councillors	<i>Informal meeting held. Matter appears elsewhere on this agenda</i>
November 2025	GOSCA resolved to agree to new membership, green fees, locker and buggy fees for 2026-2027	<i>Actioned</i>
November 2025	<i>GOSCA delegated power to the Head of Place, in conjunction with Chair of GOSCA, to agree final response to East Sussex & Brighton & Hove Local Nature Recovery Strategy Consultation</i>	<i>Actioned</i>
December 2025	<i>Personnel recommended the adoption of Absence Management Policy</i>	<i>Elsewhere on this agenda for approval</i>
December 2025	<i>Personnel recommended the adoption of Sexual Harassment Policy</i>	<i>Elsewhere on this agenda for approval</i>
December 2025	<i>Personnel recommended the adoption of Menopause Policy</i>	<i>Elsewhere on this agenda for approval</i>
December 2025	<i>Personnel recommended the adoption of the updated Staff Handbook. Also recommended this document shall no longer be treated as a 'Policy'. Also recommended delegated authority for officers to update as required.</i>	<i>Elsewhere on this agenda for approval</i>
December 2025	<i>F&GP recommended 'Option 3' of the Full Council budget for approval by Full Council</i>	<i>Elsewhere on this agenda for approval</i>

DATE	MOTION	UPDATE
December 2025	<i>F&GP recommended Full Council adopts the new Concessions Process & Policy</i>	<i>Approved by Full Council on 8 January 2026</i>
December 2025	<i>F&GP recommended the adoption of the revised Data Protection Policy</i>	<i>Approved by Full Council on 8 January</i>
December 2025	<i>F&GP recommended the adoption of the revised Document Retention Policy</i>	<i>Approved by Full Council on 8 January</i>
December 2025	<i>F&GP recommended the adoption of the new IT & Cyber Security Policy</i>	<i>Approved by Full Council on 8 January</i>
December 2025	<i>F&GP recommended the adoption of the new Bring Your Own Device Policy</i>	<i>Approved by Full Council on 8 January</i>
December 2025	<i>F&GP recommended the adoption of the Purchase Ordering and Payment for Goods & Services Policy</i>	<i>Elsewhere on this agenda</i>
January 2026	<i>Full Council approved a storage container for Premier Football on the Salts, with the specific footprint to be identified by officers and for Premier Football to be granted a supplementary license, and for officers and relevant Chairs to finalise terms of the associated lease and license.</i>	<i>Officer conversations ongoing with Premier Football</i>
January 2025	<i>Full Council approved new sports pitch hire fees for 2026-27</i>	<i>Officers are communicating these fees to the affected sports clubs</i>

DATE	MOTION	UPDATE
January 2025	Full Council delegated authority to the Town Clerk to enter into a Collaboration Agreement with ESCC re parking enforcement at the Esplanade Car Park	<i>Discussions are currently being finalised with ESCC</i>
January 2026	<i>Full Council approved the responses to the LGR consultation</i>	<i>Consultation responses completed on 9 January 2026</i>
January 2026	<i>Full Council resolved to appoint Cllrs R Honeyman, Markwell and Taylor to the Seaford Stakeholder Group</i>	<i>Actioned</i>
January 2026	<i>Full Council resolved to agree to the associated expenditure for the new asset management software for 2026-27 (prior to full budget being approved)</i>	<i>Actioned</i>
January 2026	<i>Full Council resolved to instruct officers to appoint the preferred bidders for the three Lots making up the Grounds Maintenance Contract, and delegated authority to the Town Clerk to agree operational details and execute necessary contracts and paperwork with each Lot</i>	<i>Contractors informed. Initial meetings currently taking place. Contracts and agreements to be worked up before April commencement date of contracts.</i>
January 2026	<i>Full Council resolved to approve proposals laid out in Section 7 of exempt report regarding Staffing Situation</i>	<i>Ongoing</i>

3.1 Other actions discussed within Committee meetings are captured by officers, but do not appear above as they are not formal resolutions.

4. Strategy Programme 2025 -2027

- 4.1** This meeting marks the first Full Council since the new Strategy Programme 2025-2027 was approved in October 2025, and hence the first quarterly update on the strategies and objectives contained therein.
- 4.2** **Appendix A** presents a narrative update for each of the 79 objectives, alongside a RAG rating (red, amber, green rating) to demonstrate the progress for each one in comparison to the timeframe envisaged in the Strategy Programme.

5. Conclusion

- 5.1** I am hopeful this report provides councillors and residents with an overview of key Town Council activities, and provides assurance on the progress towards the new Strategy Programme 2025 - 2027.
- 5.2** I am very receptive to feedback and comments about the format and content of this report, if councillors feel it is becoming overly lengthy and/or unwieldy.

6. Financial Appraisal

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

7. Contact Officer

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

STC Strategy Programme 2025-2027

October 2025 - October 2027
(To be reviewed and updated October 2026)

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact <u>underlined</u>)	Progress RAG Rating								Latest Update
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

1		ECONOMIC: Promote and develop a thriving Town, enabling future opportunities for economic wellbeing and an active community												
1.1	Concession, Licence, Lease Management	A Establish A&F 'Concessions Working Group' to review the current concession, lease and licence process/arrangements	Nov-25	A&F	Operations Manager, HOP & Town Clerk	A								A) The Working Group has been initiated but currently needs more councillors to join - only two have volunteered. May need to look at evening meetings to encourage more involvement if more councillors don't come forward to be on WG by 29 January 2026
		B A&F Concessions Working Group to devise recommendations and obtain Full Council approval	Oct-26			G								
		C Implement new processes and arrangements	Apr-27			G								
1.2	Improve Accessibility of STC website & Golf Course website	A Identify areas of improvement required for 'WCAG 2.2' protocols compliance across both websites	Dec-25	F&GP	Comm.Eng Manager & DTC	Completed								A) Completed B) New compliant websites will go live from 1 April 2026
		B Make necessary changes required to ensure 95% score rating is achieved	Apr-26			G								
		C Monitor continued compliance and address failings, as necessary	Mar-27			G								
1.3	Improve & Refresh Signage	A Refresh Heritage Board Signage, in conjunction with Museum & Heritage Society & Chamber of Commerce	May-26	A&F	Operations Manager & HOP	G								A) Ongoing dialogue between Museum/Chamber with LDC regarding changing the signs B) Work programme is being scheduled
		B Undertake signage audit across STC sites, identifying improvements available, and where amalgamation can occur	May-26			G								
		C Commence incremental programme of signage changes, following on from signage audit	Jul-26			G								
1.4	Golf Course Improvements (* Dependent on Higher Tier Funding from RPA)	A * Prepare necessary works for the redevelopment of the 17th green and 18th tees	Sep-26	GOSCA	Golf Course Manager, HOP & Town Clerk	G								A) Awaiting County Archaeologist's approval of proposals C) Next winter following approval from Natural England D) Once budget is approved on 29 January 2026 the course manager will engage contractors to commence post April 2026 E) Already in the process of obtaining quotes
		B * Achieve required approvals to commence works on 17th green and 18th tees	Sep-27			G								
		C * Create new rides through scrub areas	Apr-27			G								
		D Install new washdown facilities to recycle water and clippings	Apr-27			G								
		E Commence a programme of extending wildflower areas	Apr-27			G								

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact <u>underlined</u>)	Progress RAG Rating								Latest Update	
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3		
2 WELLBEING: Develop & deliver projects to support the wellbeing of the Town's residents															
2.1	Evidence Base for New Community Centre	A Map the community group provision already existing in the town	Feb-26	A&F	Operations Manager & HOP	G									A) This workstream has been assigned to a Projects & Facilities Officer to progress
		B Engage with residents and stakeholders to map the need for further provision	Jul-26			G									
		C Finalise and, if approved, work up project including next steps, as appropriate (Oct-26 refresh to dictate next steps)	Oct-26			G									
2.2	The Salts Improvement Plan	A Undertake consultations with key stakeholders	Mar-26	GOSCA	Operations Manager & HOP	R									A) Capacity issues in Projects & Facilities Team, caused by workload around the Grounds Maintenance Contract, has delayed the start of this workstream. Now forecasted to be completed by May 2026
		B Develop a selection of plans in partnership with planning authority	Oct-26			G									
		C Undertake public consultation on proposed plans, to find a preferred solution	Mar-27			G									
		D Finalise and achieve Full Council resolution for preferred solution (Oct-26 refresh to dictate next steps)	Oct-27			G									
2.3	Acquisition / Disposal of Assets	A Work to acquire appropriate LDC assets, ensuring they deliver positive impact for Seaford and are sustainable for STC	May-27	A&F	Operations Manager, HOP & Town Clerk	G									A) LDC has provided responses to list of assets. The Town Clerk proposes to hold an informal information session with councillors to discuss the responses B) On the agenda for Full Council 29 January 2026 C) Sussex Police's delay in response to enquiries about the future of Church Street premises has delayed this action which may push back the forecasted May date
		B Reach a final decision on future of Hurdis House - then action decision	Feb-26			G									
		C Devise plan for future office location of STC (including the option to remain at Church Street, if appropriate)	May-26			A									
		D Review management / potential sale of STC-owned Martello Beach Huts and obtain approval for recommendation	May-26			G									
2.4	Parking Solutions	A Undertake a comprehensive review all STC car parking management	Mar-27	GOSCA	Operations Manager & HOP	G									B) On the agenda for Full Council 29 January 2026
		B If approved, undertake trial of pay and display (consider BN25 resident discount) at South Hill Barn car park	Jun-26			G									
		C Plans for gravel strip options west of Martello Tower, and obtain approval for recommendation	Oct-26			G									
2.5	Emergency Plan	A Establish links with Sussex partners and understand overarching SRF's plans and how to complement them	Jan-26	Full Council	Operations Manager, HOP & Town Clerk	R									A) Links have been established but understanding the overarching SRF plans is not yet complete. Now forecasted to be completed by end of spring
		B Develop a Seaford Community Emergency Plan involving councillors, community groups and local emergency services	Jun-26			G									
		C Seek Full Council adoption of the Seaford Community EP, and then monitor and adapt plan as circumstances dictate	Oct-26			G									

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact <u>underlined</u>)	Progress RAG Rating								Latest Update	
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3		
3 FACILITIES / ASSETS: Develop and maintain assets, settings and recreational facilities															
3.1	South Hill Barn Project	A Compile reports and studies needed to bring Stage 1 of the project to a conclusion	Dec-25	SHB WG & Full Council	Senior Projects Officer & <u>HOP</u>	R									A) WG have paused work pending approval of a budget to explore legal issues - Full Council agenda on 29 January 2026 B) Stage 1 of project cannot proceed while the outstanding legal work mentioned above is unresolved C) Without Stage 1 completion and approval, Stage 2 cannot commence
		B Present Stage 1 of project to Full Council. Seek to obtain approval to move to Stage 2 including necessary budget	Jan-26			R									
		C Commence Stage 2 of project in line with project plan (Oct-26 refresh to dictate next steps)	Apr-26			A									
3.2	Toilet Provision	A Review and run tender for toilet cleaning and maintenance	Feb-26	A&F	Operations Manager & <u>HOP</u>	G									A) Projects & Facilities Team actively working on this B) Toilet provision to be surveyed throughout summer season of 2026 D) Quotes are being obtained
		B Review toilet provision - town centre, seafront and open spaces, considering options for internal/external provision	Oct-26			G									
		C Develop plan for toilets provision and obtain approval for recommendation (Oct-26 refresh to dictate next steps)	Jan-27			G									
		D Establish viability of the reinstatement of public toilet at The Crouch (Oct-26 refresh to dictate next steps)	Jul-26			G									
3.3	Seafront Bin Provision	A Undertake review to ensure best possible management of seafront bins, including options to help prevent overspill	Mar-26	A&F	Operations Manager & <u>HOP</u>	G									A) & B) Ongoing dialogue with LDC. Team will be ready to trial options throughout summer months
		B Trial various options through summer 2026 to see what has an impact	Jun-26			G									
		C Review success of 2026 trials and work up future plans, informed by review (Oct-26 refresh to dictate next steps)	Nov-26			G									
3.4	Grounds Maintenance Contract	A Undertake tendering process to appoint Ground Maintenance Contractors	Nov-25	GOSCA	Operations Manager, <u>HOP</u> & <u>Town Clerk</u>	Completed								A) Completed B) Currently in progress	
		B Award and onboard new Grounds Maintenance Contract appointed contractor	Apr-26			G									
		C One year comprehensive review of Grounds Maintenance Contract	Apr-27			G									
3.5	Hope Gap Steps	A Make an informed, final Full Council decision on the future of Hope Gap Steps	Oct-25	Full Council	Senior Projects Officer & <u>HOP</u>	R									A) Full Council voted to defer decision in October Full Council and delay by six months whilst officers tendered for a contractor to provide a quote. Now forecasted to be complete by autumn B) The above will delay B
		B Commence process of implementing decision (Oct-26 refresh to dictate next steps)	Apr-26			R									

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact <u>underlined</u>)	Progress RAG Rating								Latest Update
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

4 ENGAGEMENT: Give voice to residents actively directing our priorities to reflect their needs															
4.1	Communications Strategy & Working Digitally	A	Review STC's website and establish need for revised website, or completely new website	Dec-25	F&GP	Comm.Eng Manager & <u>DTC</u>	Completed								A) Completed B) New website commissioned to go live from 1 April 2026 C) Work in progress, consultation to staff and councillors initially, followed by external consultation thereafter
		B	Make improvements to website resulting from review, or commence tender for new website if replacement necessary	Mar-26			G								
		C	Review STC's communication methods. Map audiences, preferred communication methods and branding of STC	Dec-26			G								
4.2	Youth Ambassador Board	A	Establish Youth Ambassador Board in conjunction with Seaford Head School and other educational settings	Oct-25	F&GP	Comm.Eng Manager	G								A) & B) YAB has been established and meetings have commenced, however take up has been disappointing with only two attendees. Seaford Head School has offered to promote this more comprehensively and officers remain hopeful for some more uptake over coming months
		B	Facilitate rolling schedule of meetings with Youth Ambassador Board	Nov-25			G								
		C	Obtain feedback from participants on effectiveness and potential improvements going forwards	Jun-26			G								
4.3	Weekend Cover/Seafront Management Plan	A	Review need for an on-call weekend officer or a Seafront Officer to patrol weekends in peak season	Jan-26	Personnel	HR Manager, <u>DTC</u> & HOP	Completed								A) Completed - officers have reviewed and agreed a voluntary on-call weekend rota of officers is more appropriate B) Proposal to be taken to Personnel in March
		B	Obtain approval for preferred solution. Recruit appropriate officer, if necessary. Personnel policies to be updated	Mar-26			G								
		C	If approved, implement either on-call officer or Seafront management officer in line with new staffing budgets	May-26			G								

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact <u>underlined</u>)	Progress RAG Rating								Latest Update	
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3		
5 GOVERNANCE: Practice ethical and sustainable governance that demonstrates fiscal responsibility and sustainability															
5.1	Land & Leases	A Review of existing leases and contracts, including the undertaking of rent reviews	Sep-26	Full Council	Assets & Contracts Manager	G									A) & B) Ongoing workstreams. Large projects being overseen by Assets & Contracts Manager
		B Register all land owned by STC correctly at HM Land Registry	Sep-26			G									
5.2	Financial Management	A Identify areas of STC governance practice for review and improvement	Mar-26	F&GP	Finance Manager, <u>DTC</u> & Town Clerk	G									A) Financial risk review being undertaken. Purchase Order Policy updated and seeking adoption at Full Council 29 January 2026 B) Interim internal audit done and recommendations on agenda for Full Council 29 January 2026. Full Internal Audit not due until summer D) Approx. £100k of CIL funding allocated to be spent on Strategy Programme projects subject to Full Council approving budget on 29 January 2026
		B Carry out internal audit and implement recommendations	Jul-26			G									
		C Undertake a 'peer review' of STC's performance and management	Jan-27			G									
		D Confirm priorities for CIL spending plans (Oct-26 refresh to dictate next steps)	Oct-26			G									
5.3	Policy & Risk Management	A Review all STC policies and identify priority list of those that need creating / reviewing / updating	Dec-25	Personnel/ F&GP	Policy & Risk Officer, HR Manager, <u>DTC</u> & Town Clerk	Completed								A) Completed B) Ongoing, however already a large number of new/revised policies have been considered by committees and Full Council C) DTC and HOP in process of updating Risk Register ready for this to be presented to F&GP Committee	
		B Develop, seek approval, and implement policy creation, review and update for all policies	Mar-27			G									
		C Update, maintain and publish Risk Register, alongside establishment of SMT quarterly review of risk register	Mar-26			G									
		D Develop / test BCP for continued operation of STC in the event of fire, flood, building loss, cyber attack, etc	Jun-26			G									
5.4	Back Office Digitalisation	A Establish options for digitalising and modernising processes, including base lines and improvement aspirations	Mar-26	F&GP	DTC & Town Clerk	G									A) & B) Already introduced IT systems, ready to commence in April 2026, for payroll/HR, bookings, asset management, and golf bookings. Further work being done to digitalise the purchase Order process
		B Commission best option/s, following on from approval	Jul-26			G									
		C One year comprehensive review of efficacy and improvements gained from new option/s, alongside lessons learned	Jul-27			G									

G

Strategy	Ref	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers (main contact underlined)	Progress RAG Rating								Latest Update
						25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3	26/27 Q4	27/28 Q1	27/28 Q2	27/28 Q3	

6		CLIMATE: To help create a sustainable Seaford, resilient to the effects of climate change												
6.1	Climate Action Plan & Climate Emergency Policy	A	Working Group and officers to pull together final proposals and obtain approval from Committee and Full Council	Apr-26	GOSCA	HOP	G							A) CAP being presented to Full Council 29 January 2026 for approval. CEP to follow, subject to GOSCA approval in March and recommendation to Full Council in April
		B	Ensure all features from Climate Action Plan are successfully rolled out (Oct-26 refresh to dictate next steps)	Nov-27			G							
6.2	Fields in Trust	A	Establish pros and cons of Fields in Trust and bring paper to Full Council enabling informed decision	Jan-26	Full Council	Assets & Contracts Manager	A							A) Town Clerk (in conjunction with the Comm. Eng. Manager) agreed this report to Full Council should be deferred while the Lewes Local Plan consultation remains live - this will instead be brought to Full Council in April 2026
		B	Subject to approval of proposal, rollout Fields in Trust status to Martello Fields, The Crouch and The Salts	Jun-26			A							
		C	Consider Fields in Trust status on other land, including applicable land acquired from LDC's asset devolution agenda	Jan-27			G							B) The above may delay B
6.3	Chalk Paths - Seaford Head Estate	A	Restoration of chalk paths on route past Coastguard Cottages, consideration given to sinking fund to restore five-yearly	May-27	GOSCA	Operations Manager & HOP	G							A) Officers obtaining quotes, awaiting confirmation from Natural England regarding the specification they require B) Officers working with ESCC National Trails Officer regarding funding for the restoration of the chalk footpath C) CIL application being made to SDNPA
		B	Work alongside ESCC for restoration of chalk footpath from Splash Point to Seaford Head via external funding	Apr-27			G							
		C	Restoration of path and improvements to access and conservation at High & Over in conjunction with SDNPA and NT	Mar-27			G							
6.4	Cliff Gardens	A	Establish a Memorandum of Understanding with SDNPA & SCP. Provide SDNPA with a Licence to Occupy	Oct-25	GOSCA	Senior Projects Officer & HOP	Completed				A) Completed B) Ongoing - deadline is dependent on speed of project			
		B	Assist and oversee the delivery of the Cliff Gardens project - delivered by SDNPA but with STC project officer oversight	Jun-26			A							
		C	Establish Management & Maintenance (M&M) framework with SCP. Implement M&M to oversee ongoing maintenance	Sep-26			G							

Glossary of acronyms:

A&F Assets & Facilities Committee
BCP Business Continuity Plan
CIL Community Infrastructure Levy
Comm. Eng. Manager Community Engagement & Democratic Services Manager
DTC Deputy Town Clerk & Responsible Financial Officer
EP Emergency Planning / Plan
ESCC East Sussex County Council
F&GP Finance & General Purposes Committee
GOSCA Golf, Open Spaces & Climate Action Committee
HLF Higher Level Funding
HOP Head of Place
LDC Lewes District Council
M&M Management and maintenance
NT National Trust
Q Quarter (of the year)
RAG Red, Amber, Green rating
RPA Rural Payments Agency
SCP Seaford Community Partnership
SDNPA South Downs National Park Authority
SHB South Hill Barn
SMT Strategic Management Team
SRF Sussex Resilience Forum
STC Seaford Town Council
WCAG Web Content Accessibility Guidelines
WG Working Group
YAB Youth Ambassador Board

RAG Rating Glossary

R	Red = significant problems or delay in timescale or unacceptable risk
A	Amber = caution / potential issues
G	Green = good / on track
	Completed



Seaford Town Council

Report No:	139/25
Agenda Item No:	11
Committee:	Full Council
Date:	29 January 2026
Title:	Complaints, Freedom of Information Requests, and Appeals Update Report – January 2026
By:	Isabelle Mouland, Community Engagement & Democratic Services Manager
Purpose of Report:	To update Full Council on complaints, Freedom of Information requests, and appeals

Actions

Full Council is advised:

1. To consider the updates presented within the report.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report.

1. Introduction

1.1 This report provides Full Council with updates on complaints, Freedom of Information (FOI) requests, and appeals.

2. Complaints

2.1 The investigation into the formal complaint, (received by the Mayor on 19 June 2025 regarding the Concession Tender Process undertaken in early 2025 at the Town Council's South Hill Barn site), has been concluded.

2.2 The investigation highlighted a small number of areas where the concessions policy and process could be improved. These learnings have informed the creation and adoption of a new Concessions Policy and Process, which was approved by Full Council on 8 January 2026.

3. Freedom of Information Requests

3.1 The table below sets out updates regarding FOI requests since the last Full Council meeting in October 2025:

DATE	FOI REQUEST	UPDATE
April 2024	The View lease	In Progress but currently on hold pending resolution of a legal matter
April 2025	STC job roles enquiry	In Progress
September 2025	Crouch and The Salts pitch charges 1/4/25 to latest date	Response Sent
October 2025	Seaford Town Football Club Working Group	Response Sent
October 2025	Collection of correct pitch hire fees	Response Sent
October 2025	Issues between Seaford Town Football Club and the Working Group from Seaford Town Council	Response Sent
October 2025	Hope Gap Steps	Response Sent
November 2025	Collection of correct pitch hire fees 2	Response Sent
November 2025	Seaford Town Market and its organiser	Response Sent
November 2025	Permissive Ways Enquiry	Response Sent
November 2025	STC list of LDC sites "Wish List"	Response Sent
December 2025	Cost of all of Seaford's Christmas arrangements	In Progress

3.2 Where FOI requests are received, officers review these for patterns and identify any steps to be taken as a result of this i.e. publishing information that has not previously been published, issuing communications to better explain the Town Council's stance on a matter or actions being undertaken,

or reviewing the ease of locating information on the Town Council's website, to provide examples.

4. Appeals

4.1 No new appeals have been received by the Town Council since the last Full Council meeting in October 2025.

5. Financial Appraisal

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

6. Contact Officer

6.1 The Contact Officer for this report is Isabelle Moulard, Community Engagement & Democratic Services Manager.



Report No:	161/25
Agenda Item No:	12
Committee:	Full Council
Date:	29 January 2026
Title:	Budget Proposal 2026 - 2027
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the Budget and Precept proposal for 2026 - 2027

Actions

Full Council is advised:

1. To discuss the contents of the report and proposed budget and precept figures.
2. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To note the contents of this report and associated attachments.
2. To agree the budget proposal for 2026 – 2027.
3. To agree the precept request to Lewes District Council for 2026 - 2027 as £1,283,802.

1. Background

- 1.1 The Town Council has a statutory duty to set a budget annually, and to use this budget to determine the amount requested as the precept.
- 1.2 The budget process commenced in autumn of 2025 and included meetings with members of the strategic and operational management teams, prior to each committee reviewing its part of the budget.

- 1.3 These individual budgets were then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget proposal for the Town Council, which is attached as **Appendix A**.
- 1.4 A budget briefing session was held on 13 January 2026 where the budget process and proposal figures were explained to councillors, with an opportunity to ask questions during that session.
- 1.5 It is a statutory requirement that final approval of the budget and precept can only be agreed by a resolution of the Full Council.

2. Precept Calculation

- 2.1 The **precept** is the amount requested by a town/parish council from the billing authority (Lewes District Council for Seaford) and forms part of the overall council tax bill issued to residents.
- 2.2 The amount paid by residents is dependent upon the **tax base** of the area, which is the estimated full year equivalent number of chargeable dwellings, after taking into consideration any discounts applicable in relation to the circumstances of individuals living in the property.
- 2.3 The precept amount paid to the Town Council is shown on residents' council tax bills, alongside a percentage increase figure compared to the previous financial year.
- 2.4 Comparative data between councils is based on the **Band D equivalent** figure, which is deemed to be the average sized property across the country.
- 2.5 The Band D equivalent is calculated using the tax base figure, which is provided by the billing authority. The tax base figure for 2026 - 2027 was agreed at the Lewes District Council Cabinet meeting held on 11 December 2025, and for Seaford Town Council is 9,822.
- 2.6 The Band D equivalent is calculated by using the equation below:

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

3. Comparative Data

- 3.1 While each town/parish is unique in its nature, with differing population demographics and service and facility provision, it can be helpful to compare with other similar sized councils in the local area.

3.2 The table below shows the 2025 - 2026 council tax data for all town councils in East Sussex (sorted by lowest to highest tax base).

Council	District	Precept	Tax Base	Band D
Rye	Rother	£284,883	1,973.77	£144.33
Telscombe	Lewes	£322,076	2,575.9	£125.03
Battle	Rother	£498,801	2,903.9	£171.77
Polegate	Wealden	£514,937	3,242.8	£158.79
Newhaven	Lewes	£723,962	4,330.0	£217.79
Peacehaven	Lewes	£963,719	5,130.6	£196.98
Uckfield	Wealden	£1,321,884	6,000.4	£220.30
Lewes (Town)	Lewes	£1,478,045	6,394.0	£292.50
Hailsham	Wealden	£1,644,120	7,796.1	£210.98
Crowborough	Wealden	£1,748,757	9,171	£190.98
Seaford	Lewes	£1,248,360	9,765.0	£127.84
Bexhill	Rother	£917,440	17,319.7	£52.91

3.3 When compared to town councils such as Crowborough, Hailsham, Lewes and Uckfield, Seaford had a higher tax base, but retained a lower precept, resulting in a significantly cheaper Band D equivalent for Seaford residents.

3.4 For further comparative information, the average Band D equivalent across the whole of Lewes District in 2025 - 2026 was £145.95.

4. Draft Budget

4.1 The draft budget presented to the December 2025 Finance & General Purposes Committee set out three options. The Committee's decision to proceed with Option 3 has been incorporated into the final draft budget proposal detailed in Appendix A.

4.2 Officers felt it was important to provide three options to the Committee in order to understand the financial impact of the Town Council's Strategy Programme 2025 - 2027 and potential options for how this was funded.

4.3 For reference, the Town Council's level of reserves are as follows:

(a) General Reserves (unallocated funds for unexpected costs, emergencies or uneven cash flow): currently £1.7 million but projected to be around £900,000 at year end.

- i. This is a healthy level of General Reserves, sitting within the recommended range of the equivalent of three to twelve months net expenditure.
- (b) Earmarked Reserves (specifically set aside for a defined future purpose): as of November 2025, £714,778.
 - i. As it stands, of the Earmarked Reserves, £314,406 are restricted funds only available for specific purposes, such as capital expenditure or infrastructure improvements.
 - ii. **Appendix B** provides an overview of the Town Council's earmarked reserves as of November 2025.

5. Summary

- 5.1 Attached to this report, as Appendix A, is the Budget Proposal for 2026 - 2027.
- 5.2 This shows a summary for the Town Council and detailed income and expenditure by budget line for each of the committees.
- 5.3 Overall budgeted income for the Town Council has increased from £965,878 in 2025 - 2026 to £1,079,813 in 2026 - 2027. Budgeted expenditure has increased from £2,214,238 in 2025 - 2026 to £2,372,969 in 2026 - 2027. The net result is an increase in the funding requirement from £1,248,359 in 2025 - 2026 to £1,283,802 in 2026 - 2027.
- 5.4 Therefore, the precept requirement to cover the budget for 2026 - 2027 is £1,283,802.

6. Financial Appraisal

- 6.1 The precept requirement of £1,283,802 equates to a Band D equivalent increase from £127.84 in 2025 - 2026 to £130.71 in 2026 - 2027. This represents an increase of £2.87 per annum, or 6 pence per week (a 2.24% rise).
- 6.2 The largest increase in cost within the budget is staffing expenditure. This has increased as the new officer team is now fully established within the new staff structure. The budget for 2026 – 2027 includes the potential cost of living increase estimated to replicate the 2025 increase of 3.2%, plus any incremental grade increases for those officers due as part of their contractual agreement. (The cost of living increase is agreed at a national level and is then applicable for all local government employees.)

6.3 While the Town Council remains in a strong position with its General Reserves, it is crucial to maintain this stability. The proposed budget seeks to balance the immediate financial pressures with the long-term health of the Town Council.

7. Contact Officer

7.1 The contact Officer for this report is Darryl Keech, Deputy Town Clerk & RFO.

Report 161/25 Appendix A

Seaford Town Council

Proposed 2026 - 2027 Budget

Summary

Committee		2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
Golf, Open Spaces & Climate Action	Income	676,391	681,478	855,908	767,647	796,329	825,807	856,442	888,302
	Expenditure	906,366	513,497	949,414	1,018,737	947,230	974,917	953,780	957,358
	Net Expenditure	-229,974	167,981	-93,506	-251,090	-150,901	-149,110	-97,338	-69,056
Finance & General Purposes	Income	58,495	54,745	109,612	68,848	59,185	59,534	59,896	60,272
	Expenditure	975,338	460,490	1,019,777	1,139,132	1,157,607	1,197,985	1,240,067	1,283,763
	Net Expenditure	-916,843	-405,745	-910,165	-1,070,284	-1,098,422	-1,138,451	-1,180,171	-1,223,491
Assets & Facilities	Income	230,993	167,020	220,020	243,317	248,397	255,137	262,136	268,105
	Expenditure	332,534	221,522	400,587	381,000	288,110	292,544	297,155	292,952
	Net Expenditure	-101,541	-54,502	-180,567	-137,682	-39,714	-37,407	-35,019	-24,846
Total Committees	Income	965,879	903,243	1,185,539	1,079,813	1,103,910	1,140,478	1,178,474	1,216,680
	Expenditure	2,214,238	1,195,509	2,369,778	2,538,869	2,392,947	2,465,445	2,491,002	2,534,073
Total Net Expenditure		-1,248,358	-292,266	-1,184,239	-1,459,056	-1,289,037	-1,324,967	-1,312,528	-1,317,394
<i>Plus</i>									
Funded FROM Earmarked Reserves									
<i>GOSCA</i>									
EMR326 - General Maint /Open Space									
EMR334 - Seaford Head / Sth Hill Barn									
EMR342 - Trees for Seaford									
EMR349 - Golf Machinery - Capital									
EMR356 - Playgrounds									
EMR361 - CIL									
EMR367 - Water Refill Station									
NEW EMR - Salts Redevelopment Plan									
NEW EMR - Golf Course Recycling Washdown System									
NEW EMR - Golf Course Wildflower Area									
<i>F&GP</i>									
EMR320 - Elections									
EMR329 - Discretionary Grants									
EMR371 - Mayors Allowance									
<i>A&F</i>									
EMR321 - Building Maintenance									
EMR375 - Bonningstedt Wall									
EMR361 - CIL									
EMR362 - Seafront Projects									
NEW EMR - Community Centre Evidence Base									
<i>Less</i>									
Transfers TO Earmarked Reserves									
<i>GOSCA</i>									
EMR349 - Golf Machinery - Capital									
EMR367 - Water Refill Station									
<i>F&GP</i>									
EMR320 - Elections									
EMR329 - Discretionary Grants									
EMR361 - CIL Receipts									
<i>A&F</i>									
<i>-</i>									
39,584									
<i>-</i>									
1,248,358									
Tax Base									
9,765									
Band D Council Tax									
127.84									
Council Tax increase (%)									
12.97%									
Council Tax Band D increase (£)									
£ 14.68									
£ 2.87									

Report 161/25 Appendix B

Seaford Town Council

Proposed 2026 - 2027 Budget

Golf, Open Spaces and Climate Action

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Golf Course									
	Cost Centre 101									
1000	Golf Course Season Ticket	206,875	219,698	222,200	15,325	215,151	223,757	232,707	242,015	251,696
1001	Golf Course Green Fees Mid week	155,500	149,719	221,719	66,219	190,000	197,600	205,504	213,724	222,273
1002	Golf Course Green Fees w/end b/holiday	128,000	115,788	171,288	43,288	150,000	156,000	162,240	168,730	175,479
1003	Golf Course Societies	80,000	57,619	83,019	3,019	83,200	86,528	89,989	93,589	97,332
1004	Golf Course Lockers	2,500	1,925	1,941	(559)	2,600	2,704	2,812	2,925	3,042
1007	Golf Course Air Traffic Control	7,500	5,625	7,500	-	7,500	7,500	7,500	7,500	7,500
1019	Rechargeable Income	-	-	185	185	192	200	208	216	225
1050	Income Rent	85	-	85	-	85	85	85	85	85
1054	Income Other	900	1,479	1,479	579	1,000	1,000	1,000	1,000	1,000
1077	Income Sale of Equipment	-	24,500	24,500	24,500	-	-	-	-	-
1100	Income Advertising	-	-	700	700	700	700	700	700	700
1311	Buggy Hire	23,000	19,792	23,392	392	23,920	24,877	25,872	26,907	27,983
	Golf Course Income	604,360	596,145	758,008	153,648	674,348	700,950	728,617	757,390	787,315
4000	Salaries & Wages	168,781	84,670	169,341	560	176,289	181,930	187,752	193,760	199,960
4001	Employers NI	21,567	10,779	21,651	84	22,693	23,419	24,169	24,942	25,740
4002	Employers Superannuation	33,925	17,019	34,038	113	31,908	32,929	33,983	35,070	36,192
4009	Recruitment Costs	-	-	-	-	-	-	-	-	-
4010	Staff Training	2,100	-	2,100	-	2,180	2,263	2,349	2,438	2,530
4011	Staff Protective Clothing	2,250	701	2,250	-	2,336	2,424	2,516	2,612	2,711
4012	Staff Expenses	100	-	100	-	100	100	100	100	100
4041	Golf Professional Retainer	71,570	30,089	60,177	(11,393)	62,103	64,090	66,141	68,258	70,442
4045	Golf Course Player Costs	500	354	354	(146)	400	415	431	447	464
4046	Golf Club Membership Fees	20,750	21,294	21,294	544	22,103	22,943	23,815	24,720	25,659
4051	Rates	17,542	10,196	16,993	(549)	29,392	30,509	31,668	32,872	34,121
4052	Water & Sewerage	1,200	302	700	(500)	735	772	810	851	893
4060	Refuse	941	539	1,037	96	1,076	1,117	1,160	1,204	1,250
4100	Telecommunications	2,350	1,773	3,041	691	3,157	3,277	3,401	3,531	3,665
4105	Postage	50	-	-	(50)	-	-	-	-	-
4106	Stationery	200	175	200	-	300	311	323	336	348
4110	Advertising & Publicity	-	-	-	-	1,750	1,817	1,886	1,957	2,032
4112	Subscriptions	780	757	757	(23)	786	816	847	879	912
4113	Software Support	2,632	1,900	2,639	7	3,369	3,497	3,630	3,768	3,911
4114	Licence Fee	75	75	75	-	75	75	75	75	75
4115	Insurance	11,455	11,360	11,360	(95)	12,042	12,499	12,974	13,467	13,979
4116	Website	93	90	1,400	1,307	299	598	621	644	669
4118	IT Hardware & Equipment	-	-	825	825	1,000	500	500	500	500
4156	Bank Charges	7,799	4,828	9,286	1,487	9,639	10,005	10,385	10,780	11,190
4201	Cleaning & Hygiene	700	587	700	-	1,000	1,038	1,077	1,118	1,161
4251	Dog Bin Emptying	1,559	468	936	(623)	1,833	1,903	1,975	2,050	2,128
4261	General Maintenance	46,170	29,994	46,170	-	47,924	49,746	51,636	53,598	55,635
4270	Vehicle & Equipment Maintenance	21,630	14,100	21,630	-	22,452	23,305	24,191	25,110	26,064
4271	Vehicle & Equipment Lease	73,425	55,878	73,425	-	91,231	104,507	104,507	74,912	48,746
4272	Furniture & Equipment	3,000	7,205	11,855	8,855	2,000	2,076	2,155	2,237	2,322
4275	Building Maintenance (Relates to main golf building downstairs)	6,555	1,263	6,555	-	7,500	3,000	3,000	3,000	3,000
4285	Building Maint - Greenkeepers	-	-	-	-	1,000	1,038	1,077	1,118	1,161
4279	Fire & Security	688	641	688	-	714	741	769	799	829
4308	Golf Course Overheads	25,000	-	25,000	-	25,950	26,936	27,960	29,022	30,125
4309	Buggy lease & Maintenance	10,364	5,758	10,698	334	11,105	11,526	11,965	12,419	12,891
	Golf Course Expenditure	555,752	312,795	557,275	1,524	596,440	622,123	639,848	628,594	621,406
	Net (Expenditure) Income	48,609	283,350	200,733	152,124	77,908	78,828	88,769	128,796	165,909
	Golf Course Capital Costs									
	Cost Centre 102									
	Capital Costs Income									
4155	Professional Fees	15,000	1,925	15,000	-	20,000	20,000	20,000	-	-
	Capital Costs Expenditure	15,000	1,925	15,000	-	20,000	20,000	20,000	-	-
	Net (Expenditure) Income	(15,000)	(1,925)	(15,000)	-	(20,000)	(20,000)	(20,000)	-	-

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Salts Recreation Ground									
	Cost Centre 105									
1023	Income Professional Fee Refund	-	1,500	1,500	1,500	-	-	-	-	-
1025	Income Sponsorship	230	230	230	-	-	-	-	-	-
1050	Income Rent	2,252	2,157	2,307	55	2,352	2,455	2,477	2,477	2,477
1051	Income Insurance Recharge	1,991	2,020	1,991	-	2,110	2,191	2,274	2,360	2,450
1058	Income Water Recharge	-	2,503	4,628	4,628	4,859	5,102	5,357	5,625	5,907
1073	Sports Pitch Hire & Green Fees	5,435	3,189	5,529	94	6,834	7,094	7,363	7,643	7,933
1095	Tennis Court Income - Annual Pass	3,135	2,677	3,705	570	3,845	3,991	4,143	4,300	4,463
1096	Tennis Court Income- Pay & Play	3,502	3,079	4,142	640	4,299	4,463	4,632	4,808	4,991
1097	Tennis Court Income- Coaching Fees	-	-	-	-	-	-	-	-	-
	Salts Recreation Ground Income	16,545	17,355	24,032	7,487	24,300	25,295	26,246	27,214	28,221
4018	Water Refill Maint	-	98	150	150	150	150	150	150	150
4052	Water & Sewerage	8,617	5,168	9,606	989	10,086	10,591	11,120	11,676	12,260
4053	Tennis Electric	366	109	366	-	384	404	424	445	467
4055	Electricity (Cricket Pavilion)	800	178	417	(383)	438	460	483	507	532
4095	Tennis Court Expenditure	8,582	1,341	7,400	(1,182)	7,460	7,522	7,585	7,651	7,719
4096	LTA loan	5,125	1,875	5,125	-	9,625	12,750	12,750	12,750	12,750
4100	Telecommunications	348	193	384	36	403	423	445	467	490
4115	Insurance	3,595	3,596	3,596	1	3,812	3,957	4,107	4,263	4,425
4155	Professional Fees	-	4,720	4,720	4,720	1,500	1,500	1,500	1,500	1,500
4251	Dog Bin Emptying	1,593	234	468	(1,125)	1,833	1,903	1,975	2,050	2,128
4252	Additional Litter Pick	1,000	-	-	(1,000)	0	-	-	-	-
4260	Grounds Maintenance Contract	73,087	35,479	70,956	(2,131)	49,972	51,871	53,842	55,888	58,012
4261	General Maintenance	4,590	2,250	4,590	-	4,764	4,945	5,133	5,328	5,531
4275	Building Maintenance	740	500	740	-	800	830	862	895	929
4283	Playground	10,000	18,563	23,172	13,172	12,000	12,000	12,000	12,000	12,000
	Salts Recreation Ground Expenditure	118,443	74,304	131,690	13,247	103,228	109,305	112,375	115,570	118,893
	Net (Expenditure) Income	(101,898)	(56,949)	(107,658)	(5,760)	(78,928)	(84,010)	(86,129)	(88,356)	(90,671)
	Crouch Recreation Ground									
	Cost Centre 106									
1050	Income Rent	2,550	1,968	2,607	57	2,550	2,805	2,805	2,805	2,805
1051	Income Insurance Recharge	746	758	758	12	803	834	866	899	933
1058	Income Water Recharge	2,450	941	1,892	(558)	1,987	2,086	2,190	2,300	2,415
1073	Sports Pitch Hire & Green Fees	11,989	11,460	12,892	903	14,500	15,051	15,623	16,217	16,833
	Crouch Recreation Ground Income	17,735	15,127	18,149	414	19,840	20,776	21,484	22,220	22,985
4052	Water & Sewerage	8,112	5,104	12,589	4,477	13,218	13,879	14,573	15,302	16,067
4115	Insurance	1,030	1,027	1,027	(3)	1,089	1,130	1,173	1,217	1,264
4155	Professional Fees	-	393	393	393	1,000	1,000	1,000	1,000	1,000
4251	Dog Bin Emptying	1,138	390	780	(358)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	29,252	15,052	30,108	856	30,558	31,719	32,925	34,176	35,474
4261	General Maintenance	3,610	3,454	4,500	890	4,671	4,848	5,033	5,224	5,422
4275	Building Maintenance	2,450	-	2,450	-	2,543	2,640	2,740	2,844	2,952
4283	Playground	4,000	1,875	4,000	-	4,000	4,000	4,000	4,000	4,000
	Crouch Recreation Ground Expenditure	49,592	27,295	55,847	6,255	58,912	61,119	63,419	65,813	68,308
	Net (Expenditure) Income	(31,857)	(12,168)	(37,698)	(5,841)	(39,072)	(40,344)	(41,935)	(43,593)	(45,323)
	Martello Fields									
	Cost Centre 107									
1025	Income Sponsorship	-	-	-	-	-	-	-	-	-
1050	Income Rent	5,351	1,413	1,600	(3,751)	3,150	3,245	3,342	3,442	3,545
	Martello Fields Income	5,351	1,413	1,600	(3,751)	3,150	3,245	3,342	3,442	3,545
4018	Water Refill Maintenance	-	114	150	150	150	150	150	150	150
4115	Insurance	12	14	14	2	15	15	16	17	17
4251	Dog Bin Emptying	911	312	624	(287)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	15,801	7,670	15,336	(465)	15,573	16,164	16,779	17,416	18,078
4261	General Maintenance	1,000	138	1,000	-	1,038	1,077	1,118	1,161	1,205
	Martello Fields Expenditure	17,724	8,248	17,124	(600)	18,608	19,310	20,038	20,794	21,578
	Net (Expenditure) Income	(12,373)	(6,835)	(15,524)	(3,151)	(15,458)	(16,065)	(16,696)	(17,352)	(18,033)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Other Open Spaces									
	Cost Centre 108									
1050	Income Rent	90	90	90	-	90	90	90	90	90
1098	Income Grass Cutting	-	10,810	10,810	10,810	13,913	13,913	13,913	13,913	13,913
	Other Open Spaces Income	90	10,900	10,900	10,810	14,003	14,003	14,003	14,003	14,003
4018	Water Refill Maintenance	-	261	261	261	150	150	150	150	150
4052	Water & Sewerage	200	(13)	82	(118)	86	90	95	100	105
4115	Insurance	45	49	49	4	52	54	56	58	60
4154	Land Registry Fees	60	-	-	(60)	-	-	-	-	-
4251	Dog Bin Emptying	1,821	546	1,092	(729)	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	25,307	12,285	24,576	(731)	24,955	25,904	26,888	27,910	28,970
4261	General Maintenance	7,780	1,984	7,780	-	8,076	8,383	8,701	9,032	9,375
4262	Trees for Seaford	-	5,981	5,981	5,981	-	-	-	-	-
4268	Grass Verge Cutting	25,000	14,800	27,300	2,300	25,235	26,194	27,189	28,222	29,295
4275	Building Maintenance	200	-	-	(200)	-	-	-	-	-
	Other Open Spaces Expenditure	60,413	35,893	67,121	6,708	60,387	62,677	65,054	67,521	70,083
	Net (Expenditure) Income	(60,323)	(24,993)	(56,221)	4,102	(46,384)	(48,674)	(51,051)	(53,518)	(56,080)
	Seaford Head Estate									
	Cost Centre 116									
1011	Income Filming	20,000	25,763	28,000	8,000	20,000	20,000	20,000	20,000	20,000
1021	Income South Hill Barn	300	-	-	(300)	-	-	-	-	-
1050	Income Rent	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000
1053	Income Grants	-	-	-	-	-	-	-	-	-
1200	Income Nature Reserve	-	486	725	725	600	600	600	600	600
	Seaford Head Estate Income	30,300	36,249	38,725	8,425	30,600	30,600	30,600	30,600	30,600
4115	Insurance	600	600	600	-	636	660	685	711	738
4155	Professional Fees	-	9,585	9,586	9,586	1,000	1,000	1,000	1,000	1,000
4251	Dog Bin Emptying	911	468	936	25	1,833	1,903	1,975	2,050	2,128
4260	Grounds Maintenance Contract	1,285	624	1,248	(37)	1,272	1,321	1,371	1,423	1,477
4261	General Maintenance	1,445	4,317	4,916	3,471	6,000	6,228	6,465	6,710	6,965
4274	Projects Expenditure	6,000	24	6,000	-	-	-	-	-	-
4275	Buildings Maintenance	1,000	7	1,000	-	1,038	1,077	1,118	1,161	1,205
4279	Fire & Security	245	-	150	(95)	300	311	323	336	348
4424	South Hill Barn Development	40,800	2,487	40,800	-	-	-	-	-	-
4500	Nature Reserve Expenses	22,343	21,481	22,343	-	23,192	24,073	24,988	25,938	26,923
4501	Filming Expenses	4,000	4,390	5,600	1,600	4,000	4,000	4,000	4,000	4,000
4502	Toilet Hire	-	720	1,010	1,010	-	-	-	-	-
	Seaford Head Estate Expenditure	78,629	44,703	94,189	15,560	39,271	40,574	41,925	43,329	44,785
	Net (Expenditure) Income	(48,329)	(8,454)	(55,464)	(7,135)	(8,671)	(9,974)	(11,325)	(12,729)	(14,185)
	Seafront									
	Cost Centre 117									
1011	Income Filming	200	1,800	1,800	1,600	-	-	-	-	-
1025	Income Sponsorship	460	460	460	-	-	-	-	-	-
1084	Income Promenade	-	260	465	465	-	-	-	-	-
1092	Income General Maintenance	-	414	414	414	-	-	-	-	-
	Seafront Income	660	2,934	3,139	2,479	-	-	-	-	-
4018	Water Refill Maint	-	35	35	35	150	150	150	150	150
4022	Telescope Expenditure	200	-	200	-	200	200	200	200	200
4115	Insurance	318	318	318	-	337	350	363	377	391
4253	Shelters	3,000	1,344	3,000	-	3,114	3,232	3,355	3,483	3,615
4261	General Maintenance	6,605	6,277	6,605	-	7,000	7,000	7,000	7,000	7,000
4270	Vehicles & Equipment Maintenance	150	-	150	-	150	150	150	150	150
4501	Filming Expenses	40	360	360	320	-	-	-	-	-
	Seafront Expenditure	10,313	8,334	10,668	355	10,951	11,082	11,218	11,360	11,506
	Net (Expenditure) Income	(9,653)	(5,400)	(7,529)	2,124	(10,951)	(11,082)	(11,218)	(11,360)	(11,506)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	<u>Allotments</u>									
1050	Cost Centre 125									
	Income Rent	1,350	1,355	1,355	5	1,406	1,460	1,515	1,573	1,633
	<u>Allotments Income</u>	1,350	1,355	1,355	5	1,406	1,460	1,515	1,573	1,633
4261	General Maintenance									
	<u>Allotments Expenditure</u>									
	500	-	500	-		500	500	500	500	500
	<u>Net (Expenditure) Income</u>	850	1,355	855	5	906	960	1,015	1,073	1,133
	<u>Projects Pool - GOSCA</u>									
	Cost Centre 224									
	<u>Projects Pool - GOSCA Income</u>									
TBA	Knot Weed Eradication 5 Year Plan					540	540	540	300	300
	<u>From GRs (New EMRs to be set up)</u>									
4423	Salts Development Plan - SPP*					15,000				
TBA	Golf Course Water Recycling Washdown System - SPP*					25,000				
TBA	Wildflower Area Extension - SPP*					3,600				
	<u>From CIL Funds</u>									
TBA	Seaford Head Chalk Path - SPP*					35,000				
TBA	High and Over Footpath Restoration - SPP*					2,000				
TBA	Seaford Head Fencing					3,300				
TBA	Bonningstedt Promenade Ground Works					20,000				
TBA	South Hill Barn Cycle Racks					3,000				
TBA	Cycle Racks at Salts					3,000				
	* SPP = Strategic Programme Project									
	<u>Projects Pool - GOSCA Expenditure</u>					110,440	540	540	300	300
	<u>Net (Expenditure) Income</u>					(110,440)	(540)	(540)	(300)	(300)
	<u>GOSCA COMMITTEE SUMMARY</u>									
	<u>Net Expenditure by Cost centre</u>									
101	Golf Course	48,609	283,350	200,733	152,124	77,908	78,828	88,769	128,796	165,909
102	Golf Course Capital Costs	(15,000)	(1,925)	(15,000)	-	(20,000)	(20,000)	(20,000)	-	-
105	Salts Recreation Ground	(101,898)	(56,949)	(107,658)	(5,760)	(78,928)	(84,010)	(86,129)	(88,356)	(90,671)
106	Crouch Recreation Ground	(31,857)	(12,168)	(37,698)	(5,841)	(39,072)	(40,344)	(41,935)	(43,593)	(45,323)
107	Martello Fields	(12,373)	(6,835)	(15,524)	(3,151)	(15,458)	(16,065)	(16,696)	(17,352)	(18,033)
108	Other Open Spaces	(60,323)	(24,993)	(56,221)	4,102	(46,384)	(48,674)	(51,051)	(53,518)	(56,080)
116	Seaford Head Estate	(48,329)	(8,454)	(55,464)	(7,135)	(8,671)	(9,974)	(11,325)	(12,729)	(14,185)
117	Seafront	(9,653)	(5,400)	(7,529)	2,124	(10,951)	(11,082)	(11,218)	(11,360)	(11,506)
125	Allotments	850	1,355	855	5	906	960	1,015	1,073	1,133
224	Projects Pool - GOSCA	-	-	-	-	(110,440)	(540)	(540)	(300)	(300)
	Total Net Expenditure (Income)	(229,974)	167,981	(93,506)	136,468	(251,090)	(150,901)	(149,110)	(97,338)	(69,056)
	Total Overall GOSCA Income	676,391	681,478	855,908	179,517	767,647	796,329	825,807	856,442	888,302
	Total Overall GOSCA Expenditure	906,366	513,497	949,414	43,049	1,018,737	947,230	974,917	953,780	957,358
	Total Net Committee Requirement	(229,974)	167,981	(93,506)	136,468	(251,090)	(150,901)	(149,110)	(97,338)	(69,056)
	Plus Expenditure from EMR:									
	EMR326 - General Maint/Open Space				2,827					
	EMR334 - Seaford Head / Sth Hill Barn				12,412	12,412				
	EMR342 - Trees for Seaford				5,981	5,981				
	EMR349 - Golf Machinery - Capital				7,205	11,855				
	EMR356 - Playgrounds				11,545	11,545				
	EMR361 - CIL				-	-	66,300			
	EMR367 - Water Refill Station				508	508	600			
	NEW EMR - Salts Redvelopment Plan				-	-	15,000			
	NEW EMR - Golf Course Washdown System				-	-	25,000			
	NEW EMR - Golf Course Wildflower Area Extension				-	-	3,600			
	Total FROM EMR		37,651	45,129		110,500		-	-	-
	Less Income transferred to EMR:									
	EMR349 - Golf Machinery - Capital				24,500	24,500				
	EMR367 - Water Refill Station				690	690				
	Total TO EMR		25,190	25,190		-				
	Total Net Committee Requirement after EMR movement	(229,974)	180,442	(73,568)	156,407	(140,590)	(150,901)	(149,110)	(97,338)	(69,056)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Administration									
	Cost Centre 201									
1062	Income Telephone Recharge	780	745	833	53	865	898	932	967	1,004
1190	Interest Received	50,000	37,095	75,000	25,000	60,000	50,000	50,000	50,000	50,000
1320	Income Walk The Chalk	-	(3,280)	-	-	-	-	-	-	-
1317	Income VAT PE Adjustment	-	-	-	-	-	-	-	-	-
1320	Income Walk The Chalk	-	-	-	-	-	-	-	-	-
	Administration Income	50,780	34,560	75,833	25,053	60,865	50,898	50,932	50,967	51,004
4000	Salaries & Wages	613,624	284,636	610,836	(2,788)	724,539	752,072	780,651	810,315	841,107
4001	Employers NI	76,731	31,923	76,669	(62)	92,181	95,684	99,320	103,094	107,012
4002	Employers Superannuation	105,605	47,930	105,497	(109)	114,165	118,503	123,006	127,681	132,533
4003	Sub-contracted Costs	1,500	9,747	37,100	35,600	1,650	1,713	1,778	1,845	1,915
4009	Recruitment Costs	1,000	1,153	2,000	1,000	500	519	539	559	580
4010	Staff Training	3,000	1,014	3,000	-	3,500	3,633	3,771	3,914	4,063
4011	Staff PPE / H&S	-	322	500	500	500	519	539	559	580
4012	Staff Expenses	1,000	638	1,326	326	1,500	1,557	1,616	1,678	1,741
4015	Office Refreshments	100	113	200	100	200	208	215	224	232
4100	Telecommunications	4,635	3,136	5,487	852	5,500	5,709	5,926	6,151	6,385
4105	Postage	250	153	200	(50)	250	260	269	280	290
4106	Stationery	1,000	382	1,000	-	1,000	1,038	1,077	1,118	1,161
4107	Photocopier	1,350	502	1,350	-	1,401	1,455	1,510	1,567	1,627
4108	Recycling and Shredding	400	167	500	100	500	500	500	500	500
4110	Advertising & Publicity	1,500	741	1,500	-	2,500	2,595	2,694	2,796	2,902
4112	Subscriptions	5,397	4,877	5,078	(319)	5,907	6,131	6,364	6,606	6,857
4113	Software Support	11,000	8,172	10,713	(287)	20,114	21,120	22,176	23,284	24,449
4114	Licence Fee	77	-	77	-	80	83	86	89	93
4115	Insurance	1,895	1,933	1,895	-	2,009	2,010	2,086	2,166	2,248
4116	Web Site	1,000	568	1,643	643	2,500	3,600	3,600	3,600	3,600
4118	IT Hardware & Equipment	4,000	5,007	5,500	1,500	2,500	2,595	2,694	2,796	2,902
4154	Land Registry Fees	100	126	300	200	250	500	500	500	500
4155	Professional Fees	10,500	7,791	13,500	3,000	18,584	10,000	10,000	10,000	10,000
4156	Bank Charges	1,339	532	1,339	-	1,390	1,443	1,498	1,554	1,613
4157	Audit Fees	10,000	(7,590)	10,000	-	5,000	3,100	3,100	3,100	3,100
4199	Other Expenditure	100	40	100	-	100	100	100	100	100
4272	Furniture & Equipment	3,000	1,348	3,000	-	1,500	3,000	3,000	3,000	3,000
4284	Maintenance Tools & Equipment	-	2,613	3,000	3,000	1,500	500	500	500	500
	Administration Expenditure	860,103	407,974	903,310	43,207	1,011,320	1,040,145	1,079,115	1,119,578	1,161,592
	Net (Expenditure) Income	(809,323)	(373,414)	(827,477)	(18,154)	(950,456)	(989,248)	(1,028,183)	(1,068,611)	(1,110,588)
	Premises - Church Street									
	Cost Centre 205									
1050	Income Rent	7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
	Premises - Church Street Income	7,715	5,791	7,620	(95)	7,984	8,287	8,602	8,929	9,268
4050	Rent Payable	25,760	12,880	25,760	(0)	25,760	25,760	25,760	25,760	25,760
4051	Rates	8,601	5,071	8,451	(150)	8,772	9,105	9,451	9,811	10,183
4059	Church Street Service Charge	24,250	-	24,250	-	25,172	26,128	27,121	28,151	29,221
4115	Insurance	9	9	9	-	9	10	10	10	11
4270	Vehicle & Equipment Maintenance	444	214	428	(16)	445	462	479	497	516
4275	Building Maintenance	1,000	2,102	2,500	1,500	1,000	1,500	1,500	1,500	1,500
	Premises - Church St Expenditure	60,064	20,276	61,398	1,334	61,158	62,965	64,322	65,730	67,192
	Net (Expenditure) Income	(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)

Account Code	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-31 Projected Budget
	Civic Expenses Cost Centre 210									
	Civic Expenses Income	-	-	-	-	-	-	-	-	-
4013	Members Expenses	100	-	100	-	100	100	100	100	100
4014	Members Training	1,500	45	1,500	-	1,557	1,616	1,678	1,741	1,807
4106	Stationery	50	-	50	-	-	150	-	-	-
4113	Software Support	2,607	1,268	2,504	(103)	2,629	2,761	2,899	3,044	3,196
4115	Insurance	64	64	64	-	68	70	72	74	76
4118	IT Hardware & Equipment	-	-	-	-	200	-	-	-	-
4180	Room Hire	2,750	-	2,750	-	1,200	1,200	1,200	1,200	1,200
4181	Civic - Mayor's Expenses	1,500	728	1,500	-	1,500	1,500	1,500	1,500	1,500
4182	Catering & Hospitality	200	(74)	200	-	200	200	200	200	200
4183	Civic - Awards	200	23	200	-	200	200	200	200	200
4184	Civic - Other	1,000	628	1,000	-	1,000	1,000	1,000	1,000	1,000
4188	Town Crier Expenses	200	30	200	-	2,500	200	200	200	200
4190	Election Costs	10,000	-	10,000	-	20,000	10,000	10,000	10,000	10,000
	Civic Expenses Expenditure	20,171	2,712	20,068	(103)	31,154	18,997	19,048	19,259	19,480
	Net (Expenditure) Income	(20,171)	(2,712)	(20,068)	103	(31,154)	(18,997)	(19,048)	(19,259)	(19,480)
	Grants Pool Cost Centre 215									
	Grants Income	-	-	-	-	-	-	-	-	-
4401	Grants	26,000	20,528	26,000	-	26,500	26,500	26,500	26,500	26,500
4406	Service Funding Agreements	9,000	9,000	9,000	-	9,000	9,000	9,000	9,000	9,000
	Grants Expenditure	35,000	29,528	35,000	-	35,500	35,500	35,500	35,500	35,500
	Net (Expenditure) Income	(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
	CIL & s106 Receipts Cost Centre 226									
1014	CIL Receipts	-	14,394	26,159	26,159	-	-	-	-	-
	CIL & s106 Income	-	14,394	26,159	26,159	-	-	-	-	-
	CIL & s106 Expenditure	-	-	-	-	-	-	-	-	-
	Net (Expenditure) Income	-	14,394	26,159	26,159	-	-	-	-	-
	F&GP COMMITTEE SUMMARY									
	Net Expenditure by Cost centre									
201	Administration	(809,323)	(373,414)	(827,477)	(18,154)	(950,456)	(989,248)	(1,028,183)	(1,068,611)	(1,110,588)
205	Premises Church Street	(52,349)	(14,485)	(53,778)	(1,429)	(53,174)	(54,678)	(55,720)	(56,801)	(57,924)
210	Civic Expenses	(20,171)	(2,712)	(20,068)	103	(31,154)	(18,997)	(19,048)	(19,259)	(19,480)
215	Grants	(35,000)	(29,528)	(35,000)	-	(35,500)	(35,500)	(35,500)	(35,500)	(35,500)
226	CIL and s106 Receipts	-	14,394	26,159	26,159	-	-	-	-	-
	Total Net Expenditure (Income)	(916,843)	(405,745)	(910,165)	6,678	(1,070,284)	(1,098,422)	(1,138,451)	(1,180,171)	(1,223,491)
	Total F&GP Income	58,495	54,745	109,612	51,117	68,848	59,185	59,534	59,896	60,272
	Total F&GP Expenditure	975,338	460,490	1,019,777	44,438	1,139,132	1,157,607	1,197,985	1,240,067	1,283,763
	Net Committee Requirement	(916,843)	(405,745)	(910,165)	6,678	(1,070,284)	(1,098,422)	(1,138,451)	(1,180,171)	(1,223,491)
	Plus Expenditure from EMR:									
	EMR320 - Elections			-						
	EMR329 - Discretionary Grants			-						
	EMR371 - Mayors Allowance			100	100					
	Total FROM EMR		100	100		8,754				
	Less Income transferred to EMR:									
	EMR320 - Elections			-						
	EMR329 - Discretionary Grants			5,472	-					
	EMR361 - CIL Receipts			14,394	26,159					
	Total TO EMR		14,394	31,631	-		-	-	-	-
	Total Net Committee Requirement after EMR movement	(916,843)	(420,039)	(941,696)	(24,853)	(1,061,530)	(1,098,422)	(1,138,451)	(1,180,171)	(1,223,491)

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

Account	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
4275	Building Maintenance	18,000	-	18,000	-	1,000	1,000	1,000	1,000	1,000
	Martello Tower Expenditure	21,590	3,590	21,590	-	4,805	4,950	5,100	5,256	5,418
	<u>Net (Expenditure) Income</u>	(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
<u>Beach Huts</u>										
<u>Cost Centre 118</u>										
1054	Income Other	-	460	460	460	-	-	-	-	-
1057	Income Electricity Recharge	50	41	41	(9)	43	45	47	50	52
1057	Income Water Recharge	-	-	-	-	609	639	671	705	740
1060	Beach Hut Site Licence	28,987	29,004	29,004	17	30,107	31,011	31,941	32,899	33,886
1061	Beach Hut Annual Rental	13,222	11,903	11,903	(1,319)	12,355	12,725	13,107	13,500	13,905
1094	Income Seasonal Beach Huts	14,000	10,587	10,587	(3,413)	12,000	12,456	12,929	13,421	13,931
<u>Beach Huts Income</u>		56,259	51,995	51,995	(4,264)	55,114	56,877	58,696	60,575	62,515
4051	Rates	5,045	3,075	5,115	70	5,309	5,511	5,721	5,938	6,164
4052	Water & Sewerage	480	368	1,160	680	1,218	1,279	1,343	1,410	1,480
4055	Electricity	1,006	124	296	(710)	311	326	343	360	378
4115	Insurance	565	678	678	113	719	746	774	804	834
4156	Bank Charges	-	11	11	11	11	12	12	13	13
4258	Seasonal Beach Hut Revenue Expenditure	13,500	7,693	8,930	(4,570)	9,269	9,622	9,987	10,367	10,761
4259	Bonningstedt Wall	-	45,973	45,973	45,973	-	-	-	-	-
4275	Building Maintenance	900	29	6,130	5,230	30,812	1,000	1,000	1,000	1,000
4502	Toilet Hire	1,313	713	1,455	142	1,510	1,568	1,627	1,689	1,753
<u>Beach Huts Expenditure</u>		22,809	58,664	69,748	46,939	49,160	20,063	20,807	21,580	22,383
<u>Net (Expenditure) Income</u>		33,450	(6,669)	(17,753)	(51,203)	5,954	36,813	37,889	38,995	40,131
<u>Seaford In Bloom</u>										
<u>Cost Centre 121</u>										
1025	Sponsorship	500	500	500	-	500	500	500	500	500
<u>Seaford In Bloom Income</u>		500	500	500	-	500	500	500	500	500
4402	Seaford In Bloom	6,263	6,287	6,287	24	9,840	10,000	10,000	10,000	1,000
<u>Seaford In Bloom Expenditure</u>		6,263	6,287	6,287	24	9,840	10,000	10,000	10,000	1,000
<u>Net (Expenditure) Income</u>		(5,763)	(5,787)	(5,787)	(24)	(9,340)	(9,500)	(9,500)	(9,500)	(500)
<u>Other Recreation</u>										
<u>Cost Centre 130</u>										
<u>Other Recreation Income</u>										
4410	Swimming Pool	-	-	-	-	-	-	-	-	-
<u>Other Recreation Expenditure</u>		10,000	-	10,000	-	10,000	10,000	10,000	10,000	10,000
<u>Net (Expenditure) Income</u>		(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
<u>CCTV</u>										
<u>Cost Centre 134</u>										
<u>CCTV Income</u>										
4055	Electricity	4,163	1,183	4,732	569	4,969	5,217	5,478	5,752	6,039
4115	Insurance	110	110	110	-	117	121	126	130	135
4276	Maintenance - CCTV	9,718	3,919	4,450	(5,268)	5,000	5,190	5,387	5,592	5,804
<u>CCTV Expenditure</u>		13,991	5,212	9,292	(4,699)	10,085	10,528	10,991	11,474	11,979
<u>Net (Expenditure) Income</u>		(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
<u>Events</u>										
<u>Cost Centre 135</u>										
1025	Sponsorship	-	-	-	-	-	-	-	-	-
1053	Income Grants	-	-	-	-	-	-	-	-	-
1054	Income Other	-	-	-	-	-	-	-	-	-
1070	Armed Forces Day	-	-	-	-	-	-	-	-	-
1075	Income Christmas Event	-	-	2,650	2,650	2,750	-	-	-	-
<u>Events Income</u>		-	-	2,650	2,650	2,750	-	-	-	-
4080	D-Day/Victory Days	2,000	392	392	(1,608)	-	-	-	-	-
4115	Insurance	68	67	67	(1)	71	74	77	79	82
4195	Events Expenditure	1,500	83	1,083	(417)	1,500	1,500	1,500	1,500	1,500
4273	Christmas Lights	10,000	-	9,150	(850)	12,000	12,000	12,000	12,000	12,000
4281	Christmas Event Expenditure	6,500	6,827	9,983	3,483	10,000	10,000	10,000	10,000	10,000
<u>Events Expenditure</u>		20,068	7,369	20,675	607	24,071	24,074	24,077	24,079	24,082
<u>Net (Expenditure) Income</u>		(20,068)	(7,369)	(18,025)	2,043	(21,321)	(24,074)	(24,077)	(24,079)	(24,082)
<u>Lifeguard Hut</u>										

Account	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
	Cost Centre 140									
	Lifeguard Hut Income									
		-	-	-	-	-	-	-	-	-
4115	Insurance	51	51	51	-	54	56	58	60	63
4274	Projects Expenditure	5,000	6,032	6,032	1,032	-	-	-	-	-
4275	Building Maintenance	-	-	-	-	-	-	-	-	-
	Lifeguard Hut Expenditure									
		5,051	6,083	6,083	1,032	54	56	58	60	63
	Net (Expenditure) Income									
		(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
	Concessions									
	Cost Centre 145									
1024	Salts Café Concession	24,000	15,481	21,606	(2,394)	25,500	26,000	26,988	28,014	29,078
1026	South Hill Barn Concession	3,500	4,050	5,400	1,900	5,400	5,400	5,605	5,818	6,039
1027	Splash Point Concession	6,500	6,695	6,695	195	6,896	7,158	7,430	7,712	8,005
1028	Martello Café Concession	14,808	8,897	15,252	444	15,710	16,307	16,927	17,570	18,238
1029	West View Kiosk Concession	8,340	6,255	8,340	-	8,590	8,850	9,100	9,370	9,726
1031	Dane Road Concession	3,600	7,500	10,000	6,400	11,000	12,000	12,456	12,929	13,421
1032	Marine Parade Concession	21,500	16,125	21,500	-	21,500	22,317	23,165	24,045	24,959
1033	Bonningstedt Prom Concession	6,000	6,300	8,400	2,400	8,400	8,400	8,719	9,051	9,394
1034	Bonningstedt Steps Concession	2,500	3,500	3,500	1,000	4,000	4,500	4,671	4,848	5,033
1035	Old Town Hall Concession	2,664	1,601	2,744	80	2,826	2,933	3,045	3,161	3,281
1036	West View Beach Hut Concessions (x 4)	4,900	-	-	(4,900)	-	-	-	-	-
1057	Income Electricity Recharge	12,234	1,170	3,321	(8,913)	3,487	3,661	3,844	4,037	4,239
1058	Income Water Recharge	5,356	46	907	(4,449)	952	1,000	1,050	1,102	1,158
1083	Income Street Market	471	471	471	-	489	507	527	547	568
	Concession Income									
		116,373	78,091	108,136	(8,237)	114,750	119,034	123,527	128,204	133,138
4052	Water & Sewerage	5,343	25	1,228	(4,115)	1,289	1,354	1,422	1,493	1,567
4055	Electricity	11,375	1,219	4,517	(6,858)	4,743	4,980	5,229	5,490	5,765
4115	Insurance	538	538	538	-	570	592	614	638	662
4275	Building Maintenance	1,735	11,722	12,922	11,187	10,000	10,000	10,000	10,000	10,000
	Concession Expenditure									
		18,991	13,504	19,205	214	16,603	16,926	17,265	17,621	17,994
	Net (Expenditure) Income									
		97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
	Martello Changing Places									
	Cost Centre 146									
	Martello Changing Places Income									
		-	-	-	-	-	-	-	-	-
4055	Electricity	2,000	133	265	(1,735)	278	292	307	322	338
4115	Insurance	112	112	112	-	119	123	128	133	138
4275	Building Maintenance	400	227	2,730	2,330	3,000	3,000	3,000	3,000	3,000
	Martello Changing Places Expenditure									
		2,512	472	3,107	595	3,397	3,415	3,435	3,455	3,476
	Net (Expenditure) Income									
		(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)
	Premises - Hurdis House									
	Cost Centre 206									
1050	Income Rent	-	-	-	-	-	-	-	-	-
1051	Income Insurance Recharge	-	-	-	-	-	-	-	-	-
	Premises - Hurdis House Income									
		-	-	-	-	-	-	-	-	-
4115	Insurance	541	540	540	(1)	572	594	617	640	664
4154	Land Registry Fees	-	35	-	-	-	-	-	-	-
4155	Professional Fees	2,000	1,250	2,000	-	2,000	2,000	2,000	2,000	2,000
4275	Building Maintenance	5,000	71	5,000	-	500	500	500	500	500
4301	Public Works Loan Board	7,500	7,501	7,500	-	-	-	-	-	-
	Premises-Hurdis House Expenditure									
		15,041	9,397	15,040	(1)	3,072	3,094	3,117	3,140	3,164
	Net (Expenditure) Income									
		(15,041)	(9,397)	(15,040)	1	(3,072)	(3,094)	(3,117)	(3,140)	(3,164)
	Projects Pool - A&F									
	Cost Centre 225									
1053	Income Grants	-	-	-	-	-	-	-	-	-
	Projects Pool - A&F Income									
		-	-	-	-	-	-	-	-	-
TBA	Bonningstedt Water Meter Split					2,500				
TBA	From GR's (New EMR's to be set up)					20,000				
TBA	Community Centre Evidence Base - SPP*					-				
TBA	From CIL Funds					6,000				
TBA	Signage Changes - SPP*					20,000				
TBA	Reinstatement of Crouch Toilet - SPP*					10,000				
TBA	New Bin Provision - SPP*					-				
	* SPP = Strategic Programme Project									
	Projects Pool - A&F Expenditure									
		-	-	-	-	58,500				

Account	Cost Centre	2025-26 Approved Budget	2025-26 Actual to 30/09/2025	2025-26 Projected Outturn	2025-26 Variance	2026-27 Draft Budget	2027-28 Projected Budget	2028-29 Projected Budget	2029-30 Projected Budget	2030-2031 Projected Budget
	<u>Net (Expenditure) Income</u>	-	-	-	-	(58,500)	-	-	-	-
	<u>Planning & Highways</u>									
	Cost Centre 301									
	Planning & Highways Income	-	-	-	-	-	-	-	-	-
4263	Bus Shelter Maintenance/Cleaning	1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
	Planning & Highways Expenditure	1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
	<u>Net Expenditure (Income)</u>	(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
	<u>ASSETS & FACILITIES COMMITTEE SUMMARY</u>									
	<u>Net Expenditure by Cost centre</u>									
103	The View	38,876	24,463	36,743	(2,133)	49,937	49,783	49,623	49,456	49,284
104	The View Capital Costs	(105,000)	(52,488)	(105,000)	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
109	Memorials	(4,256)	-	(34,764)	(30,508)	(2,345)	(2,364)	(2,383)	(2,404)	(2,425)
113	Crypt	(10,470)	(729)	(10,729)	(259)	(638)	(291)	(317)	(346)	(1,741)
114	Public Toilets (previously South Street Toilets)	(56,507)	(22,529)	(48,071)	8,436	(62,164)	(54,146)	(56,203)	(58,339)	(60,556)
115	Martello Tower	(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
118	Beach Huts	33,450	(6,669)	(17,753)	(51,203)	5,954	36,813	37,889	38,995	40,131
121	Seaford In Bloom	(5,763)	(5,787)	(5,787)	(24)	(9,340)	(9,500)	(9,500)	(9,500)	(500)
130	Other Recreation	(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
134	CCTV	(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
135	Events	(20,068)	(7,369)	(18,025)	2,043	(21,321)	(24,074)	(24,077)	(24,079)	(24,082)
140	Lifeguard Hut	(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
145	Concessions	97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
146	Martello Changing Places	(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)
206	Hurdle House	(15,041)	(9,397)	(15,040)	1	(3,072)	(3,094)	(3,117)	(3,140)	(3,164)
225	Projects Pool - A&F	-	-	-	-	(58,500)	-	-	-	-
301	Planning & Highways	(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
	<u>Total Net Expenditure (Income)</u>	(101,541)	(31,582)	(180,567)	(79,026)	(137,682)	(39,714)	(37,407)	(35,019)	(24,846)
	Total A&F Income	230,993	167,020	220,020	(10,973)	243,317	248,397	255,137	262,136	268,105
	Total A&F Expenditure	332,534	221,522	400,587	68,053	381,000	288,110	292,544	297,155	292,952
	Net Committee Requirement	(101,541)	(54,502)	(180,567)	(79,026)	(137,682)	(39,714)	(37,407)	(35,019)	(24,846)
	Plus Expenditure from EMR:									
	EMR321 - Building Maintenance	-	3,150	3,150						
	EMR362 - CIL	-	-	-		36,000				
	EMR362 - Seafront Projects	-	9,770	9,770						
	EMR375 - Bonningstedt Wall	-	45,973	45,973		20,000				
	NEW EMR - Community Centre Evidence Base	-	-	-						
	Total FROM EMR	-	58,893	58,893	-	56,000	-	-	-	-
	Less Income transferred to EMR:									
	Total TO EMR	-	-	-	-	-	-	-	-	-
	Total Net Committee Requirement after EMR movement	(101,541)	4,391	(121,674)	(20,133)	(81,682)	(39,714)	(37,407)	(35,019)	(24,846)

* RESTRICTED USE

A/C code	Reserve Details	Opening Balance 01/04/2025	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Current Balance	Notes	Committee
320	Elections	£34,646.10				£34,646.10	Funds built up each year to spread the cost of local elections which take place every four years.	F&GP
321	Building Maintenance	£66,000.00			£ 6,089.00	£59,911.00	Contingency to meet unexpected liability on all buildings reflecting the Town Council's responsibility for major assets and ensures funding is available for both planned and emergency maintenance to avoid budget disruption or asset devaluation. <u>25/26</u> £12K specifically for ceiling works at Martello Tower Remedial works at Salts Cafe - £3,150 MBH Door replacement - £6,000 (£3,000 yet to be invoiced)	Shared
326	Grounds Maintenance	£18,950.00				£18,950.00	Contingency to meet unexpected liability on all grounds and open spaces.	Shared
329	Discretionary Grants	£3,282.00	£5,472.00			£8,754.00	Unspent discretionary grant funds agreed to be allocated this EMR to help with future budgets as agreed by the F&GP Committee. <u>25/26</u> Unspent budget of £5,472 allocated to EMR	F&GP
334	Seaford Head/ South Hill Barn	£51,476.95			£12,412.44	£39,064.51	Reserve built up to fund works at South Hill Barn and Hope Gap Steps (HGS). <u>25/26</u> Emergency works to HGS - £5,703.44. Parking / Access Feasibility - £6,709	GOSCA
335	Recruitment Costs	£5,000.00				£5,000.00	To fund unknown recruitment costs	F&GP
340	Vehicles & Equipment	£25,000.00				£25,000.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared
* 342	*Trees for Seaford *	£5,981.49			£5,981.49	£0.00	Income received from resident donations and grants applied for by the Trees for Seaford (TFS) The Town Council previously held these funds on behalf of TFS, however these have now been returned.	GOSCA
344	Projects Reserve	£20,737.62				£20,737.62	Reserve built up to fund future projects	A&F / GOSCA
345	Memorial Bench Maintenance	£3,681.00				£3,681.00	Contingency to meet maintenance needs of Memorial Benches	A&F
* 349	*Golf Machinery - Capital *	£7,900.00	£24,500.00		£11,855.00	£20,545.00	(Restricted to Capital Purchases) <u>25/26</u> Sale of machinery totalling £24,500 Purchase of machinery totalling £11,855	GOSCA
355	Civic Expenses	£7,685.00				£7,685.00	From Civic underspends Contingency for unknown liabilities e.g. for Mayors chain/ Freedom of the Town	F&GP
356	Playgrounds	£51,319.00			£11,545.00	£39,774.00	Phased replacement and upgrading of ageing play equipment, ensuring compliance with safety standards and responding to high levels of public use and expectation <u>25/26</u> £11,545 spent on Rubber Safety Surface at Salts Playround	GOSCA
357	Seafront Maintenance	£10,000.00				£10,000.00	Seafront maintenance	GOSCA
358	Community Projects	£1,469.75				£1,469.75	Beach Access Platform - to be used for maintenance & repairs.	GOSCA
* 361	* CIL Receipts *	£267,702.65	£26,158.49		£0.00	£293,861.14	Income received from Community Infrastructure Levies received - Restricted use- to be discussed at Full Council <u>25/26</u> Income: £26,158.49 from Neighbourhood CIL	Shared
362	Seafront Projects	£9,770.00			£9,770.00	£0.00	In accordance with Full Council resolution, this EMR has been fully applied towards the Memorial Plaque refunds	A&F
367	Water Refill Stations	£3,641.95	£690.00		£507.14	£3,824.81	Sponsorship income earmarked to use for maintenance <u>25/26</u> Income - £690 Maintenance - £507.14	GOSCA
368	Tennis Courts	£25,730.84				£25,730.84	Contingency of £5,400 to be budgeted annually as per the LTA Loan stipulations	GOSCA
369	VAT PE Calculation	£58,365.56				£58,365.56	Sum received after partial exemption calculations	Shared
370	Training	£3,000.00				£3,000.00	Surplus budget for future liability	Shared
371	Mayors Allowance	£101.66			£100.00	£1.66	As the financial year ends before the conclusion of the mayoral term, any remainder/surplus from the Mayor's Budget is transferred into this EMR. This ensures the outgoing mayor can access their remaining budget without impacting the budget allocated for a new mayor elected in the new financial year. <u>25/26</u> £100 surplus was not required and returned to the general reserves.	F&GP
372	Utilities	£5,000.00				£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
373	The View Transfer	£5,749.82				£5,749.82	Towards unforeseen liabilities.	A&F
374	17th Green Relocation	£20,000.00			£0.00	£20,000.00	For future costs involved in the relocation to the 17th Green at Seaford Head Golf Course.	GOSCA
375	Bonningstedt Wall	£50,000.00			£45,973.14	£4,026.86	Remainder of the Bonningstedts Wall rebuild costs which is set aside for future maintenance.	GOSCA
	TOTAL EMR	£762,191.39	£56,820.49	£0.00	£104,233.21	£714,778.67		



Seaford Town Council

Report No:	116/25
Agenda Item No:	13
Committee:	Full Council
Date:	29 January 2026
Title:	Proposal from Seaford Lifeguards for a New Lifeguard Station
By:	Peter Cousin, Head of Place & Steve Quayle, Town Clerk
Purpose of Report:	To seek a decision from Full Council on whether Seaford Lifeguards should be granted 'in-principle' permission to place two containers in the Esplanade Car Park, subject to planning permission.

Actions
Full Council is advised:
1. To consider the proposal and information set out within the report. 2. To discuss whether it wishes to grant permission 'in principle' for Seaford Lifeguards to place two containers in the Esplanade Car Park, subject to planning permission. 3. To move to vote on the recommendations below.

Recommendations
Full Council is recommended:
1. To note the contents of the report. 2. To approve/reject Seaford Lifeguards be leased an area within Esplanade Car Park, as set out within the report, for a period of seven years. 3. (Subject to motion 2 being approved) To approve in principle for Seaford Lifeguards to be granted a supplementary licence to place two containers on the

leased land, as described in the report.

4. (Subject to motion 2 and 3 being approved) To approve the annual rent of a peppercorn to be applied to the lease.
5. (Subject to motion 2 and 3 being approved) To delegate power to the Town Clerk, in consultation with the Chairs of the Golf, Open Spaces & Climate Action Committee and Finance & General Purposes Committee, to finalise the terms of the associated lease and licence and enter into these agreements on the Town Council's behalf through the application of the Town Council's seal.

1. Caveat

- 1.1 Please note that this paper has been brought directly to Full Council, and not through Golf, Open Spaces & Climate Action (GOSCA) Committee, due to Seaford Lifeguards requiring a council decision by the end of January 2026 to ensure they can secure the containers and prepare for the upcoming season.

2. Introduction

- 2.1 Officers have been approached by Seaford Lifeguards with a request to place two 14-foot shipping containers in the Esplanade Car Park to serve as their seafront post.
- 2.2 This report is presenting the request from Seaford Lifeguards with information and notes gathered by officers from discussions with the Lifeguards. **Officers are not making a recommendation within this paper.**
- 2.3 If Full Council is minded to grant approval, this would be an agreement in principle, subject to future planning permission.

3. Information

- 3.1 Seaford Lifeguards are a charity and have operated on Seaford beach since 1970 on a voluntary basis. Seaford Lifeguards provide a lifeguard service during the summer season (specifics dates confirmed each year) as well as monitoring onsite byelaws (boats within swimming areas and dog fouling) and carrying out inspections and checks of the life buoys available for use along the promenade. The Lifeguards endeavour to prevent accidents through vigilant observations and by warning of the dangers of the shelving sea. As an organisation, the Lifeguards also offer training.

- 3.2 Seaford Lifeguards currently occupy the Boathouse in The Salts and one of the Martello beach huts - both currently provided by the Town Council free of charge - as well as the first floor of the rugby clubhouse in The Salts (the rugby clubhouse being leased to Seaford Rugby Club and therefore, these arrangements are made between the Lifeguards and Rugby Club). If this request is approved, Seaford Lifeguards would no longer require use of the beach hut, but have confirmed they would still need to retain the boathouse.
- 3.3 Attached at **Appendix A** are details of the proposal from Seaford Lifeguards. These points are drawn from notes provided by Seaford Lifeguards and have only been altered in a minor way by officers where notes were considered unclear. Where stated '*note from officers*' this is additional information supplied by officers.
- 3.4 Seaford Lifeguards initially requested that a lease be granted in perpetuity, but officers have advised that this would not be appropriate and have recommended that a request for a lease period of seven years would be more suitable.
- 3.5 Seaford Lifeguards have advised they would only be willing to have the lease on a peppercorn rent (no actual rent). The principle of the Town Council letting assets at a peppercorn rent for charitable organisation is established in the town, for example with the Seaford Museum & Heritage Society at the Martello Tower.
- 3.6 However, it is noteworthy that officers believe the commercial rent for two containers on the seafront would be £3,000 per year (£1,500 per unit).

4. Considerations

- 4.1 The Town Council is enormously grateful to, and supportive of, Seaford Lifeguards for their decades of service to the town, and for providing a voluntary provision which has helped to keep countless beach users safe and well advised over many years.
- 4.2 The Town Council has demonstrated its support for Seaford Lifeguards by, amongst other things, allowing the organisation to occupy the Boathouse in the Salts at no cost, and most recently by providing them with a free beach hut to use as a base, next to the Changing Places toilet, again at no cost.

4.3 In early 2025, officers worked at pace to kit out Beach Hut 50 when it became clear the redevelopment of the Martello area had resulted in the loss of a small former space used by the Lifeguards. To that end, the tenant of Beach Hut 50 was moved to an alternative beach hut, and the Town Council spent considerable time and money equipping the beach hut with power and water to enable it to become a base for Seaford Lifeguards.

4.4 Regrettably, following this work, Seaford Lifeguards did not pick up the key for the beach hut from the Town Council for many months after they were advised it was ready for them, and reports suggest that it was scarcely, if ever, used by Seaford Lifeguards throughout 2025.

4.5 Turning to the current proposal. Feedback has been received by officers about the size and appearance of the two shipping containers that Seaford Lifeguards now wish to place in the Esplanade Car Park. Feedback has also been received about the loss of several parking spaces, and the obstruction of the view by the shipping containers themselves. It is for these reasons, that officers feel unable to make a recommendation to councillors on this proposal. Approval or rejection of this proposal would be unpopular with different groups of stakeholders.

4.6 Regardless of councillor's decision at this meeting, the Town Council will continue to be supportive and appreciative of the Seaford Lifeguards, and looks forward to continuing to work together in support of improving the safety and wellbeing of all of Seaford's beach users.

4.7 Should Full Council grant approval in principle, officers would be required to ensure the following is undertaken:

- (a)** Seaford Lifeguards would need to apply for (and pay for) planning permission from Lewes District Council and change of use permission, as required,
- (b)** Town Council officers would liaise with East Sussex County Council to ensure that they are aware of the changes in reference to car park enforcement in the Esplanade Car Park,
- (c)** Should building regulations be required, Seaford Lifeguards would need to obtain the appropriate approvals,
- (d)** Ownership of the current land title is registered under 'Urban District of Seaford', this will need to be changed to 'Seaford Town Council'

before a lease can be finalised, (this piece of work is included in the ongoing land registrations process that Full Council approved in September 2025).

- (e) Should all the above be achieved, then the Town Council would propose to grant Seaford Lifeguards a seven year lease, followed by a licence to build on the area.

5. Conclusion

- 5.1** The Town Council has, since taking on ownership of the Esplanade Car Park and The Salts in 2003 and 2005 respectively, supported Seaford Lifeguards and their voluntary lifeguard service provision on Seaford beach. Historic arrangements between the Town Council and Seaford Lifeguards are not, however, formalised or well documented.
- 5.2** Full Council is being asked through this paper to consider whether to increase its level of support to Seaford Lifeguards. Full Council will note the comments of the Lifeguards in their report regarding their organisation's ongoing viability if this increase in support is not forthcoming.
- 5.3** Going forwards, officers will commit to work with Seaford Lifeguards to formalise and document all arrangements in place.

6. Financial Appraisal

- 6.1** All works proposed are to be funded by Seaford Lifeguards so there would be no cost to the Town Council.
- 6.2** Seaford Lifeguards propose to vacate the beach hut which could potentially create an income for the Town Council of approximately £1,800 per year. Work would be required to reverse the works done in 2025 to make the hut suitable as a lifeguard station.
- 6.3** Full Council is asked to consider the level of rental to be applied should approval be granted for the containers. The Town Council has not budgeted for this as income in the proposed 2026 – 2027 budget and therefore any rental that is charged will be over and above budgeted income.

7. Contact Officer

- 7.1** The Contact Officer for this report is Peter Cousin, Head of Place and Steve Quayle, Town Clerk

Proposal from Seaford Lifeguards – New Lifeguard Base on Seaford Seafront

Note from officers: These points are drawn from notes provided by Seaford Lifeguards and have only been altered in a minor way by officers where notes were considered unclear. Where stated 'note from officers', this is additional information supplied by officers.

Seaford Lifeguards Proposal:

1. The proposed units measure 14ft x 8ft and are metal shipping containers (see images at the end of this document).
2. The location plan is provided below:



(Note from officers: another location on the gravel strip west of the Martello Tower would also be considered acceptable by Seaford Lifeguards, although officers believe this location would provoke significant levels of negative feedback from residents).

3. One container will be used for crew to make use of. It is already fitted out though lockers will be added. It will house first aid equipment, chairs, bench/table, body boards etc. A marine aerial will also be fitted to this container

(Note: previous aerial was damaged when previous lifeguard base was removed, replacement cost £500-£700, the other interior fittings (cupboards, sink & water heater) were also lost)

(Note from officers: the unit includes a viewing platform on top, this will be accessed by a ladder that a locked guard can be placed over to prevent it being used by others. The viewing platform will have some form of rail for safety.)

4. The second container will be used to keep an Inshore powerboat on a trailer and one ATV (all terrain vehicle) if possible. The rescue boat is currently located opposite The Salts and launched from that location. The provision of storage at the proposed location will reduce launch time and response to persons in difficulty

5. Both containers are being kindly donated by Brighton and Hove lifeguards and the RNLI. We (Seaford Lifeguards) will pay for transportation to Seaford, they will remain our (Seaford Lifeguards) property and be maintained by Seaford Lifeguards.

6. The additional two containers would mean that the lifeguards would still require the Boathouse in the Salts but not the Beach Hut

(Note from officers: in a meeting it was confirmed that the beach hut would be required until electricity and water were supplied to the container)

7. We (Seaford Lifeguards) welcome a visit from any of the councillors to the boathouse so they can see just how much kit is needed. The kit will all need overhauling, some replacing and maybe some moved on.

8. Electric and water supply will be paid for by Seaford Lifeguards, both installation and usage.

9. Cladding would be put on and be freestanding in red and yellow stripes (international colours of lifeguards) as per the original lifeguard post. The colour yellow and red

writing is a universal colour for lifeguards throughout the world. People will know where to go for help (used also by RNLI)

10. We (Seaford Lifeguards) will put in a board on uprights at the rear to explain who sponsored and supported this with website and contact information.
11. Seaford Lifeguards will repaint the units in the spring of 2026, at the same time as repainting the boatshed doors
12. This negotiation has been going on with the council for two years. In that time, we are so very lucky there has not been a fatal accident on the seafront. Though there have been suicides on the cliffs (the lifeguards patrol the cliffs too, when in action).
13. Our planning is for the next 10 years at least. When up and running we hope to hand over to a slightly younger generation an efficient well established working group to go forwards.
14. Should this not be approved then we will have to curtail operations of the lifeguards in Seaford, leaving the seafront and town vulnerable. No lifeguards, no equipment, no maintenance of lifebelts, no water safety advise etc for the foreseeable future. All assets will then be disposed as per the Seaford Lifeguards Constitution.

(Note from officers; information points and lifebelts are provided by Lewes District Council and currently maintained by the lifeguards)

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Note from officers:

15. In meetings officers asked for clarity on the following and were given responses below
 - a. Will the lifeguards consider another option, e.g. a hut? Seaford Lifeguards have said they're unable to consider this as this will be additional cost to them (whilst the container units are free)
 - b. Will the lifeguards consider 1 container instead of 2? Yes, this may be considered though needs to be discussed as will create operational challenges.
 - c. Why is the beach hut previously provided not adequate? The beach hut is not large enough to accommodate, refrigerator, 2 9foot surf rescue boards, spine boards, 4 lockers, chairs, pop up shelter and ancillaries.

d. Will the existing beach hut conversion not mean that an operation of lifeguards could continue? No, we would not be able to continue.

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Images of Containers To Be Used







Seaford Town Council

Report No:	159/25
Agenda Item No:	14
Committee:	Full Council
Date:	29 January 2026
Title:	Review of Crouch Bowling Club Hire Fees 2026 - 2027
By:	Peter Cousin, Head of Place
Purpose of Report:	To approve the change in hire fees paid by the Crouch Bowling Club for use of the Crouch Bowling Green

Actions

Full Council is advised:

1. To consider the information within the report.
2. To vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report
2. To approve the revised Crouch Bowling Club hire fees for the Crouch Bowling Green, due to the Club taking on their own fine turf maintenance responsibilities..

1. Introduction

1.1 The new Grounds Maintenance Contract will come into effect from 1 April 2026. The decision by Full Council in June 2025, to withdraw from the District Council's Grounds Maintenance Contract and outsource this work directly, allowed the opportunity for the contract requirements to be

reviewed to ensure best value for money and tailoring of the contract to the needs of the specific sites across Seaford.

- 1.2** Following a review of costs and through conversations with the regular users of the sites, who had expressed concerns about the standard of finish of the maintenance, it was decided to no longer include 'fine turf' within the new contract, but instead to pass responsibility for carrying out fine turf maintenance to the respective clubs, including the Crouch Bowling Club.
- 1.3** The removal of this fine turf requirement also served to increase the number of companies able to bid on the Grounds Maintenance Contract, meeting the Procurement Act 2023's requirements for contracting authorities to identify ways to make contract opportunities more accessible to small and medium enterprises.
- 1.4** Although the Grounds Maintenance Contract has made considerable savings to the Town Council, the knock-on effect is that the Crouch Bowling Club ('the Club') will now have to pay for their own fine turf (bowling green) to be maintained. The Club has made officers aware this will cost them approximately £12,000 + VAT annually (the Club is not able to reclaim the VAT). To be able to meet these costs, the Club would have to double their membership numbers or subscription fees.
- 1.5** As a longstanding tenant of the Town Council within The Crouch, this report is seeking Full Council's approval of a reduction in hire fees that the Club has to pay the Town Council for their use of the bowling green, due to the additional costs that the Club is incurring to maintain the green themselves.

2. Information

- 2.1** The Club has leased the bowling pavilion (clubhouse) in The Crouch since the introduction of a bowling green onsite in 1935, pre-dating the Town Council's ownership of the site. The Club is currently under a 29-year lease, from July 2017 to April 2047, for the use of the bowling pavilion. Separately from the lease, the Club hires the bowling green when required.
- 2.2** Upon taking on the fine turf maintenance, a memorandum of understanding (MOU) will be entered into with the Club, agreeing how the area will be maintained (including methods and products that can or cannot be used) and the responsibilities held by each party. The MOU will also confirm that

the bowling green will remain available for public hire, as the green does not form part of the Club's leased area.

2.3 With regards to the new maintenance fees being taken on by the Club, the Club has made the Town Council aware that it would not be financially sustainable for them to continue to pay the same fees (£10,490.04 for last year) for the use of the bowling green whilst also paying for the fine turf maintenance themselves. Due to this, the Club has proposed a fixed annual fee of £2,000 rising annually with inflation (using the Consumer Price Index*).

** Consumer Price Index (CPI) being the statistical estimate of the monthly change in prices paid by consumers, which has superseded the previously used Retail Price Index (RPI) that is no longer an official national statistic and only used in very select circumstances.*

2.4 Although the Town Council will cease to pay for fine turf maintenance, the Town Council will retain responsibility for the concrete gulleys and the irrigation system.

2.5 To support this request, the Club has provided the following information about the work that they do and the social benefit this brings:

The Crouch Bowling Club celebrated its 90th Anniversary in 2025 and is a valuable community asset as it provides physical and social benefits to its 143 members, with an average age in excess of 70 years. Members of the public, of all ages, are made welcome if they wish to join at any time and an Open Day is arranged every April to allow anyone to try bowling with expert Coaches on hand to advise and encourage.

Eight years ago, the Club was able, through funding and the work of its volunteers, to invest in the Club by extending the clubhouse. This enabled the club to offer both bowling outside during the Summer and indoors (short mat) during the Winter. It also provides many Social Activities for its members and their guests, throughout the year. The Club also paid for pavement lighting for the safety of our members but also benefits the general public

Central to all this is the bowling green turf and the Crouch Bowling Green is reputedly one of the best in Sussex which encourages Visiting Teams to come

and play which in turn brings visitors to the town. The Club would not be able to continue without a high quality bowling green. The Club recognises the need to take over responsibility for the green maintenance cost but only at an overall cost that it can meet and not detrimental to the club. Following the decision to discontinue fine turf provision we would hope that the Council will look favourably on the proposed reduction in charges.

3. Financial Appraisal

- 3.1** The reduction in the fees to £2,000 per annum equates to approximately £8,500 less income annually for the Town Council.
- 3.2** Despite the reduction in income, this is not expected to impact the overall budgeted income for sports pitch hire and green fees in The Crouch for the 2026 – 2027 financial year.
- 3.3** Indirectly from this paper, the Town Council has already reduced its expenditure by an estimated £12,000 per annum by removing the requirements for fine turf maintenance as part of its Grounds Maintenance Contract. This reduction in spend is already included in the proposed budget appearing elsewhere on this agenda.

4. Contact Officer

- 4.1** The Contact Officer for this report is Peter Cousin, Head of Place.



Report No:	157/25
Agenda Item No:	15
Committee:	Full Council
Date:	29 January 2026
Title:	Adoption of the Interim Climate Action Plan January 2026 to August 2026
By:	Peter Cousin, Head of Place
Purpose of Report:	To seek Full Council's adoption of the Interim Climate Action Plan, as recommended by the Golf, Open Spaces and Climate Action Committee

Actions

Full Council is advised:

1. To consider the proposed Interim Climate Action Plan, noting the recommendation for adoption by the Committee.
2. To move to vote on the motions recommended below

Recommendations

Full Council is recommended:

1. To note the contents of the report
2. To adopt the Interim Climate Action Plan for the period January 2026 to August 2026, as recommended by the Golf, Open Spaces & Climate Action Committee.

1. Introduction

1.1 In 2020, Seaford Town Council declared a climate emergency. The Town Council also created a Climate Change Working Group, which eventually developed into a Climate Change Sub-Committee, to drive and oversee the Town Council's climate action activity through the creation of a Climate Emergency Policy and Climate Delivery / Action Plan.

- 1.2 The Town Council's Climate Emergency Policy was adopted in 2024, taking effect from 30 June 2024, and is due to be reviewed in 2026.
- 1.3 The Climate Delivery Plan was last formally reviewed in January 2023. Various day to day activities and projects have taken place in the interim to support the Town Council's climate action and delivery against its climate policy.
- 1.4 In June 2025, Full Council created a Climate Action Working Group (the 'working group') to devise a draft Climate Action Plan and review the Climate Emergency Policy, reporting back to the Golf, Open Spaces and Climate Action Committee (GOSCA) for consideration ahead of Full Council approval being sought. The paper was brought back to GOSCA in November 2025 and was recommended for adoption to Full Council.
- 1.5 Meanwhile, in October 2025, Full Council approved its revised Strategy Programme 2025 – 2027. Objective 6 of the Strategy Programme is 'to help create a sustainable Seaford, resilient to the effects of climate change'. Strategy 6.1 "Climate Action Plan & Climate Emergency Policy" requires the working group and officers to pull together final proposals and obtain approval from GOSCA and Full Council by April 2026.
- 1.6 This report is presenting the recommendations from GOSCA to adopt the Climate Action Plan for the period January 2026 to August 2026. This report contains a lot of the same information and commentary that was presented to GOSCA, but due to this being a strategic document, it was felt important to ensure that Full Council are fully informed at the point of adoption.

2. Information

- 2.1 After careful consideration by officers and the working group, it was decided that further information would be required to inform a longer-term Climate Action Plan. It is therefore proposed to adopt an interim plan for the period covering January 2026 to August 2026.
- 2.2 The proposed Interim Climate Action Plan (CAP) is included at **Appendix A**. This has been presented in the same format as the Strategy Programme to ensure consistency across the Town Council's strategic documents.

2.3 The proposed CAP sets out four strategies to be achieved during the interim period. Below is some commentary alongside these:

2.4 Strategy 1 – Audit of Town Council Assets: includes commissioning an audit and recommendations from external experts to ensure that any future money invested is used as effectively as possible in reducing the Town Council's environmental impact and reducing costs to the Town Council.

2.5 Strategy 2 - Seaford Head Nature Reserve Improvements: the Site of Special Scientific Interest (SSSI) within Seaford Head Local Nature Reserve is currently in "declining" status. Working with the Town Council's site managers (Sussex Wildlife Trust) and Natural England, a plan will be developed for the site to move towards "recovering" status. The detail behind this work is not worked up, but would likely include the creation of "rides" through areas of dense scrub, removal of bramble on chalk grassland areas, and increased heavy grazing across the site to target problem areas.

2.6 Strategy 3 – Climate Risk to Assets: Lewes District Council has recently developed a template for town and parish councils, enabling them to assess the impact climate change may have on their assets. The proposal is for officers to complete this template allowing informed decisions to be made about the future management of the Town Council's assets.

2.7 Strategy 4 – Staff Training on Climate Awareness: training will be carried out to enable officers to make informed recommendations within reports that consider environmental impacts.

3. Financial Appraisal

3.1 The financial implications of the proposed CAP are as follows:

3.2 Strategy 1: will incur costs to enable a suitably qualified and experienced external provider to carry out the audit of Town Council assets. Officers have obtained estimates and would recommend that a budget of £9,200 be allocated for this work. Due to the value of the work, and in accordance with the Town Council's Financial Regulations, officers would obtain a minimum of three quotes, where possible, to ensure good value for money. The audit should identify potential savings for the Town Council in the future.

- 3.3** GOSCA instructed officers to include £9,200 in the 2026 – 2027 draft budget that was recommended to the Finance & General Purposes Committee (F&GP) and hence to Full Council. At its meeting in December 2025, F&GP considered and recommended a 2026 – 2027 draft budget that included this cost being met from General Reserves rather than from the precept.
- 3.4** Strategy 2: GOSCA were verbally advised at its meeting in December 2025 that the conservation works to improve the status of the Town Council-owned portion of the SSSI at Seaford Head are estimated to cost in the region of £12,000. This is in addition to the current management costs of the Nature Reserve, which are part funded by Natural England (through the Rural Payments Agency). Full Council is not, however, being asked to approve these costs at this stage – a further report will be presented to Full Council once a proposed improvement plan has been devised seeking approval of the associated costs. A note to this effect has been included in the proposed CAP.
- 3.5** Strategy 3: is not expected to have any financial implications as officers will carry out this work internally utilising the template created by Lewes District Council.
- 3.6** Strategy 4: will be completed using the existing online staff training portal and therefore does not require additional spend.
- 3.7** To summarise, the total direct cost, at this stage, for approving the Climate Action Plan is estimated to be £9,200 and this has been included in the 2026 – 2027 draft budget being considered elsewhere in this Full Council agenda.

4. Contact Officer

- 4.1** The Contact Officer for this report is Peter Cousin, Head of Place.

Interim Climate Action Plan

January 2026 - August 2026

Strategy	Goal (Specific, Measurable, Achievable)	Realistic Timeframe	Committee Oversight	Lead Officers	Latest Update			
					25/26 Q4	26/27 Q1	26/27 Q2	26/27 Q3
1	Audit of STC Assets	Jun-26	GOSCA	Head of Place				
		Aug-26						
2	Seaford Head Local Nature Reserve Improvements	Jul-26	GOSCA	Head of Place				
3	Climate Risk to Assets	Jul-26	GOSCA	Head of Place				
4	Staff Training on Climate Awareness	Jul-26	GOSCA	Head of Place				



Report No:	153/25
Agenda Item No:	16
Committee:	Full Council
Date:	29 January 2026
Title:	Interim Internal Audit Report for 2025 - 2026
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the Interim Internal Audit Report from Parish and Town Auditing Services for 2025 - 2026

Actions

Full Council is advised:

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

Recommendations

Full Council is recommended:

1. To note the findings and recommendations of the Internal Auditor's report.
2. To note the actions taken by officers.

1. Introduction

- 1.1 Following approval by Full Council on 26 June 2025, Parish and Town Auditing Services (PATAS) were appointed as the Town Council's Internal Auditor for the 2025 – 2026 financial year.
- 1.2 This report is presenting the Internal Auditor's report and findings following their interim audit carried out in September 2025.

2. Information

- 2.1 The interim audit was conducted on site at the Town Council Offices on 25 September 2025 in accordance with the original Letter of Engagement (attached as Appendix A for reference).
- 2.2 In addition to the onsite visit, PATAS also carried out a significant amount of information gathering remotely through the Town Council's website and via liaison with the Finance team.
- 2.3 PATAS's interim audit report is attached at **Appendix B**.
- 2.4 **Appendix C** presents officers' commentary alongside the recommendations within the interim audit report, so Full Council can see the progress against these.
- 2.5 In summary, no areas of significant concern were identified, and the Town Council's procedures and internal controls are generally operating effectively.
- 2.6 However, a number of recommendations were made, primarily relating to the need to update various policies to reflect the new staffing structure that came into effect from 1 April 2025. As per the policy review schedule that was presented to the Finance & General Purposes Committee in December 2025 (see page 128 onwards of the [online agenda](#)), the policy documents highlighted by PATAS are either scheduled for review in 2026 or have already had the reviews undertaken.
- 2.7 The second and final audit of the year will take place around the financial year end (exact date to be confirmed), with the final audit report then presented back to Full Council.

3. Financial Appraisal

- 3.1 For information, the total cost of the interim audit was £395.00 excluding VAT, as per the original quotation.

Contact Officer

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



LETTER OF ENGAGEMENT

Name of Council: XXX Parish/Town Council

This letter of engagement sets out the basis on which we will act as Internal Auditor to the Council as well as the respective areas of responsibility of the Council and Parish and Town Audit Services.

As a Council you are responsible for maintaining proper accounting records and preparing financial statements which provide a true and fair view of the Council's accounts and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically.

You are also responsible for making available to the Internal Auditor the Council's accounting records as and when required and any other records and related information to enable us to undertake the internal audit review in accordance with the "Governance and Accountability Manual - The Practitioners Guide", including the signed minutes of all Council and Committee meetings.

We will report to Members whether, in our view, the financial statements as summarised in Section 2 of the statutory Governance and Accountability Return (AGAR) have been met. In arriving at our view we will consider the following matters and report any areas which do not meet the required standards:

- Establish whether proper accounting records have been kept by the Council;
- Establish whether the Council's Balance Sheet and Income & Expenditure Accounts (or Receipts and Payments Accounts) and supporting statements agree with the accounting records and returns;
- Establish whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

We do have a professional responsibility to report and issues if the accounts do not comply in any material respect with the Statements of Standard Accounting Practice and Financial Reporting Standards as relevant to local Councils, unless non-compliance is justified in the circumstances.

Our Audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies, and will have regard to relevant Auditing Guidelines. It will be conducted in such a manner as we consider necessary to fulfil our obligations and responsibilities including tests of transactions and ownership and valuation of assets and liabilities as we consider necessary.

We will reach an understanding of the accounting systems and relevant policies in place and assess their adequacy to enable us to prepare the financial statements and to establish whether proper accounting records have been maintained by the Council.

We will require relevant and reliable evidence needed to enable us to draw reasonable conclusions to complete the audit. The nature and extent of our tests will vary according to individual Council's accounting systems. We will bring to your attention any issues or weaknesses identified with your accounting system and internal controls. We will also review all financial risk assessments in place.

Any evidence to support the internal audit will be held and retained in accordance with the Data Protection Act 2018 and our GDPR policies.

We may ask for confirmation in writing that all transactions undertaken by the Council have been properly reflected and recorded in your accounting records and this may be referred to in the audit report.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council but we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud. However, our examination should not be relied upon to disclose irregularities and fraud that may exist. In the event of any suspected irregularity being identified by the Members, the Clerk or other employees that we be advised as soon as possible and, if appropriate, consulted on the appropriate course of action that should be applied to examine the position further.

Agreement of Terms

Once it has been agreed, this letter and contract will remain effective for future years until it is either cancelled by the Council or ourselves. We respectfully ask that should Council wish to cancel the contract that due notice is given by 30th September at the latest in the financial year under review, as work may have commenced prior to or shortly after that date.

We would be grateful if you could confirm in writing your agreement to the terms outlined in this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning by email to audit@patas.co.uk

On behalf of Parish and Town Audit Services	Signature	Council	Signature
Paul Russell Internal Auditor		SEAFORD TOWN COUNCIL	 LUCY CLARK RESPONSIBLE FINANCE OFFICER



Report 153/25 Appendix B

Lucy Clark
Finance Manager
Seaford Town Council
37 Church Street
Seaford
East Sussex BN25 1HG

2nd October 2025

Dear Lucy,

INTERIM INTERNAL AUDIT 25th SEPTEMBER 2025

Parish & Parish Auditing Services have been appointed to undertake the internal audits at Seaford Town Council. The first interim audit of the 2025/26 financial year was undertaken on Thursday 25th September 2025.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

First Interim Audit

The following areas were reviewed:

- Overview of the main assertions outlined in the Practitioners Guide;
- Transparency Code data.

The Interim Audit has identified a number of recommendations to help update and improve the Council's current procedures.

The audit has found no areas of concern and the Council's procedures and controls are generally working well. The Council has recently undergone a structural review and policies where the previous structure is referred to require updating.



Thank you for your hospitality and for all the information you have provided.

Yours sincerely,

Paul Russell, Internal Auditor

INTERIM INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the year. AND Periodic bank account reconciliations were properly carried out during the year.

Appointment of an RFO (Section 151 of LGA 1972)

Council has undertaken a staffing review recently and has appointed a Deputy Clerk who will also be the Responsible Financial Officer.

Ensure the correct roll forward of the prior year cashbook balances to the new financial year.

Box 7: £1,684,721 subject to audit.

Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.

A sample of the financial transactions between 1st April and 31st August 2025 has been undertaken. The following checks were carried out:

- Review of a sample of original invoices: No material differences identified.
- Sample invoices checked against the list of invoices paid: Sample checked was accurate.
- Sample invoices checked against the original bank statement: Sample checked was accurate.
- Samples checked against the cashbook printout contained within the monthly Financial Report: Sample checked was accurate.

There is a robust process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. This has been verified with the Finance Manager who is currently covering the RFO role.

The financial control systems include:

- *Measures to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable:*
This is in place. There is a Purchase Order system in place and POs are completed as per the policy. **The Policy is dated 2022 and it is suggested that this be reviewed and updated to reflect new Financial Regulations.**

Items over £2,000 have to be signed off by the Town Clerk. All financial transactions are recorded on a spreadsheet and emailed to all managers to check and verify that they are accurate. They are then uploaded on to the Rialtas financial software system, allocated a cost centre and a hard copy of the invoice is filed. Two Councillors then check and sign off the payment run. Details are sent out on the Tuesday, councillors respond by the Wednesday, and payments are processed on the Thursday following sign off.

- *Measures to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records:*
All invoices are checked and verified by department managers prior to the weekly payment run.
- *Measures to ensure that risk is appropriately managed:*
Both a Risk Management Policy and a Risk Register is in place. Council has an Internal Controls Policy which is in line with Financial Regulations. Significant work is currently being undertaken to improve the Risk Management of the Council. This work is being overseen by the Town Clerk.
- *Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers:*

There is a Scheme of Delegation Policy in place. This clearly states Officer financial responsibilities. The Scheme of Delegation Policy is now out of date as it does not reflect the revised structure **and it is recommended** that this be reviewed and updated accordingly to reflect the new structure and delete references to roles that no longer exist.

Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.

Bank reconciliations are prepared monthly for all accounts and signed off accordingly.

It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record. It has been noted that FR 2.6 is being followed as required.

Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.
To be reviewed at year end.

Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

Investment strategy in place and has been updated for 2025/26.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.

The Council has a specific website page for formal tenders and quotes: [Contracts and Tenders](#). The procedures are in place and included in the revised Financial Regulations. There are currently no tenders being advertised.

Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents).
Standing Orders and Financial Regulations have been updated and are based on the latest version of the NALC model template. Limits match.

Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.

As outlined above and in line with the Purchase Ordering and Payment for Goods and Services Policy.

Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments.

As outlined above there is a robust process in place of checks and verifications. Once the various managers have verified payments and they have been signed off

by two councillor appointed signatories the payments are authorised online. The Council banks with the Co-op Bank and two officers have access to the online account. One officer processes the payments and one officer authorises the payments. The new Deputy Town Clerk & RFO will be added to the bank account and will be provided access once he settles into his role.

Check that VAT claims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.

VAT is claimed on a quarterly basis and undertaken through the Rialtas Finance software. A full check on VAT claims will be undertaken at year end. The VAT claim for Quarter One has been submitted and a claim of £37,774.65 has been received.

Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.

The Purchase Ordering and Payment for Goods and Services Policy sets a financial limit of £1,000. However the current debit cards have been set a lower limit of £500 by the Co-op Bank. Appropriate controls are in place and these are specified in the relevant policies.

Those councils eligible to apply the General Power of Competence (GPC) should ensure that it is clearly minuted.

The Council passed a GPC motion at its meeting in May 2023:

C11/05/23 General Power of Competence

To consider report 01/23 facilitating the Town Council resolving that it meets the eligibility criteria to use the General Power of Competence.

It was RESOLVED that the Town Council meets the eligibility criteria as set out below from the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:

(a) The number of Seaford Town Councillors elected at the last ordinary election exceeds two thirds of its total number of seats.

(b) The Town Clerk has the nationally recognised, sector-specific, Certificate in Local Council Administration.

Council is still operating under GPC. The new Town Clerk is working towards his CiLCA and the Town Council will review whether it meets the eligibility criteria when next required following elections in May 2027.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.

A Register of Assets is in place and a copy has been reviewed. This is updated is updated at the time of purchase or disposal and then reported annually. A report was

placed before Council at its June meeting outlining recommendations and a copy of the asset register was published as part of those minutes.

Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security.

The Council is insured with Zurich. A copy of the updated insurance schedule has been reviewed and an appropriate level of insurance is in place to cover the assets of the Council. The Fidelity Guarantee was previously highlighted in an interim report. Sum guaranteed is now £5,000,000. It was increased from £2,000,000.

Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.

The Council has an in-house maintenance team that inspects the play areas on a regular basis and there are also independent annual risk assessment reports in place.

Review the effectiveness of internal control carried out by the authority.

The Council has a Policy entitled the Purchase Ordering and Payment for Goods and Services Policy which was last updated in 2022. It outlines the Council's processes for ordering and payment of goods and services and acts as the main internal control document. There is also a specific internal controls document in place.

It is recommended that this be reviewed to ensure that it is up to date (references Assistant Clerk and temporary cover) to ensure that it meets the requirements of the Procurement Act 2023, the new Financial Regulations and reflects the processes currently in place.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable.

Confirmed. Minute C113/01/24 at the meeting held on 23rd January 2025. Precept request to Lewes District Council for 2025 – 2026 was £1,248,359.

The budget process was overseen by the Finance and General Purposes Committee and a recommendation submitted to Full Council for consideration and approval.

Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.

The Finance and General Purposes Committee reviews a full budget monitoring report every quarter. This is published on the website and is minuted.

Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.

Quarterly variance reports are submitted to the Finance and General Purposes Committee for consideration and review. These are published on the website.

Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.

The Council does have Earmarked Reserves in place and a full report was provided at year end under Appendix H of the relevant Council meeting. These will be reviewed again at the end of the 2025/26 financial year.

The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

The Council has the following Bank Statement Balances as at 31st August 2025:

Account	Balance
Coop Community Direct Plus	£144,361.40
Petty Cash	£199.92
STC Deposit Account	£13,557.54
CCLA	£1,920,000
Golf Float	£70.00
TOTAL	£2,078,188.96

Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.

This has been checked and verified. (07000063: £1,248,360)

E . Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Review “Aged debtor” listings to ensure appropriate follow up action is in place.

A revised Bad Debt Policy was considered by the Finance and General Purposes Committee at its meeting on 25th September 2025.

Debtors outstanding as at 01/09/2025 stood at £26,292.44. The major debt identified was from a debtor dated 30/03/2023 (Inv 7043) amounting to £24,870.45. In total this debtor owes £25,300.45.

A further debtor has an outstanding total debt of £685 dating back to 2024.

Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.

These are managed by Seaford Allotments though the site is owned by the Town Council.

Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time.

The Council does not manage and maintain a cemetery.

Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.

The Council does not have any indoor halls for hire but they do hire out various open spaces such as Martello, Promenade, Salts Recreation Ground and the Crouch. A booking log is maintained. The normal income is small but the Fun Fair and Circus can generate a significant income.

Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.

Confirmed that these are reviewed on a regular basis.

Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.

The Council has a number of variable income streams including income from golf, filming, property, concessions, street trading, pitch hire and beach huts.

With regard to pitch bookings the Council is currently taking action to address the issue raised to the External Auditor and it has been noted that Officers are in the process of revising the way bookings are managed. This will be fully implemented for the financial year 2026/27.

A sample review has been undertaken and appropriate controls are in place. There is a clear audit trail between invoicing and receipt of payments. This will be revisited at year end.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

A sample review was undertaken. The following was confirmed:

- Adequate controls are in place
- Sample transactions were reviewed and verified as correct
- Reconciliations are undertaken monthly and balances checked
- VAT is claimed on items subject to VAT

F. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.

All staff have a contract in place. One member of staff is on a temporary contract with a recruitment agency at present but there is a contract in place.

Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.

No member allowances are paid.

Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.

A sample of staff salaries paid for August 2025 was undertaken. Backpay was in line with the recommended salary increases and all staff are on the correct NJC salary scale.

Ensure that appropriate tax codes are being applied to each employee.

All staff paid have a tax code allocated as required.

Where free or paid for software is used, ensure that it is up to date.

The Council contracts payroll to an outside contractor.

For the test sample of employees, ensure that tax is calculated appropriately.

A sample was reviewed and was verified as correct.

Check the correct treatment of Pension contributions.

Staff who have not opted out of the pension scheme are part of the LGPS. The sample checked indicated that the correct pension contributions were being deducted and paid over to the scheme.

For NI, ensure that the correct deduction and employer's contributions are applied:
Checked and verified.

Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

Sample checked was correct.

H. Asset and investment registers were complete and accurate and properly maintained.

Tangible Fixed Assets:

Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.

This has been verified.

Physically verifying the existence and condition of high value, high risk assets may be appropriate.

Not undertaken during this visit.

The register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.

The asset register identifies the asset and the cost and is updated annually.

Additions and disposals records should allow tracking from the prior year to the current.

Additions and disposal columns are included for ease of reference.

Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.

To be undertaken at year end.

Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.

Sample reviewed and insurance cover was confirmed as adequate.

Fixed asset investments:

Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. Borrowing and Lending:

Council has no long-term investments in place.

Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.

Checked and verified. The following loans are currently in place. Note that PW484532 has now been paid off.

PW484532	04-Aug-2000	03-Aug-2025	7,304.84	7,403.00
PW502930	25-Mar-2014	25-Mar-2039	303,911.49	302,598.64
PW503089	24-Jul-2014	25-Mar-2039	277,779.77	273,030.95
PW503492	26-Nov-2014	26-Nov-2039	278,991.50	265,780.31
PW503802	24-Mar-2015	25-Mar-2040	189,704.10	171,887.49
PW504648	08-Feb-2016	25-Nov-2040	130,281.69	118,925.98

Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.

To be reviewed at year end.

Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.

To be reviewed at year end.

Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).

To be reviewed at year end.

Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.

No loans to other bodies identified.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. The Accounts and Audit Regulations 2015

Accounts are maintained on an income and expenditure basis.

Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.

Confirmed.

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Not covered.

L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.

Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.

A full review will be undertaken at year end but the Council does have a website that publishes the information required.

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

IAs should acquire/ examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection. The Accounts and Audit Regulations 2015

The public notice has been examined. The dates the accounts were available for inspection was from 1st July to 11th August 2025. This meets the statutory 30 day requirement.

IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.

The AGAR was formally adopted at the Full Council meeting held on 26th June 2025 (Minute C25/06/25 and C26/06/25). The dates of the Public Notice were not minuted at Full Council. **Recommend** that in future years this information is minuted.

N. The authority complied with the publication requirements for the prior year AGAR.

Ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.

There is currently a delay in the completion of the previous year's audit. This requirement will be reviewed at the end of the year.

O. Trust funds (including charitable) - the Council met its responsibilities as a trustee.

The Council is not a Trustee.

**ASSERTION 10:
DIGITAL AND DATA COMPLIANCE**

Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

Council meets this requirement and has .gov.uk email addresses for all Councillors and staff.

It is best practice to use .gov.uk domains for smaller authorities' emails and websites.
Council meets this requirement.

Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations.

The Council has the following policies in place:

- Acceptable Use of Computer, Internet & Email Facilities Policy

It is suggested that the policy recommended by the Practitioners Guide is compared to the above policy to ensure that it meets the recommended criteria.

Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

Council needs to update its Accessibility Statement as advised by its web provider to ensure that it meets this requirement. The current accessibility statement is dated 24th October 2019.

Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- *Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).*
- *Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.*
- *Implement a Data Protection policy on data handling, storage and sharing.*
- *Provide regular training to ensure all staff and members are trained on data protection principles and practices.*
- *Secure data using appropriate technical and organisational measures to protect personal data from breaches.*

The Council has the following Data Protection policies published on its website:

- Data Protection Policy (adopted in 2018 with a review date of 2022 indicate. **Recommend** that this is reviewed and updated)
- Data Retention Policy (Updated in 2021 **Recommend** that this be reviewed and updated if required)

Council will need to ensure that the following requirements are met:

- Identify an Officer to oversee Data Protection (this can be added to an existing Officer role);
- Undertake a data audit or update its current audit;
- Draft and implement a Data Protection Policy as recommended above;
- Organise GDPR training for staff and councillors;
- Ensure that both hard copy and electronic data has relevant protections in place. For hard copy records this will be identified by the audit. For electronic data it is recommended that your IT provider outlines what protections are in place, how often data is backed up and how it is stored. Ensure that all computers have some level of virus protection.

The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement. [Freedom of Information Act 2000 and Publication schemes: a guide | ICO](#)

A Freedom of Information Publication Scheme is in place and was updated in 2023 with a further review in 2027. **Recommend that this is monitored and updated** based on new legislation being introduced. There is also a FOI Requests Procedure in place.

Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so. [Local government transparency code 2015 - GOV.UK](#)

The Council has a Transparency page on its website publicising the relevant information as outlined in the Transparency Code 2015

Please note that the practitioners Guide states that monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area and this has been carried out.

Summary of Internal Audit Recommendations – Interim Audit 2025 - 2026

Area	Internal Auditor's Recommendation	Officer Response / Action
1. Purchase Ordering & Payment for Goods and Services Policy	The Policy is dated 2022 and it is suggested that this be reviewed and updated to reflect new Financial Regulations.	In progress - The policy has been reviewed and updated and presented to the F&GP Committee. The recommendation for adoption of the revised policy appears elsewhere on this agenda.
2. Risk Management	Significant work is currently being undertaken to improve the Risk Management of the Council.	In progress - Ongoing work overseen by the Deputy Town Clerk; updates to be reported through committee cycle.
3. Scheme of Delegation to Officers	The Scheme of Delegation Policy is now out of date as it does not reflect the revised structure, and it is recommended that this be reviewed and updated accordingly to reflect the new structure and delete references to roles that no longer exist.	In progress - Officers are reviewing the Scheme of Delegation to Officers Policy and this will be presented to a future Full Council meeting for consideration. It was intended for the revised policy to be considered by Full Council at an earlier meeting, but the Strategic Management Team recognised the Policy could benefit from a comprehensive overhaul. As a result, the proposed changes are not yet ready to be brought to Full Council for approval.
4. Internal Controls Documentation	It is recommended that this be reviewed to ensure that it is up to date (references Assistant Clerk and temporary cover) to ensure that it meets the requirements of the Procurement Act 2023, the new Financial Regulations and reflects the processes currently in place.	In progress - Officers will undertake a review and present for approval at a future Full Council Meeting.

5.	Public Rights Minute Recording	The AGAR was formally adopted at the Full Council meeting held on 26 June 2025 (Minute C25/06/25 and C26/06/25). The dates of the Public Notice were not minuted at Full Council. Recommend that in future years this information is minuted.	In progress - To be implemented as part of year-end procedures going forward.
6.	IT & Cyber Controls	It is suggested that the policy recommended by the Practitioners Guide is compared to the above policy to ensure that it meets the recommended criteria.	Completed – Full Council has now adopted a new IT & Cyber Security Policy that meets all the recommended criteria
7.	Accessibility Statement	Council needs to update its Accessibility Statement as advised by its web provider to ensure that it meets this requirement. The current accessibility statement is dated 24 th October 2019.	In progress - Currently being progressed with the Council's web provider.
8.	Data Protection Policy	Data Protection Policy (adopted in 2018 with a review date of 2022 indicated). Recommend that this is reviewed and updated.	Completed – Full Council has now adopted a revised Data Protection Policy.
9.	Data Retention Policy	Document (Data) Retention Policy (updated in 2021). Recommend that this be reviewed and updated if required.	Completed – Full Council has now adopted a revised Document Retention Policy.
10.	Data Protection Oversight	Identify an Officer to oversee Data Protection (this can be added to an existing Officer role).	Completed - The responsibilities of Data Protection Officer are already assigned to the role of Human Resources & Organisational Development Manager.

11.	Data Audit & GDPR Training	Undertake or update a data audit and arrange GDPR training for staff and councillors.	Part-completed - All staff have undertaken data protection training through the Town Council's online training portal. Data protection training for councillors will be actioned going forwards. Work to carry out a data audit is being scoped and scheduled.
12.	Transparency & Publication Scheme	A Freedom of Information Publication Scheme is in place and was updated in 2023 with a further review in 2027. Recommend that this is monitored and updated based on new legislation being introduced.	In progress - Ongoing monitoring by Officers and the policy is scheduled for review later on in 2026.



Report No:	151/25
Agenda Item No:	17
Committee:	Full Council
Date:	29 January 2026
Title:	Continuation of the Committee Structure Trial
By:	Steve Quayle, Town Clerk
Purpose of Report:	To seek approval to extend the trial of the Town Council's committee structure to include the 2026 – 2027 Municipal Year

Actions

Full Council is advised:

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

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To extend the trial of the revised committee structure by a further year, including the 2026 – 2027 Municipal Year.

1. Introduction

- 1.1 In December 2024, the Town Council approved a new committee structure to be trialled for the 2025 – 2026 Municipal Year, which began in May 2025.
- 1.2 At that meeting, it was reported that 'officers will work with the Chairs of Committees to agree a process for monitoring the effectiveness and performance of the new structure, ensuring that this includes opportunity for all councillors, officers and public to provide feedback. The final decision on

the structure will then be made by Full Council later in the 2025 – 2026 municipal year.'

1.3 This report is presenting an update on this review process and seeking Full Council's approval of the recommendation to extend this trial.

2. Information

2.1 The new committee structure was implemented in May 2025, as follows:



2.2 A number of steps have been taken to help implement and embed the new structure, including:

- (a) approval of revised Committee Terms of Reference, setting out the delegations to each committee,
- (b) the Town Council's accounts and budget have been reformatted to reflect the changes in committee names / responsibilities, and
- (c) implementation of and recruitment to the Town Council's new staff structure, enabling dedicated officer support for each committee within the structure.

2.3 At the time of writing, the new structure has been live for nine months and anecdotal feedback feels positive and supportive of the new structure. Officers feel it important to note that it will be challenging and disruptive to the operation to revert back to the former committee model after just nine months.

2.4 Officers are therefore recommending that the trial of the new structure be extended to also include the 2026 – 2027 Municipal Year, hence to continue running until May 2027. This would enable:

- (a)** a full municipal year of the new structure to be trialled, experiencing the different activities that take place across the course of the year and being able to fully assess the spread of business considered by each committee across the whole year,
- (b)** a budget setting process to be undertaken by the new structure and then implemented with the new structure – allowing identification of any complications, significant variances or disruption in working practices/efficiency,
- (c)** a financial year end to take place with the new structure, enabling the Town Council to assess the appropriateness of the structure with regards to the year-end processes,
- (d)** the revised staff structure to be fully implemented and enabling the appropriate officers to have experienced the meeting cycle and various quarters of the year, to then draw conclusions from this and any recommendations, and
- (e)** the new 2025 – 2027 Strategy Programme to be implemented, the governance model of which has been based around the new structure and ensuring a spread of strategic goals across the structure.

2.5 One further factor to be mindful of is that the 2026 – 2027 budget has been drafted based on the new structure and is due to be approved by Full Council at this meeting. The changes that had to be carried out within the accounts to reflect the new structure in 2025 took a significant amount of officer time – estimated at around two weeks officer time – but spread over a period of months due to the volume of other workload, including carrying out the financial year end. This had the effect of requiring a high number of virements (internal transfers from one cost centre or account code to another), delaying month end processes at the start of the new financial year, and delaying the start of the budget setting process.

2.6 There has been no negative feedback on the trial of the new structure to date, save for a handful of comments about where specific assets/services would better sit in the Assets & Facilities Committee or the Golf, Open

Spaces & Climate Action Committee. Albeit, it is acknowledged that officers have not actively consulted to invite feedback on this.

- 2.7** Officers are not aware of any negative impacts of extending the trial by a further year.
- 2.8** The review of the committee structure would be arranged to take place in late-summer/autumn 2026, allowing adequate time for the review process, for all the relevant parties to have an input, and Full Council to have made a decision on the longer term structure ahead of budget setting and the 2027 – 2028 Municipal Year and new administration due to be elected in May 2027.

3. Financial Appraisal

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

4. Contact Officer

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



Report No:	152/25
Agenda Item No:	18
Committee:	Full Council
Date:	29 January 2026
Title:	2026 – 2027 Proposed Meeting Timetable
By:	George Raeburn, Senior Committee Clerk
Purpose of Report:	To present the proposed meeting timetable for the 2026 – 2027 Municipal Year for approval

Actions

Full Council is advised:

1. To consider the proposed meeting timetable for the 2026 – 2027 Municipal Year as presented in the report below.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To approve the 2026 – 2027 meetings timetable.

1. Introduction

- 1.1 Each year, Full Council is asked to approve the timetable for its Full Council and committee meetings in the coming municipal year (May to May).
- 1.2 The proposed timetable for the upcoming 2026 – 2027 Municipal Year is attached at **Appendix A**. Full Council is asked to adopt the proposed meeting timetable.

2. Information

- 2.1** The proposed timetable reflects the recommendation elsewhere on this agenda, that the current committee structure be continued for the 2026 – 2027 Municipal Year.
- 2.2** The timetable is split into four quarters, during which every committee will meet, and the quarter will end with a meeting of Full Council, enabling all standing committees to feed into Full Council.
- 2.3** It should be highlighted from the outset that the Planning & Highways (P&H) Committee is a standalone exception, meeting four-weekly and therefore, at times, its timetable varies so as not to disrupt its regular meeting rhythm.
- 2.4** In devising the draft timetable, officers have been careful to avoid potential election dates (7 May 2026 and 6 May 2027) and school holidays, where possible.
- 2.5** As has been the case for a number of years now, officers have avoided scheduling meetings in August, except for one P&H Committee. This aligns with the approach taken by other local authorities and even central government, and enables a natural break for both councillors and officers in what is quite an intense cycle of meetings across the year.
- 2.6** This timetable sees a number of adjustments, based on learnings and feedback during the current municipal year, as follows:
 - (a)** Q1 has been extended to include the month of July, allowing for four equal quarters of three months each across the year to avoid the intensity of meetings that have been experienced at the start of previous municipal years.
 - (b)** In Q1, it is a statutory requirement that Full Council must meet to carry out its annual meeting (AGM) duties in May, and then meet again by the end of June to sign off the Annual Governance & Accountability Return (AGAR). There has previously been a gap between June until the end of Q2 (October) before the next Full Council meeting – this often results in extraordinary Full Council meetings having to be called in the interim. For 2026 – 2027, it is being proposed that Full Council will meet three times in Q1 – once solely for the AGM, once solely for the purposes of agreeing the

AGAR, and finally as an ordinary Full Council meeting at the end of July, where usual business will be conducted. Whilst this does see more Full Council meetings, the meetings will be less intense with fewer agenda items and enabling more focus on those items that are tabled.

- (c) There have been a number of changes to try and ensure equal gaps between meetings as best as possible i.e. two months between each committee's meeting to reflect the quarterly cycle. Generally, the committees meet in the following order: Personnel, Golf, Open Spaces & Climate Action, Assets & Facilities, and Finance & General Purposes (F&GP). Although there are occasions where this frequency or order has to change e.g. at budget setting time.
- (d) Historically, the budget setting process has seen four committee meetings held across late-November and December in order to have each committee consider its budget before the F&GP Committee then considers the whole draft budget for recommendation to Full Council in late-January. Different approaches to the arrangements have been trialled over the years but always with their challenges – whether this be too many meetings in December (which is already a shortened month due to Christmas), or starting the committee meetings too early and officers not having adequate time to undertake the work to prepare and present the figures as thoroughly as they would like. The proposal for the 2026 – 2027 Municipal Year is therefore to move the F&GP Committee meeting to early-January, allowing more time for the committees to meet during late-November and December. The intention would be that the F&GP papers are issued before the Christmas break, allowing councillors plenty of time with these.
- (e) In previous years, the timetable has included the proposed dates for the Committee Chairs' Management Group meetings. The decision has been taken however to not include these on this timetable in order to avoid confusion, as they are not public meetings. Officers can however confirm that the meetings are scheduled in for the week

before Full Council meetings – the dates will be circulated to councillors separately for information.

(f) In previous years, the timetable has also included proposed dates for the budget briefing session and Annual Town Forum. Again, with these not being public meetings, these have been removed from the timetable so as not to cause confusion. The Annual Town Forum date will be identified and publicised by the Community Engagement & Democratic Services Team (who manage this as a civic event). For information, the budget briefing session that has been held in January for a number of years is proposed to be moved back to November (exact date to be confirmed). This will allow the briefing on the process to take place before the budget setting process begins by committees and enable councillors and officers to discuss any procedural matters, possible challenges, indicative figures etc at an early stage in the process. Again, the date will be shared with councillors in due course.

2.7 The 2027 AGM is scheduled to take place on 20 May 2027 – this will be the first meeting of the new Town Council administration following the elections on 6 May 2027. Legislation requires that this meeting takes place within 14 days of the election, so this is the latest date that the annual meeting can be held. This gap of 14 days does however allow adequate time for new councillors to sign their declaration of office and register of interests form (which must legally be signed in the presence of the Proper Officer before the annual meeting begins or the councillor automatically vacates their office) and also allows the induction process to have begun with incoming councillors.

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 George Raeburn, Senior Committee Clerk.

STC Meeting Timetable 2026 - 2027
Public Meeting Timetable
All at 7.00pm

Committee	Frequency	Q1			Q2			Q3			Q4			2027/28
		May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27
	No. of Meetings =	3	3	4	1	4	4	3	2	3	2	3	3	2
Full Council	Quarterly Jul, Oct, Jan, Apr + AGM & AGAR	AGM Only Tues	AGAR Only Thurs	23 ^h Thurs			22 Thurs			Budget Thurs	28 Thurs		29 Thurs	AGM Thurs
Assets & Facilities	Quarterly Jun, Sep, Dec, Mar			2 Thurs		24 Thurs			Budget Thurs	10 Thurs			1 ^h Thurs	
Finance & General Purposes	Quarterly Jul, Oct Jan, Apr			Grants 9 Thurs			8 Thurs			Budget Thurs	7 Thurs		25 Thurs	
Golf, Open Spaces & Climate Action	Quarterly May, Sep, Nov, Mar		4 Thurs			10 Thurs		Budget 26 Thurs				4 Thurs		
Planning & Highways	4 Weekly	14 Thurs	11 Thurs	7 Tues	6 ^h Thurs	3 Thurs	1 Thurs 29 ^h Thurs	24 Tues	17 Thurs	14 Thurs	11 Thurs	11 Thurs	8 ^h Thurs	4 Tues
Personnel	Quarterly May, Sep, Jan, Feb	21 Thurs				17 Thurs		19 Thurs			25 Thurs			

Notes

** Forms part of 2027 - 2028 municipal year

^h In school holidays^e Extraordinary meeting

AGAR Annual Governance & Accountability Return

AGM Annual (General) Meeting

CCMG Committee Chairs Management Group

Q Quarter

WG Working Group



Report No:	146/25
Agenda Item No:	19
Committee:	Full Council
Date:	29 January 2026
Title:	Adoption of Updated Purchase Ordering and Payment for Goods and Services Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the recommendation from the Finance & General Purposes Committee to adopt the revised Purchase Ordering and Payment for Goods and Services Policy.

Actions

Full Council is advised:

1. To consider the revised Purchase Ordering and Payment for Goods and Services Policy, noting the recommendation for adoption by the Committee.
2. To move to a vote on the motions below

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To adopt the revised Purchase Ordering and Payment for Goods and Services Policy, as recommended by the Finance & General Purposes Committee.

1. Introduction

1.1 The existing Purchase Ordering and Payment for Goods and Services Policy was adopted in May 2022 and is due for review.

- 1.2 The policy sets out the procedures in place to ensure that the Town Council's ordering and payment processes are carried out in a compliant, transparent and consistent manner.
- 1.3 This report is now presenting the revised Purchase Ordering and Payment for Goods and Services Policy that has been recommended to Full Council for adoption by the Finance & General Purposes (F&GP) Committee.

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 Following this policy being identified as out of date in a recent internal audit, officers updated the policy document to reflect the revised 2025 Financial Regulations, the revised Town Council staff structure and the most effective working practices under this structure, and ultimately ensure that the policy complies within the requirements of the Annual Governance and Accountability Return (AGAR).
- 2.3 The revised policy was considered by the F&GP Committee in December 2025, which has recommended that Full Council adopt the policy as presented.
- 2.4 Should members wish to revisit the report presented to the F&GP Committee, this can be viewed on the [Town Council's website](#) (page 186).
- 2.5 Upon adoption, the revised policy will be circulated to all staff and councillors and published on the Town Council's website. The implementation of this revised policy will be fairly straightforward, as this largely reflects the new working practices resulting from the revised staff structure that has been implemented during 2025. Relevant managers will work with teams to ensure any changes in the policy are embedded.

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



PURCHASE ORDERING AND PAYMENT FOR GOODS & SERVICES POLICY

This policy sets out the procedures in place to ensure that the Town Council's ordering and payment processes are carried out in a compliant, transparent and consistent manner

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

Policy Status

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

Version History

Date	Version	Approval	Status
May 2022	0.1	Full Council	Adopted Policy

Related Policies and Other References

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

Table of Contents

Section	Title
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6.0	Receiving Goods, Services and Works
7.0	Certification of Purchase Orders
8.0	Invoice Processing and Authorisation
9.0	Payment of Invoices and Accounting for Expenditure
10.0	BACs and Cheque Payment Authorisation
11.0	Direct Debit Invoices and Payments
12.0	Use of Council Debit Cards
13.0	Accounting for Petty Cash

1. Introduction

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

2. Links to Strategy Programme 2025-2027 Objectives

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

3. Aims of the Policy

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

- Invoices received from creditors are properly checked for cost, arithmetic, VAT, etc. prior to release for payment
- Invoices are certified for payment only by an authorised officer
- Systems are in place for the effective checking and authorisation of regular payments and direct debits
- Robust procedures are in place for the use of petty cash
- Robust systems are in place for the use of the Council's debit cards
- Creditors are paid on time, within the relevant payment terms
- All expenditure is properly and accurately accounted for

3.3. The policy applies to all Council officers with responsibility for ordering goods, services and works, and for verifying and authorising associated expenditure. It also applies to officers in the Finance team who manage the purchase ordering system and who are responsible for checking, processing, paying and accounting for all expenditure.

4. Purchase Order Responsibilities

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

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

5. Ordering Goods, Services and Works

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

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

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

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

6. Receiving Goods, Services and Works

6.1. In order to maintain an appropriate level of internal control and ensure value for money, the duties of ordering, receiving and certifying goods and services should, wherever practicable, be shared between more than one officer. It is recognised, however, that operational requirements may mean that full separation cannot always be achieved.

6.2. A straightforward way to achieve separation is to ensure that, where practicable, the officer certifying the invoice for payment is not the same officer who raised the purchase order. In many cases, the officer who raises the order will also be the most appropriate person to receive and check the goods, services or works, given their knowledge of what was ordered.

6.3. Where the goods are to be delivered to the Council premises, the receiving officer should examine the goods at the point of delivery, check all items against the delivery notes or original order and then sign, whether this is manually or electronically, only for those items present. The officer must then ensure that the goods are stored in a secure area.

6.4. Signed delivery notes or goods received notes should be forwarded to the appropriate authorising officer to enable the proper certification of purchase orders when the invoice is subsequently received.

7. Certification of Purchase Orders

7.1. The duty of certifying purchase orders, and therefore authorising expenditure, should, wherever practicable, be undertaken by an authorised officer who has not been solely responsible for both ordering and receiving/checking the goods or services. It is recognised, however, that this may not always be achievable, particularly for specialist or lower-value purchases. In all cases, managers must ensure that appropriate scrutiny is applied before expenditure is authorised.

7.2. Wherever possible, certification of purchase orders should be made by reference to the signed delivery note, or other proof that the goods, services or works have been received, delivered in the correct quantity and to an acceptable quality and standard. It is acknowledged that in a

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

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

8. Invoice Processing and Authorisation

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

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

9. Payment of Invoices and Accounting for Expenditure

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

10. BACs and Cheque Payment Authorisation

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

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

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

11. Direct Debit Invoices and Payments

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

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

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

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

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

12. Use of Council Debit Cards

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

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

13. Accounting for Petty Cash

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



Seaford Town Council

Report No:	147/25
Agenda Item No:	20
Committee:	Full Council
Date:	29 January 2026
Title:	Adoption of a Sexual Harassment Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the recommendation from the Personnel Committee to adopt the new Sexual Harassment Policy.

Actions

Full Council is advised:

1. To consider the Sexual Harassment Policy, noting the recommendation for adoption by the Committee.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To adopt the Sexual Harassment Policy, as recommended by the Personnel Committee.

1. Introduction

1.1 In October 2024 a new duty under the Equality Act 2010 required employers to take “reasonable steps” to prevent sexual harassment of their employees and other relevant parties, (such as councillors, contractors, consultants, and third parties) whose staff carry out duties for the Council. The creation of the Sexual Harassment Policy is the first step towards satisfying this requirement.

- 1.2 Officers have drafted the proposed policy, which was considered and recommended for adoption by the Personnel Committee at its meeting on 6 January 2026.
- 1.3 This report is now presenting the proposed Sexual Harassment Policy for consideration and adoption by Full Council, as recommended by the Personnel Committee.

2. Information

- 2.1 The proposed Sexual Harassment Policy is included at **Appendix A**.
- 2.2 Report 135/25 to the Personnel Committee provided:
 - (a) An introduction to the new requirements under the Equality Act 2010 and steps employers are advised to take to meet these,
 - (b) An overview of the training being provided internally within the Town Council to complement the introduction of the policy, and
 - (c) An overview of the policy content and policy recommendations by officers
- 2.3 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [**Town Council's website**](#) (page 18 onwards).
- 2.4 The Committee recognised the need for this policy to be introduced following the new duty under the Equality Act taking effect from October 2024.
- 2.5 Full Council is asked to consider the proposed Sexual Harassment Policy as recommended by the Personnel Committee and adopt this.
- 2.6 Upon adoption of the policy, guidance will be issued to all officers, councillors, and relevant third parties, about the implications of the policy and reminding officers of the opportunity to discuss this with their line manager or HR & OD Manager should they need any further clarification or guidance.

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



SEXUAL HARASSMENT POLICY

This policy sets out the Town Council's commitment to providing a supportive, inclusive, and respectful working environment, where unacceptable behaviour is immediately identified, challenged, and addressed, and offers guidance on how to raise and handle a complaint about sexual harassment that occurs within, or is associated with the Council

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

Policy Status

Version	0.1	Last Review Date	TBC
Adopted Date	TBC	Next Review Date	One year after adoption
Review Period	TBC	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy			

Related Policies and Other References

Policy Reference Code	Policy Name
HRP6	Dignity at Work Policy
HRP7	Disciplinary Policy

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1. Introduction

- 1.1. Seaford Town Council recognises that all officers and other parties carrying out work or duties on behalf of the Council (see section 3 for who this policy applies to) have the right to work in an environment where the dignity of individuals is respected and is free from harassment. Thus, the Council is committed to providing a workplace without any forms of harassment and discrimination, including sexual harassment.
- 1.2. The Council expects all of its officers and other parties carrying out work or duties on behalf of the Council to maintain high standards, ensuring safety across all areas of the Council, and to act at all times in accordance with the Council's Sexual Harassment Policy.
- 1.3. The Council is committed to preventing sexual harassment and any victimisation associated with it, to ensure that all officers feel a sense of belonging and protection.
- 1.4. Apart from this understanding, all officers and other parties carrying out work or duties on behalf of the Council are entitled to:
 - Be treated with dignity, respect and courtesy
 - Experience no form of unlawful discrimination
 - Be valued and regarded for their skills and abilities

2. Aim and Scope

- 2.1. The purpose of this policy is to maintain a supportive, inclusive, and respectful working environment within the Council, where unacceptable behaviour is immediately identified, challenged, and addressed.
- 2.2. The policy includes guidance on how to raise a complaint about harassment that has occurred and is associated with the Council.
- 2.3. It is intended that the Policy will enhance staff safety, boost morale, and reduce stress to support officers' commitment to the Council and its standard operating procedures.
- 2.4. The Policy applies to sexual harassment on any grounds related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 2.5. This policy also ensures that any allegation of harassment at work is taken seriously and investigated.

3. Who This Applies To

- 3.1. This Policy shall apply to all officers of the Council, irrespective of their employment status i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.
- 3.2. The provisions of this Policy shall also extend to all individuals associated with the Council, including, but not limited to, elected members and contractors acting on behalf of the Council. These groups are hereafter referred to within this policy as 'other parties carrying out work or duties on behalf of the Council'.
- 3.3. This policy shall also apply to any third parties engaged in work on behalf of the Council, including, but not limited to, agency personnel, consultants, and providers of services or supplies whose staff carry out duties for, or in association with, the Council. Also, referred to within this policy as 'other parties carrying out work or duties on behalf of the Council'.

4. Legal Framework

- 4.1. On 26 October 2024, the Worker Protection Act 2023 (Amendment to the Equality Act 2010) came into effect, making a significant change to the law regarding an employer's obligations to protect its employees from sexual harassment. The Equality Act 2010 now places a legal duty on employers to take reasonable steps to prevent sexual harassment in the workplace.
- 4.2. In accordance with the Act, the Council commits to taking necessary actions to prevent sexual harassment in the workplace. These steps include:
 - Developing a culture of respect and inclusion through practices such as the Council's Staff Skills Training program for Bullying and Harassment.
 - Providing a clear understanding and communication between the Council and officers through the Council's Sexual Harassment Policy
 - Taking proactive steps to identify and mitigate risks of sexual harassment under the guidance of the HR & OD Manager.
 - Ensuring that other parties carrying out work or duties on behalf of the Council are aware, and have a clear understanding, of the Council's Sexual Harassment Policy and how this applies to them.

5. Defining Sexual Harassment

- 5.1. Sexual harassment is any unwanted physical, verbal, or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 5.2. Sexual harassment can happen to men, women, and people of any gender identity or sexual orientation. Anyone who sexually harasses someone at work is responsible for their own actions, regardless of their sex or gender.
- 5.3. A single incident can be considered sexual harassment without systematic repetition. It also includes treating someone unfairly because they have previously accepted or rejected unwanted sexual conduct.
- 5.4. Types of behaviours which constitute sexual harassment include, but are not limited to:
 - 5.4.1. Physical conduct:
 - Unwelcome physical contact including patting, pinching, stroking, kissing and hugging
 - The use of job-related threats or rewards to solicit sexual favours
 - Physical violence, including sexual assault and rape
 - Fondling and inappropriate touching
 - 5.4.2. Verbal conduct:
 - Coercion
 - Sexual banter
 - Sexual advances, flirting
 - Making sexual jokes or comments
 - Sexual comments about someone's sexual orientation or gender identity
 - Spreading sexual rumours about a person or their sexual conduct outside of work
 - Addressing colleagues by using inappropriate nicknames
 - Unwelcome comments on someone's appearance, body shape, age or private life
 - Gossiping and speculating about someone's sexual orientation, including spreading malicious rumours.
 - Intrusive questioning or suggestions about someone's personal life
 - Repeated and unwanted social invitations for dates, meetings or physical intimacy
 - 5.4.3. Non-verbal conduct:
 - Sexually suggestive gestures that act as a sexual intent

- Sending, sharing, or displaying sexually explicit materials such as improper messages, images, and videos by any medium, or posters and calendars that expose nudity
- Sending inappropriate emojis while emailing or messaging
- Inappropriate facial expressions such as whistling, winking, licking lips, or raising eyebrows in a suggestive manner

5.5. The complainant(s) refers to any officer(s) or other parties carrying out work or duties on behalf of the Council who raise a concern about sexual harassment. Equally, a respondent refers to any officer(s) or other parties carrying out work or duties on behalf of the Council who are the subject of the complaint.

5.6. Sexual harassment is usually directed at an individual, but it might not always be the case. Sexual harassment in the workplace can sometimes occur as generalised behaviour that is not directed at a specific individual but may be witnessed or overheard. In such cases, any officer or other parties carrying out work or duties on behalf of the Council who observes or is affected by this behaviour is entitled to raise a concern or make a formal complaint.

5.7. Intent is not required for behaviour to be considered sexual harassment. Any unwelcome conduct may still be deemed harassment regardless of the respondent's intention. For instance, an officer may experience harassment, even if they were not the intended target e.g., when pornographic images are displayed on a colleague's computer in the workplace.

5.8. Sexual harassment can take place at any time and any location, including the workplace or at any workplace events (e.g., while travelling with colleagues to an event or online work events). Incidents occurring within these environments remain subject to the provisions of this policy.

6. Statement of the Council

6.1. Seaford Town Council is committed to providing a safe and trustworthy environment for all officers and other parties carrying out work or duties on behalf of the Council by adhering to the Policy, while fostering a culture of mutual respect.

6.2. In order to foster a culture of respect and dignity in the workplace, the Council shall:

- Maintain a zero-tolerance approach for sexual harassment of any kind.
- Ensure that all complaints are considered promptly and that appropriate proactive action shall be taken where necessary.

- Confirm that this Policy applies to all officers of the Council and other parties carrying out work or duties on behalf of the Council, irrespective of their role or status.
- Investigate cases fairly, sensitively and confidentially.
- Ensures that all officers and other parties carrying out work or duties on behalf of the Council are informed of, and will follow, the procedures for raising concerns and the complaint process as set out in this Policy

6.3. All officers and other parties carrying out work or duties on behalf of the Council are responsible for ensuring that they behave in an appropriate manner, showing respect for colleagues and individuals engaged with the Council's standard operations. Therefore, where possible, the Council expects its officers and other parties carrying out work or duties on behalf of the Council to challenge inappropriate behaviour that they witness or that is directed towards them.

6.4. The Council emphasises that complainant(s) are not required to negotiate with respondent(s) to resolve the issue informally and personally. Instead, respondent(s) are solely obligated to report the matter (see section 8 below).

6.4.1. The Council confirms that the complainant(s) will not be discriminated against or victimised for raising a complaint. Furthermore, any information relating to a raised concern shall remain confidential and will only be disclosed where necessary to address a safeguarding risk.

7. Roles & Responsibilities

7.1. The Council acknowledges that achieving the purpose of this Policy (see Section 2) requires collaborative effort between managers and officers. Accordingly, the roles and responsibilities are defined to reflect the Council's commitment to this Policy and the principles outlined herein:

- **Line managers** are responsible for ensuring that they:
 - Monitor the workplace to ensure that zero-tolerance boundaries regarding any sexual harassment are in effect.
 - Be proactive in implementing any reasonable adjustments as necessary.
 - Support the creation of a culture where officers feel confident to work, raise concerns, and feel listened to.
 - Be a role model for promoting appropriate and professional behaviours in the workplace.

- Support the implementation of the Policy in a fair, consistent and transparent manner.
- **The HR & OD Manager** is responsible for ensuring that they:
- Ensure that appropriate immediate actions are identified and implemented upon receipt of a complaint
- Provide guidance and advice throughout the complaint and investigation process
- Ensure that a person is not targeted or mistreated for making, or being involved in, a complaint of sexual harassment.
- **Officers and other parties carrying out work or duties on behalf of the Council** will:
- Take accountability for raising any concern about sexual harassment in the workplace.
- Co-operate with the Council and the overall harassment investigation process, whether a complaint has been filed against them or they have submitted a complaint.

8. Reporting Process

- 8.1. The Council recognises that complainants may feel uncertain about how to proceed when faced with a distressing issue. In this case, an informal discussion with their line manager or HR & OD Manager may help them to understand the situation clearly.
- 8.2. Any complaint may be formally reported by either:
 - Officers or other parties carrying out work or duties on behalf of the Council who have been sexually harassed, in the workplace or relating to their work or duties for the Council.
 - Officers or other parties carrying out work or duties on behalf of the Council who have witnessed sexual harassment, in the workplace or in relation to their work or duties for the Council.
- 8.3. Any concern regarding sexual harassment needs to be reported immediately.
- 8.4. For officers, ideally the report should be submitted to the Council's HR & OD Manager, who is responsible for and trained in managing the process properly and accurately. Alternatively, complainant(s) can raise the issue with their line managers.
- 8.5. If the complaint relates to the conduct of the complainant's manager, the complainant may choose to discuss the matter with the HR & OD Manager or senior management.

- 8.6. Reporting can be made verbally or in writing. The complainant(s) should keep a record of any incidents, detailing when, where, what occurred and who witnessed.
- 8.7. The Council encourages its officers and other parties carrying out work or duties on behalf of the Council to raise their concerns in a transparent manner. If a person does not feel comfortable or safe raising a complaint, they can do so anonymously. However, reporting sexual harassment anonymously may cause a delay in conducting a thorough investigation and gaining a clear understanding of the situation.
- 8.8. Any concern raised shall be managed in accordance with the Council's Sexual Harassment Policy and, where appropriate, the Council's Disciplinary Policy.
- 8.9. Upon receiving a concern of sexual harassment, the Council will promptly and impartially investigate the allegations. The related investigation will be conducted by the HR & OD Manager with the support of the Town Clerk or a member of the strategic management team. Where not appropriate, the HR & OD Manager can be substituted by the Deputy Town Clerk or other suitably experienced individual e.g. an external HR professional.
- 8.10. Both the complainant(s) and respondent(s) shall be offered appropriate support under the guidance of the HR & OD Manager. Following meetings with the complainant(s) and respondent(s), additional interviews or investigations may be conducted if further information is required to assess the allegations.
- 8.11. Following the investigation, the Council will provide a report outlining its decision on the outcome of the complaint(s).
- 8.12. The Council prioritises confidentiality throughout the investigation process. Thus, any information received during the investigation meetings will be kept securely to ensure the safeguarding of individuals. However, the Council reserves the right to seek advice from, or share information with, appropriate external authorities (e.g., police) if it believes it is under an obligation to do so.
- 8.13. While the Council encourages the reporting of genuine concerns, making a false accusation of sexual harassment may be investigated as a potential disciplinary offence in line with the Council's disciplinary policy.
 - 8.13.1. In the case of other parties carrying out work or duties on behalf of the Council, this may result in the termination of a works contract held with the Council.
 - 8.13.2. In the case of councillors, this may result in a complaint being submitted to the Monitoring Officer.

9. Outcomes

- 9.1. The Council may reach one of the following conclusions to complete the investigation process:
 - There is insufficient evidence to support the complaint; accordingly, no action will be taken, and the complaint is not upheld.
 - A sexual harassment incident has occurred thus, appropriate action will be taken in accordance with the Council's formal disciplinary process depending on the severity of the offence.
 - The complaint is upheld. The outcome and recommendations are communicated, including referral for disciplinary action depending on the severity of the offence and additional support to complainant(s).
- 9.2. A complainant(s) who is not satisfied that their complaint against an officer has been taken seriously must raise a formal Grievance outlining their concerns and this will be investigated following the formal processes in the Council's Grievance Policy.
 - 9.2.1 In the case of other parties carrying out work or duties on behalf of the Council, this may result in the termination of a works contract held with the Council.
 - 9.2.2 In the case of councillors, this may result in a complaint being submitted to the Monitoring Officer.

10. Dealing with Third-Party Sexual Harassment

- 10.1. The Council acknowledges that it carries the responsibility to protect its officers other parties carrying out work or duties on behalf of the Council from any third-party harassment.
- 10.2. Third-party sexual harassment can result in legal liability and will not be tolerated by the Council. Therefore, all officers and other parties carrying out work or duties on behalf of the Council are encouraged to report any third-party (e.g., contractors, consultants, service suppliers, customers or clients) harassment they are victim of, or witness, in accordance with this policy.
- 10.3. If any third-party harassment of officers or other parties carrying out work or duties on behalf of the Council occurs, the Council will take necessary steps to receive any complaints and to prevent it. The steps including, but not limited to, warnings to respondent(s) about their behaviour, banning them from the Council premises, reporting any criminal acts to the police, and sharing further information with other teams, units and services of the Council.

- 10.4. Any sexual harassment concern from a third party towards an officer or other parties carrying out work or duties on behalf of the Council must be reported immediately as per section 8 of this policy. The HR & OD Manager should assist the respondent officer or other parties carrying out work or duties on behalf of the Council as a part of the support mechanism within the Council.
- 10.5. The Council prioritises preventing third-party sexual harassment to maintain a safe workplace. To ensure this, the Council has:
 - A clear Sexual Harassment Policy that outlines third-party sexual harassment in addition to verbal, non-verbal and physical harassment
 - A training mechanism for recognising and responding to third-party harassment and outlining the responsibilities of line managers and the HR & OD Manager to assist officers in case of any concern.
 - Confidential reporting channels
 - A working culture where officers and other parties carrying out work or duties on behalf of the Council feel supported in reporting any misconduct

11. Handling Time-Off

- 11.1. The Council adheres to its policies and legal requirements regarding any time off connected to sexual harassment issues or concerns.
- 11.2. If an officer requests time off after experiencing harassment, the Council will respond promptly and with empathy towards the request.
- 11.3. If needed, the Council will consider legal requirements regarding paid leave (e.g., sick leave for experiencing emotional distress or mental health issues or paid leave to allow the investigation to proceed while protecting the complainant(s) from harassment-related situations).
- 11.4. The Council ensures that taking leave for reasons related to harassment will not negatively affect the position or standing of the complainant within the Council.
- 11.5. The Council also commits to helping the complainant(s) feel secure and safe upon their return, including possible changes to working schedules or working environment arrangements.

12. Assessing and Managing Risks of Sexual Harassment

- 12.1. The Council acknowledges that sexual harassment is a risk that can occur in the workplace.

- 12.2. Therefore, the Council undertakes a Sexual Harassment Risk Assessment to assess and eliminate the possible risks.
- 12.3. In addition to this assessment, the Council employs the following measures to prevent and address sexual harassment:
 - Having a process for reviewing policies and training
 - Having managerial level oversight (e.g., Town Clerk or Deputy Town Clerk) to make sure the Council is taking necessary actions to eliminate sexual harassment
 - Implementing preventive controls such as proper supervision and a clear code of conduct.

13. Further Support

- 13.1. The Council is open to providing additional information and guidance to its officers on how to address concerns and complaints of sexual harassment in the workplace, upon request.
- 13.2. The Council understands that concerns regarding sexual harassment may cause stress, anxiety, and mental health problems. The Council will consider reasonable adjustments to encourage its officers to seek help and be supported.
- 13.3. Under these circumstances, the Council also attaches importance to its officers having access to free counselling and advice. All council officers can contact Care First on 01179342121 who provide a 24-hour counselling helpline for additional mental health support.
- 13.4. For further support and contact, the following channels are also suggested by the Council:
 - Sussex NHS Partnership for accessing resources and signposts for local mental health support by www.sussexpartnership.nhs.uk/your-mental-health/getting-help website.
 - The Samaritans to access free listening services by calling 116 123 or by messaging jo@samaritans.org email address.



Seaford Town Council

Report No:	148/25
Agenda Item No:	21
Committee:	Full Council
Date:	29 January 2026
Title:	Adoption of an Absence Management Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the recommendation from the Personnel Committee to adopt the new Absence Management Policy

Actions
Full Council is advised:
1. To consider the Absence Management Policy, noting the recommendation for adoption by the Committee. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
1. To note the contents of the report. 2. To adopt the Absence Management Policy, as recommended by the Personnel Committee.

1. Introduction

- 1.1 The creation of an Absence Management Policy ensures that officers are given clear guidance on the parameters of reporting and management of absence whilst adhering to employment legislation and guidance.
- 1.2 The policy deals with all absences and reporting, aside from sickness absence, which is covered by the Sickness Absence Policy.
- 1.3 Officers have drafted a proposed policy, which was considered by the Personnel Committee at its meeting on 6 January 2026.

1.4 This report is now presenting the proposed Absence Management Policy for consideration and adoption by Full Council, as recommended by the Personnel Committee.

2. Information

2.1 The proposed Absence Management Policy is included at **Appendix A**.

2.2 Report 131/25 to the Personal Committee provided:

- (a)** An introduction to the policy document that is the Absence Management Policy,
- (b)** Details of the review process, and
- (c)** An overview of the policy content and policy recommendations by officers

2.3 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [**Town Council's website**](#) (page 5 onwards).

2.4 The Committee identified that neither this policy nor the Sickness Absence Policy indicates how the Town Council handles long term absences. Officers have therefore committed to carrying out further work during 2026 to combine these two policies into one document that will also cover long term absences. In the meantime, it was agreed that the policy as proposed should be adopted. The Committee asked for this policy to be amended so as to have a review date of "when the Sickness Absence Policy is reviewed". As such this change has been made to the proposed policy at Appendix A.

2.5 Full Council is asked to consider the proposed Absence Management Policy as recommended by the Personnel Committee and adopt this.

2.6 Upon adoption of the policy, guidance will be issued to all officers about the requirements within and implications of the policy and reminding them of the opportunity to discuss this with their line manager or HR & OD Manager should they need any further clarification or guidance.

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



ABSENCE MANAGEMENT POLICY

This policy outlines the Council's approach to managing absences (not sickness absence) and, in doing so, prioritising the wellbeing of its staff

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

Policy Status

Version	0.1	Last Review Date	N/A
Adopted Date	TBC	Next Review Date	When the Sickness Absence Policy is reviewed
Review Period	TBC	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy			

Related Policies and Other References

Policy Reference Code	Policy Name
HRP7	Disciplinary Policy
C7	Health and Safety Policy
HRP21	Sickness Absence Policy
PE9	Family Friendly Policy (yet.to.be.created.- .due.to.supersede.the. Maternity?Paternity." Adoption.Leave.Policy)

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1. Introduction

- 1.1. Seaford Town Council prioritises the wellbeing of its staff and seeks to protect their health and wellbeing by creating a safe working environment. In return, the Council expects all officers to take reasonable steps to attend work on a regular basis.
- 1.2. The Council acknowledges that unforeseen circumstances or other reasons may result in absence.
- 1.3. The Council recognises that absence impacts not only the individual officer, but also their colleagues who must cover for them.
- 1.4. Thus, the Council attaches great importance to managing absences while maintaining accountability for fair allocation of staffing.
- 1.5. This Absence Management Policy outlines the Council's approach to managing absences arising from specific reasons (not sickness absence).
- 1.6. The Council employs appropriate measures and actions to address prolonged periods of absence as necessary.

2. Aim and Scope

- 2.1. This policy aims to promote best practice in absence management, ensuring all Council officers adhere to the appropriate procedures during their absence, and supporting a safe and effective return to work for all.
- 2.2. Thus, this policy is designed to provide guidance to the Council's officers and managers to ensure the efficiency and effectiveness of the Council's standard operations and business practices.
- 2.3. By managing absence, the Council seeks to minimise the amount of staff work time lost through health or other conditions, whilst also providing support to those absent for legitimate reasons.
- 2.4. To comply with its aim, the Council will:
 - Provide a supportive working environment for officers who are absent
 - Ensure that all managers and officers adhere to this policy and procedures
 - Acknowledge that absence levels are routinely monitored in line with this policy
 - Investigate unreasonable, persistent and unjustified absences or patterns of absence and take necessary actions to prevent their continuity.

3. Who This Applies To

- 3.1. This policy shall apply to all officers of the Council, irrespective of their employment status, i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.
- 3.2. It does not apply to councillors or third parties, such as contractors or service providers.
- 3.3. The only exception to 3.2 is with those councillors that take on the role of line manager representatives for the Town Clerk – those councillors will undertake the duties within this policy that are assigned to line managers. Should those councillors require any support with interpretation or delivery of this policy, they should in the first instance speak with the Deputy Town Clerk.

4. Legal Framework

- 4.1. The Council is committed to promoting equality and combating unfair treatment.
- 4.2. Therefore, the Council will endeavour to ensure equal access to its policies and procedures and will eliminate discrimination or less favourable treatment on the grounds of any irrelevant consideration by embracing the principles of the Equality Act 2010.

5. Roles and Responsibilities

- 5.1. It is the responsibility of all officers to attend work regularly and to report any absences in line with the Council's established procedures.
- 5.2. Line managers are responsible for recording daily absences within their teams, while the HR & OD Manager holds responsibility for monitoring and overseeing the implementation of this policy.
- 5.3. Officers should seek guidance from their line manager whenever they need further explanation or clarification on any aspect of this policy.
- 5.4. The Council acknowledges that achieving the aims of this policy (see Section 2) requires collaborative effort between managers and their staff. Accordingly, roles and responsibilities are clearly defined below to reflect the Council's commitment to this policy.

- **Line managers** will:
 - Ensure that officers are aware of the Council's Absence Management Policy and what is expected of them regarding regular attendance at work.

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For Review by Full Council 29-Jan-26**

- Identify unacceptable levels of absence, including but not limited to sickness absence, paid sick leave, and holiday or parental leave in a prompt and sensitive manner.
- Ensure that all of their staff understand the procedures to be followed if they are unable to attend work.
- Ensure that all health, safety, and wellbeing matters are addressed wherever possible, providing support as needed, including maintaining regular contact with officers during extended periods of absence.
- Be responsible for recording daily absences of their direct reports, ensuring an up-to-date record is kept.
- Be responsible for conducting return-to-work meetings with their direct reports at the earliest opportunity, ideally on the officer's first day back.

- **HR & OD Manager** will:
 - Monitor officer absences and report them through the appropriate channels, in accordance with the Equality Act 2010.
 - Support line managers to investigate claims where individuals believe that they are being treated unfairly or unreasonably under this policy.
 - Manage the absence process in an efficient and timely manner ensuring that all return-to-work processes are conducted by line managers.
 - Support line managers in investigating absence-related claims.
 - Advise both line managers and staff members in the application of this policy.

- **Officers** will:
 - Take full responsibility for their own wellbeing to maintain good attendance at work and seek timely advice from relevant professional bodies, when required.
 - Comply with the requirement to report sickness absence by informing their line manager when they are unable to attend work.
 - Attend return-to-work meetings regarding their absence.
 - Seek clarification from their line manager if they are unsure of the absence reporting procedures.
 - Consider what help and support they may need to facilitate a return to work.
 - Be aware of the standard of attendance expected of them such as sickness leave and the consequences if they reach or exceed the maximum limit of absence.
 - Return to work as soon as they are able.

6. Absence Reporting Procedure

6.1. Unplanned Absences

6.1.1. Officers must inform their line managers as soon as possible if they are unable to attend work for any reason. In the absence of their line manager, the officer must inform the HD & OD Manager or another manager available at the time. If the officer is unable to contact either, they should leave a message for the Town Clerk or Deputy Town Clerk by calling or sending an email.

6.1.2. When reporting absence, officers should provide the following information:

- The reason for absence
- The start date of the absence
- The expected return-to-work date
- Whether there are any immediate work commitments that need completing or reassigning during their absence

6.1.3. Absences should be reported by a phone call or email on the first day of the absence. During the initial contact, officers must provide the details above. In this case, it is not acceptable for officers to leave messages on voicemail only i.e. if the phone call is not answered, an email must be sent.

6.1.4. Absence notifications should be made by the officers themselves, except in exceptional circumstances such as hospitalisation or incapacitation due to injury or accident (see Sickness Absence Policy).

6.1.5. If an officer is unable to report their own absence, they must ensure that another person notifies the Council on their behalf.

6.1.6. Officers are expected to maintain contact with their line manager until their return e.g. with any significant changes to their expected return to work date.

6.2. Unplanned Absences

6.2.1. Time Off for Dependents

6.2.1.1. The Council acknowledges that all officers have a right to time off to address unforeseen circumstances and emergencies affecting a dependant (e.g., a child's severe illness, a parent's medical emergency, a dependant's accident or injury).

6.2.1.2. The Council will grant a reasonable amount of time to allow for alternative arrangements in the event of unexpected issues or emergencies. This leave is normally granted for one (1) or two (2) days and will be treated on a case-by-case basis, depending on the severity of the situation. All such leave will be unpaid.

6.2.1.3. Officers are required to notify their line manager at the earliest convenience by providing the reason for the leave, the steps they will take to address the issue, and the anticipated duration of the absence.

6.2.2. Carer's Leave

6.2.2.1. All officers who provide care for a dependant with a long-term care requirement are entitled to a period of unpaid Carer's Leave.

6.2.2.2. This Policy acknowledges a dependant as any individual who reasonably relies on the officer for care, including a spouse, civil partner, child, parent, or any person residing in the same household as the officer, excluding tenants, lodgers, and boarders.

6.2.2.3. The leave may be taken in full-day or half-day periods, with a maximum duration of one week within any twelve (12) month period.

6.2.2.4. The request for leave should be submitted to the officer's line manager as far in advance as possible. Ideally, the notice period should be at least twice the requested leave duration. The line manager will review the request and confirm approval in writing, taking into account operational requirements.

6.2.3. Holiday Leave

6.2.3.1. The Council acknowledges that officers are entitled to annual leave, which may be taken as holiday leave in accordance with their entitlement.

6.2.3.2. Officers will receive the same pay during their holiday leaves as they do on their regular working days.

6.2.3.3. It is the responsibility of officers to manage their annual leave and to notify their line manager promptly and properly. Ideally, the notice period should be at least twice the requested leave duration.

6.2.3.4. Officers are required to request their exact days off to their line managers via email or phone.

6.2.3.5. The Council encourages officers to submit their holiday leave requests as soon as possible to allow line managers sufficient time to make any necessary adjustments to the team.

6.2.3.6. The Council reserves the right to decline all or part of a holiday leave request where there are clear business reasons for doing so. Line managers will not unreasonably reject requests for holiday leave.

6.2.4. Bereavement Leave

6.2.4.1. Most people will experience the death of a person close to them during their working lives. Grief is a natural response people have when they experience a death (a bereavement). It can affect someone in several ways and can impact on their ability to undertake their work.

6.2.4.2. The Council acknowledges the sensitive nature of bereavement and grief. Thus, the Council prioritises supporting its officers in practical and reasonable ways.

6.2.4.6. In the event of the loss of a close relative or family member, an officer may be granted up to five (5) working days of paid bereavement leave, if required. Close relatives or family members include the following:

- Spouse or civil partner
- Parent or parent-in-law
- Sibling, including half-, step-, adoptive and foster siblings
- Grandparent or grandchildren

6.2.4.3. Bereavement leave allows an officer time off to deal with their personal grief and related practical arrangements, primarily but not limited to the funeral of a family member.

6.2.4.4. However, the Council understands that some officers will need additional time away from work, depending on their relationship with the individual(s) who has passed.

6.2.4.5. In these circumstances, additional time off may be taken as annual leave or unpaid leave.

6.2.4.7. An officer who suffers a stillbirth or the loss of a child will be entitled to two (2) weeks paid parental bereavement leave. Officers are entitled to take this leave over a two-week period or may choose to take it over two separate occasions, in one-week blocks.

6.2.4.8. In the event that a distant relative or a non-family member passes away, officers may be granted one (1) day of paid leave to attend the funeral. If additional time is required, for example, due to funeral arrangements or travel abroad to attend the funeral, the officer should request annual leave or unpaid leave.

6.2.4.9. In the event of multiple deaths of dependants, such as in a single incident or accident, any request for leave should be handled with the utmost sensitivity. In this situation, the officer will be entitled to bereavement leave for each individual loss.

6.2.4.10. In these unfortunate circumstances, officer should inform their line manager and/or the HR & OD Manager of their need to take leave as soon as possible, and at the latest, on the first day of the absence. Otherwise, the officer's next of kin or family member can notify the Council on the officer's behalf.

6.2.4.11. Officers may use their annual leave in the usual manner if they have used all their bereavement leave or are not eligible for any other leave under this policy.

7. Failure to Comply with Any Absence Reporting Procedures

- 7.1. If any officer fails to follow the Council's procedures for reporting or confirming their absence, and/or misuses the Absence Management Policy in any way (including false declaration), they may be subject to a thorough investigation, which may lead to formal processes being undertaken, with possible disciplinary action being taken against them.
- 7.2. In this case, the absence will be treated as unauthorised and will not be paid.

8. Regular Communication throughout the Absence

- 8.1. The Council expects that officers will remain in regular contact with their line manager and/or HR & OD Manager throughout any unplanned or planned absence, when possible.
- 8.2. The means and frequency of this contact should be agreed with the line manager when the officer notifies them of their initial absence, taking into account the seriousness of the reason for the absence.
- 8.3. This approach enables the Council to manage officers' workloads during their absence while providing appropriate support and adjustments as needed.
- 8.4. In exchange, the line manager will ensure that the officer is kept suitably up to date with any significant updates from the Town Council e.g. the departure or welcome of any members of staff, significant changes in policy that directly affect staff or any situations that officers are to be consulted on. The HR & OD Manager can offer guidance to the line

manager as to what is considered a suitable update for officers who are absent.

9. Return-to-Work Meetings

- 9.1. Effective absence management depends on the availability of relevant information; thus, the Council acknowledges a return-to-work meeting following each period of absence.
- 9.2. Therefore, when the officer returns to work after any period of absence, the line manager will be responsible for arranging a return-to-work meeting with their staff member.
- 9.3. Return-to-work meetings provide an informal opportunity to establish the cause of the absence, indicate to the officer that the Council is interested in their welfare, and determine whether the officer requires any further help or support. With these meetings, the Council also aims to:
 - Provide line managers with an opportunity to assess whether officers are fit to return to work.
 - Alert the Council to any concerns regarding situations where an unsatisfactory absence recording is developing.
 - Ensure that the officer is updated about work-related matters, duties and tasks that have occurred during their absence.
 - Provide appropriate support and encouragement for officer's reintegration into their working routine upon their return.
- 9.4. This meeting will occur on the first day back or as soon as possible thereafter.
- 9.5. Line managers will arrange the return-to-work meeting at a reasonable time for the officer to attend, and this will be held in a private, face-to-face setting where possible.
- 9.6. For short-term absences, the meeting may be an informal verbal conversation. However, for medium- to long-term absences, an in-depth formal conversation/meeting will be initiated to ascertain if any support is needed for the officer to return to the workplace and their normal work pattern and/or duties, and maintain good attendance at work.
- 9.7. In exceptional circumstances, the meeting may be held by telephone if a face-to-face or online meeting is not possible.
- 9.8. The Council recognises that this meeting is intended to support the officer's return to work and to discuss any assistance they may require. It is not intended to imply any mistrust regarding the absence. However, if there is any reasonable doubt, the Council will objectively investigate the reason and circumstances of the absence.

10. Monitoring and Absence Recording

- 10.1. The HR & OD Manager will ensure that all absence records are maintained for all officers. These records will provide the base data for the compilation, as required, of statistics showing the level of sickness absence across the Council.
- 10.2. The absence monitoring system will also enable the HR & OD Manager to identify individual cases where frequent absences occurred, or where patterns of absence have been identified.
- 10.3. Line managers should ensure that records of contact during and after absence are completed thoroughly and accurately and stored on the officer's personnel files or records.

These records should be treated as confidential at all times. Officers will be entitled to access these records on request



Report No:	149/25
Agenda Item No:	22
Committee:	Full Council
Date:	29 January 2026
Title:	Adoption of a Menopause Policy
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the recommendation from the Personnel Committee to adopt the new Menopause Policy

Actions

Full Council is advised:

1. To consider the Menopause Policy, noting the recommendation for adoption by the Committee.
2. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To adopt the Menopause Policy, as recommended by the Personnel Committee.

1. Introduction

- 1.1 It is recommended that employers have a Menopause Policy in place. This ensures that line managers understand their responsibilities and support those impacted by menopause, whilst ensuring adherence to the Equality Act 2010 and employer's health and safety duties.
- 1.2 Officers have drafted a proposed policy, which was considered by the Personnel Committee at its meeting on 6 January 2026.

1.3 This report is now presenting the proposed Menopause Policy for consideration and adoption by Full Council, as recommended by the Personnel Committee.

2. Information

2.1 The proposed Menopause Policy is included at **Appendix A**.

2.2 Report 133/25 to the Personal Committee provided:

- (a)** An introduction to the requirements of the Equality Act 2010 and how menopause symptoms may be treated as a disability,
- (b)** Recommended steps to ensure that the employer and its officers are supporting staff experiencing the menopause, and
- (c)** An overview of the policy content and policy recommendations by officers

2.3 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [**Town Council's website**](#) (page 33 onwards).

2.4 The Committee was content with the policy as presented and had no concerns or comments.

2.5 Full Council is asked to consider the proposed Menopause Policy as recommended by the Personnel Committee and adopt this.

2.6 Upon adoption of the policy, guidance will be issued to all officers about the implications of the policy and reminding them of the opportunity to discuss this with their line manager or HR & OD Manager should they need any further clarification or guidance.

2.7 At this stage, this policy only applies to officers. There are some isolated examples of councils introducing measures / policies to support councillors experiencing menopause. Should the Council wish to, this can be researched and included in the next review of the policy, which is due to take place one year after its adoption.

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



MENOPAUSE POLICY

This policy sets out the Town Council's commitment to supporting officers experiencing the menopause and the procedures in place to deliver this support

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

Policy Status

Version	0.1	Last Review Date	TBC
Adopted Date	TBC	Next Review Date	One year from adoption
Review Period	TBC	Approving Body	Full Council

Version History

Date	Version	Approval	Status
n/a – new policy			

Related Policies and Other References

Policy Reference Code	Policy Name
C7	Health and Safety Policy
HRP6	Dignity at Work Policy
HRP7	Disciplinary Policy
HRP11	Flexible Working Policy
HRP16	Performance Management Policy
HRP20	Sexual Harassment Policy
HRP21	Sickness Absence Policy

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1. Introduction

- 1.1. Seaford Town Council is committed to safeguarding the health, safety, and wellbeing of its officers and ensuring all individuals are treated with dignity and respect.
- 1.2. The Council recognises that some officers may need additional support and consideration to improve their work experience, particularly during menopause.
- 1.3. By acknowledging this, the Council is committed to creating an open and supportive culture in which officers feel comfortable discussing, without embarrassment, how menopause-related symptoms may be affecting them at work.
- 1.4. Thus, the Council is dedicated to supporting officers experiencing menopause and ensures that managers are informed of the need to provide reasonable adjustments where necessary to minimise the impact of symptoms on officers' ability to perform and undertake their duties and workload.
- 1.5. This policy provides guidance for both officers and managers on how to support individuals who are experiencing perimenopause, menopause, or post-menopause.

2. Aim and Scope

- 2.1. The purpose of this policy is to provide guidance on supporting Council officers who raise menopausal issues, not only for individuals experiencing menopause, but also for those indirectly affected, including managers and colleagues.
- 2.2. To achieve this, the policy also addresses:
 - Providing clarity and direction on how the Council will manage and support menopause-related issues.
 - Reducing potential absenteeism related to experiencing menopause and supporting officers to remain effective in their work.
 - Raising awareness and understanding of menopause among all colleagues, enabling officers to have open and supportive conversations and feel confident in using the policy.
 - Creating an environment where officers experiencing menopause feel confident to raise issues about their symptoms and request support and adjustments when needed.
 - Ensuring that managers are informed about the possible symptoms of menopause, their impact on officers, and the measures that can

be taken to support affected individuals, including implementing reasonable adjustments.

2.3. For the purpose of this policy, *menopause*, includes the perimenopause and post-menopausal stages.

3. Who This Applies To

3.1. This Policy shall apply to all officers of the Council, irrespective of their employment status, i.e., whether they are engaged on a full-time, part-time, temporary or permanent basis.

3.2. This policy shall not apply to councillors or any third parties engaged in work on behalf of the Council, including, but not limited to, agency personnel, consultants, and providers of services or supplies whose staff carry out duties for or in association with the Council.

4. Legal Framework

4.1. While no specific legislation directly addresses the impact of menopause in the workplace, employers are legally required under the Health and Safety at Work 1974 to ensure the health, safety and wellbeing of officers.

4.2. Furthermore, the Council acknowledges that it is legally obliged under the Equality Act 2010 to consider making reasonable adjustments to an officer's role or working conditions to prevent discrimination or disadvantage arising from their sex or gender.

4.3. By adopting and applying this policy, the Council aims to promote equal opportunities for all and eliminate discrimination related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5. Defining Menopause

5.1. Menopause is a biological stage in a woman's life that occurs when she stops menstruating and reaches the conclusion of her reproductive period.

5.2. Menopause includes three main stages:

- **Pre-menopause** is the period before any menopausal symptoms occur,

- **Perimenopause** when menopausal symptoms occur due to hormone changes, but periods still happen, and,
- **Post-menopause** is the period after 12 months with no periods but still experiencing the effects of the menopause symptoms.

5.3. Menopause is usually a natural, gradual process, though it can sometimes occur suddenly due to medical intervention, and symptoms typically appear between ages 45 and 55.

5.4. Menopause is best described as a transition, as symptoms typically last for several years rather than being a one-time experience.

5.5. Menopause may lead to a range of symptoms, which vary in nature, severity and duration for each individual. These symptoms may also interact with one another and include, but are not limited to:

5.5.1. Physical symptoms:

- Hot flushes (brief and sudden surges of heat usually felt in the face, neck and chest and often require fresh air to relieve)
- Headaches
- Dizziness, aches and fatigue
- Joint stiffness, aches and pains
- Heavy bleeding and irregular periods
- Sleep disturbances that can make people feel tired and irritable, including night sweats (hot flushes that happen during the night)
- Palpitations (heartbeats that become more noticeable)
- Skin changes (dryness, acne, general itchiness) and hair loss

5.5.2. Psychological symptoms:

- Panic attacks
- Mood disturbances, including anxiety and depression
- Memory loss and brain fog
- Loss of confidence and reduced concentration

5.6. Menopausal symptoms may worsen pre-existing conditions, potentially resulting in discomfort, distress, physical pain, and thus reduced effectiveness at work, and may create challenges for officers in performing their daily tasks.

6. Statement of the Council

6.1. The Council is committed to equality, diversity and inclusion, embracing a culture in which every officer and member of the community is treated fairly, represented, and genuinely respected.

6.2. By adopting this policy, the Council supports a respectful and supportive environment for all officers and managers, where menopause-related distress and concerns can be managed through appropriate adjustments and mutual respect.

6.3. To foster this culture and environment, the Council attaches significant attention to avoiding:

- Lack of awareness about menopause
- Unsympathetic management of menopause-related concerns
- Increased emotional stress due to insufficient managerial support
- Limited access to toilets and inflexible break times
- Negative attitudes toward officers experiencing menopause
- Poor access to drinking water

6.4. The Council has a zero-tolerance approach to any bullying or inappropriate behaviour in the workplace. Therefore, if an officer is mistreated by a colleague due to menopause-related matters, this behaviour will be investigated and where appropriate, treated under the Council's Disciplinary Policy.

7. Roles and Responsibilities

7.1. The Council recognises that achieving the objectives of this policy (see Section 2) requires collaboration between managers and their staff members. The following roles and responsibilities demonstrate the Council's commitment to these principles:

- **Line managers** are responsible for ensuring that they:
 - Familiarise themselves with the Menopause Policy and understand the support that they can provide to officers.
 - Promote open conversations and encourage a culture where officers feel able to talk about their symptoms, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
 - Keep all information shared by the officer in the strictest confidence and do not share further without the officer's consent.
 - Consider support arrangements and implement accordingly for officers who are perimenopausal, post-menopausal, or who are currently going through the menopause and experiencing symptoms, ensuring all agreed reasonable adjustments are adhered to, recorded and reviewed regularly to evaluate their effectiveness.
- **HR & OD Manager** is responsible for ensuring that they:
 - Provide support, advice and guidance to managers about how to handle and address absence and performance issues related to the menopause.
 - Maintain up-to-date knowledge of what is available to support officers experiencing menopausal symptoms.
 - Record adjustments agreed, and actions to be implemented.

- Ensure that officers are made aware of the support mechanisms available within the council and are signposted to further resources externally.
- Encourage officers to seek help and support for menopausal-related concerns to manage their wellbeing in the workplace.

- **Officers** will:

- Put effort into understanding their responsibilities under this policy.
- Take personal responsibility to prioritise their own health and wellbeing, and to speak to their GP for advice and regular check-ups.
- Report any concerns they may have to their line manager if they are struggling with any aspect of their role because of symptoms associated with the menopause.
- Report any instances of harassment, bullying, victimisation or discrimination related to menopause, whether experienced personally or witnessed.

8. Requesting Support

- 8.1. Officers who feel that menopause or associated symptoms are affecting their work or daily tasks are encouraged to discuss their concerns and/or needs with their line manager, allowing appropriate support to be provided and work performance maintained.
- 8.2. In cases where officers do not feel comfortable talking about it with their line manager initially, they are encouraged to liaise with the next senior manager (e.g., the line manager's manager) or the HR & OD Manager.
- 8.3. If, for any reason, an officer is unable to reach their line manager (e.g., due to annual leave or sickness absence), it is the officer's responsibility to raise the issue with the HR & OD Manager or the Deputy Town Clerk.
- 8.4. Requests may include temporary changes (e.g., adjustments to workspace arrangements) or seeking external supports such as guidance for accessing counselling services.

9. Council's Support

- 9.1. When support is requested, the Council will ensure every effort is made to address it.
- 9.2. The Council will consider all requests for reasonable adjustments required to comply with the aims of this policy (see Section 2).
- 9.3. The Council will maintain confidentiality regarding any personal information shared and will securely store any related documents or written statements.

10. Reasonable Adjustments

- 10.1. Reasonable adjustments are intended to help officers experiencing menopausal symptoms, enabling them to perform their duties as comfortably as possible.
- 10.2. Reasonable adjustments, as referred by the Council, refer to measures designed to remove or reduce any disadvantage experienced by officers going through menopause. These adjustments should be practical to implement, affordable, and not harmful to the health and safety of the officer and other colleagues.
- 10.3. Adjustments will be implemented only if a clear need for additional support has been identified.
- 10.4. Adjustments will be applied in consideration of both the Council's operational requirements and the officer's needs.
- 10.5. The Council acknowledges that it is important to understand the barriers an officer may face. Therefore, line managers are expected to engage in discussions with officers to understand the barriers they face and determine the most suitable adjustments to reduce the impact of menopausal symptoms in the workplace.
- 10.6. Reasonable adjustments that may be requested or considered include, but are not limited to, the following:
 - **Flexible Working on a Temporary Basis** may include:
 - **Flexible hours or temporary shift changes** to accommodate difficulties.
 - **Additional short breaks** including being able to briefly access fresh air and return without having to explain.
 - **Allowing later start or earlier finish times** to provide additional time for treatments, hospital or GP appointments, if required, in accordance with the with the Council's Flexible Working Policy.
 - **Allowing early days-off** if officers feel unwell or experience severe bleeding.
 - **Updated start and finish times for the work-from-home option**, where daily tasks allow, to support officers in working more productively and managing the impact of their discomfort.
 - **Updates for Working Environment** may include:
 - **Facilitating an accessible working environment** by relocating a workstation closer to the toilet and drinking water units.
 - **Flexibility in work wear** to allow officers to use more comfortable clothing or fabrics while working.
 - **Providing additional temperature, ventilation and lighting controls** to allow officers to adjust heaters, fans or lighting as

needed and position themselves away from hot or cold spots in the office where they can get a breeze or have greater access to natural light.

- **Providing a quiet working environment** to support officer's focus and overall wellbeing.
- **Providing extra storage** for sanitary products and medicine.
- **Ergonomic adjustments** to ease joint pain and bodily discomfort.

10.7. Any absence or change to the working schedule must be agreed with the officer's line manager. Furthermore, any absence or change should be addressed in accordance with the Council's Absence Management Policy.

10.8. If an officer is experiencing sickness related to menopause symptoms and/or is unable to work, they must report their sickness immediately to their line manager or the HR & OD Manager, in the line manager's absence.

11. Failure to Comply with the Policy

11.1. While the Council encourages officers to report genuine concerns and support needs related to menopause, any officer who fails to follow the Council's procedures for reporting or confirming menopause-related sickness absence, or who misuses this policy (including providing false information about symptoms or abusing workplace adjustments), may be subject to a thorough investigation process, and treated as a serious matter. Where appropriate, and depending on the severity of the breach, the matter may lead to formal action under the Council's disciplinary or relevant conduct procedures.

11.2. In this case, the absence will be treated as unauthorised and will not be paid.

12. Further Support

12.1. Officers experiencing menopausal symptoms are encouraged to explore appropriate measures and options to help manage these symptoms effectively.

12.2. The Council therefore recommends external support channels to ensure that officers can access reliable information and guidance from accurate sources.

12.3. Officers can reach out to further support and contact through the following channels, which are as follows:

- **NHS Information** to access useful and detailed information and guidance for individuals experiencing menopause or early

menopause <https://www.nhs.uk/conditions/menopause/> or
<https://www.nhs.uk/conditions/early-or-premature-menopause/>
official website.

- **National Institute for Health and Care Excellence (NICE) Guidelines** to access guidelines on care and support offered to individuals by GPs at <http://www.nice.org.uk/guidance/ng23/ifp/chapter/ address>
- **Menopause Matters** as the award-winning, independent website providing up-to-date, accurate information about the menopause, menopausal symptoms, and treatment options on the official <https://www.menopausematters.co.uk/> website.
- **Women's Health Concern** as one of the charity organisations, aims to support women with their healthcare by providing unbiased, accurate information on its website, <https://www.womens-health-concern.org/>
- **Daisy Network** who provides information and support to women diagnosed with Premature Ovarian Insufficiency, also known as Premature Menopause by <https://daisynetwork.org/> official website.
- **The Menopause Exchange** as an independent advice service about the menopause, midlife and post-menopausal health. They send out a free quarterly newsletter with useful impartial help and support and it's accessible via <https://www.menopause-exchange.co.uk/> website.
- **My Menopause Doctor** aims to empower women with the information they need to make informed decisions about any treatment they may take to turn menopause into a positive experience that does not negatively impact their lives. Further information is available on the official <https://yourmenopausedoctor.co.uk/> website.



Report No:	162/25
Agenda Item No:	23
Committee:	Full Council
Date:	29 January 2026
Title:	Review and Classification of the Staff Handbook
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer
Purpose of Report:	To present the recommendation from the Personnel Committee to adopt the revised Staff Handbook and to henceforth disapply the Staff Handbook from being considered as a 'policy'.

Actions

Full Council is advised:

1. To consider the revised Staff Handbook document recommended for adoption by the Personnel Committee.
2. To consider the recommendation from the Personnel Committee to disapply the Staff Handbook from being considered as a 'policy', meaning that the document can be updated as required, without the need to refer this each time to Personnel Committee and Full Council for adoption.
3. To move to a vote on the motions below.

Recommendations

Full Council is recommended:

1. To note the contents of the report.
2. To adopt the updated Staff Handbook, as recommended by the Personnel Committee.
3. To agree that, with immediate effect, the Staff Handbook is no longer to be treated or considered as a 'policy', as recommended by the Personnel

Committee.

4. To delegate power to the Town Clerk and Deputy Town Clerk to update the Staff Handbook as required, as recommended by the Personnel Committee.

1. Introduction

- 1.1 The Town Council's Staff Handbook should be a key 'live' document used, not only when onboarding new staff, but also during an employee's lifecycle as one of the initial reference points when queries arise around the Town Council's employment policies or practices.
- 1.2 The Staff Handbook was identified as being out of date and no longer aligning with Town Council policies. Following the review and updating by officers, the Personnel Committee met and considered the revised Staff Handbook at its meeting on 6 January 2026.
- 1.3 This report is now presenting the proposed Staff Handbook for consideration and adoption by Full Council, as recommended by the Personnel Committee.
- 1.4 In addition, Full Council is also being asked to consider that the Staff Handbook no longer be treated as a policy document and delegate the necessary powers to officers to update this document as needed.

2. Information

- 2.1 The proposed Staff Handbook is presented at **Appendix A**. The current version of the handbook has not been included, as there are a number of changes in terms of content, layout and formatting, and it would be confusing to compare or follow these tracked changes.
- 2.2 Report 135/25 to the Personnel Committee provided:
 - (a) An introduction to the Staff Handbook,
 - (b) Details of the review process,
 - (c) An overview of the changes being recommended by officers, and
 - (d) The justification for the request to no longer consider this as a policy document
- 2.3 Should members wish to revisit the report presented to the Personnel Committee, this can be viewed on the [Town Council's website](#) (page 46 onwards).

- 2.4** To confirm some key points around the declassification as a policy: by disapplying the Staff Handbook as a policy this means it can be kept up to date at all times and link to the most up to date policies as they are updated and approved by Full Council. The alternative would mean officers needing to repeatedly revisit the Staff Handbook at Personnel Committee followed by Full Council each time an underlying policy changes. This is considered to be an ineffective and a disproportionate waste of officers' and councillors' time.
- 2.5** For the assurance of councillors, officers propose to reference any changes to the Staff Handbook in the HR Update report brought to each Personnel Committee, for the Committee to note.
- 2.6** The Committee considered report 135/25 and, following a discussion, supported the updated version of the Handbook and the proposals within the report regarding this no longer being a policy document.
- 2.7** Full Council is asked to consider the motions within this report, as recommended by the Personnel Committee.
- 2.8** Upon adoption, the revised handbook will be circulated to all staff with an overview of the key changes and the process for updating this Handbook going forwards.

3. Financial Appraisal

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

4. Contact Officer

- 4.1** The Contact Officer for this report is Darryl Keech, Deputy Town Clerk & Responsible Financial Officer.



SEAFORD
TOWN
COUNCIL



Staff Handbook

This Staff Handbook is a guide to Seaford Town Council's culture and sets out the expectations and practical procedures for all Town Council officers

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

Handbook Status

Version	0.2	Last Review Date	March 2019
Adopted Date	March 2019	Next Review Date	TBC
Review Period	TBC	Approving Body	Officers – with updates on changes reported to the Personnel Committee for noting

Version History

Date	Version	Approval	Status
March 2019	0.1	Full Council	Adopted

Related Policies and Other References

Policy Reference Code	Policy Name
C7	Health and Safety Policy
CE5	IT & Cyber Security Policy
CE7	Press and Media Policy
HRP2	Additional Hours Policy
HRP4	Appraisal Policy
HRP7	Disciplinary Policy
HRP8	Display Screen Equipment Policy
HRP9	Equal Opportunities Policy
HRP10	Family Leave Policy
HRP13	Grievance Policy
HRP17	Probationary Period Policy
HRP21	Sickness Absence Policy
HRP22	Expenses Policy
HRP23	Training and Development Policy

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1. Welcome note from Steve Quayle, Town Clerk

On behalf of Seaford Town Council, I am pleased to welcome you to the team. This handbook has been designed as a practical guide to support you in understanding your employment with the Council, the standards we uphold, and the policies and procedures that guide our work.

Seaford Town Council values its employees and recognises that our staff are fundamental to delivering high-quality services to the community. This handbook sets out the framework within which we work, promoting fairness, consistency, and transparency in all aspects of employment.

While this handbook provides an overview of key policies and practices, it is intended as a guide rather than a contractual document or a statement of policy. For more detailed information, reference is made to specific policies, which can be accessed via the hyperlinks provided.

I encourage you all to familiarise yourselves with its contents, as it will help you understand your responsibilities, your entitlements, and the support available to you. Together, we can continue to make Seaford Town Council an excellent place to work and a strong, trusted organisation for our community.

Steve


Seaford Town Council

2. Using the Staff Handbook

The Staff Handbook has been written to provide you with key information about Seaford Town Council (STC), our culture, and important details relating to your employment. The handbook includes links to Council policies and procedures, which all employees are expected to follow as part of the STC team.

While some policies are also referenced in your contract, the Staff Handbook itself is not part of your contract. The Council may update or amend the handbook at any time, and any changes will be communicated to all staff.

You are expected to read the handbook carefully. If you have any questions or require clarification, please speak with your line manager or the Town Clerk.

3. Thriving in your role at STC

Seaford Town Council is committed to ensuring that employees enjoy their work while achieving their full potential. We believe that a positive and motivated workforce delivers the high-quality services our residents rely on and this is central to our purpose.

To support this, we aim to provide excellent working conditions and a range of employee benefits, outlined below. We also encourage and empower staff to perform at their best and welcome suggestions on how we can continue to improve the workplace for everyone.

Your wellbeing and job satisfaction are important to us, and we want you to feel valued and enjoy coming to work each day.

4. Employee Benefits

The Council offers its employees a number of benefits which includes:

- Membership of the Local Government Pension Scheme (LGPS), a defined benefit pension scheme which includes life insurance cover
- Time off in Lieu (TOIL) for extra hours worked
- Flexible working where possible
- Generous holiday entitlement
- Corporate membership rates at Wave Leisure
- Reduced price meals at The View, Seaford, with 20% discount on food, and 10% on drinks.
- Excellent working environment and conditions
- Free car parking, subject to availability of spaces
- Free uniform where applicable
- Access to free online training
- Availability of vocational qualifications where appropriate
- Free counselling service for all employees

5. Becoming part of STC

Induction

The Council is committed to providing you with all the support you need to settle into your role quickly and confidently.

Our induction programme will outline what to expect on your first day and subsequent weeks and months. During this time, you will meet your colleagues and receive important

information about the Council, your terms and conditions of employment, relevant policies and procedures, and health and safety requirements.

Your manager will review the program with you as part of your induction therefore if there is anything you need to know about the Council or your role, please do not hesitate to ask your line manager.

Probationary period

On joining the Council, you will normally serve a six-month probationary period (unless stated otherwise in your contract). During this time, both you and your line manager will assess your suitability for the role.

Please refer to full policy [here](#). The ACAS Code on Disciplinary, Dismissal and Grievance Procedures do not apply during the probationary period.

Personal Details

To ensure we can support you, particularly in emergencies, it is essential that your personnel records are complete, accurate, and up to date in line with General Data Protection Regulations (GDPR). Please notify the HR & OD Manager of any changes to your personal details or circumstances by completing the Change to Personal Details Form and emailing it to the HR & OD Manager.

Your personal information is treated confidentially and will not be shared with third parties without your consent. Personnel files are securely maintained by the HR & OD Manager and managed in line with the Council's Document Retention Policy.

Secondary Employment

The Council recognises that employees may have opportunities to work with other organisations. However, your role with the Council is considered your primary employment and should not be adversely affected by any additional work.

You must obtain written permission from the Town Clerk before undertaking any secondary paid employment. This approval may also be granted by the Council's Personnel Committee by resolution.

The Council reserves the right to ensure that any other employment you undertake does not conflict with your duties, the standards required in your role, or the proper performance of public office. Employees must also ensure that all work, including secondary employment, complies with the Working Time Regulations, to avoid exceeding the maximum weekly working hours or compromising rest periods.

6. Pay

Salary Scales

Seaford Town Council operates a salary scaling system, which will be clearly stated within your contract of employment. Any variations to this will be communicated to you

appropriately. All job roles are independently assessed and graded by an external provider to ensure equal pay rates for equal roles across the organisation. This process is currently contracted to East Sussex County Council's Job Evaluation Team

Please refer to your contract for clarity.

Payment of salaries

Salaries are paid by BACS transfer on or by the 25th day of each calendar month or the final working day before 25th if this falls on a weekend or Bank Holiday. An individual payslip will be provided, detailing all elements of your pay and any deductions.

You are required to submit a monthly timesheet (Time, Attendance & Pay – TAP Form) to your line manager by the 15th of each month. This must include any additional hours worked, sickness absence, and/or TOIL, and be signed by both you and your line manager. Failure to submit your timesheet on time may result in underpayment of any overtime claimed, which may not be able to be corrected until the following payroll cycle.

Deductions from salaries

Seaford Town Council will make any deductions from your pay as required by law or as authorised by you in writing. In addition, the Council reserves the right to make salary adjustments to your pay where an overpayment has been made or in cases of malicious damage which could result in dismissal.

Pension Scheme

The Council offers all its employees access to the Local Government Pension Scheme (LGPS).

A brief introduction to the LGPS is provided to you upon commencement of employment with STC or available upon request from either the Finance Manager or the HR & OD Manager.

In most cases, unless you opt out in writing, the Council is required by law to auto-enrol you in a workplace pension scheme. If you do not notify the Council of your wish to not opt-out before your first pay cycle, we will auto-enrol you into the LGPS scheme.

Hours of work

Your normal working hours are as stated in your contract. Although the Council does not encourage working beyond full-time hours, you will receive an opt-out form for the Working Time Regulations 1998, allowing you to work over the 48-hour weekly average at your discretion. For any shift of more than six hours, you must take at least a 30-minute unpaid rest break; this will be automatically deducted if not recorded on your monthly timesheet.

Time Off In Lieu

Where employees are authorised to work beyond their contractual hours, time off in lieu (TOIL) may be granted. Please refer to the Council's Additional Hours Policy [here](#) for details.

7. Holidays

Holiday entitlement

The Council provides at least 25 days of annual leave for all employees, in addition to public holidays per leave year (1 April – 31 March). Your exact entitlement depends on your contract type and your start date with STC, so please refer to your contract for details.

Unpaid leave is only approved in exceptional circumstances and must be authorised by the Town Clerk.

If you join the Council from another authority or qualifying public body, your previous service may be considered when calculating your holiday entitlement.

Holiday year

The holiday period runs between 1 April and 31 March. Annual leave should not be carried over to the next leave year unless specifically approved by your line manager, with a maximum of one week of leave being permitted to be carried over, unless approved in exceptional circumstances. Any untaken leave will be forfeited without such approval.

Public and Bank Holidays

Office-based employees receive all public holidays with pay, with pro-rata entitlement for part-time staff.

Golf Course employees are not automatically entitled to public or bank holidays but receive an equivalent allowance added to their annual leave, as outlined in their contract.

Holiday booking

All annual leave must be approved in advance by your line manager, taking organisational needs into account. Requests should be submitted as early as possible; legally, you must give at least twice the notice of the leave requested (e.g., 2 days' notice for 1 day off). If a request is refused, your line manager will provide timely notice and reasons. Please refer to your contract for details on holidays and contract termination.

Religious holidays

Seaford Town Council does not inquire about religion or discriminate against festival observances. Time off for these must be taken from your normal holiday entitlement.

8. Sickness Absence

Seaford Town Council is committed to employee wellbeing. If you are unwell, please follow the procedures outlined in the Sickness Absence Policy, which can be found [here](#).

9. Time off

Special Leave Arrangements

Compassionate leave may be granted for hardship or special circumstances, such as bereavement, funeral or serious illness of a close relative or dependent. While you should use annual leave for personal matters, additional leave beyond statutory entitlement may be approved at the Town Clerk's discretion. Each request is considered individually, and as much notice as possible should be given. Unpaid leave is generally only permitted in these exceptional circumstances.

Maternity, Paternity and Adoption

Seaford Town Council recognises this leave as an important time for parents. Please refer to the policy [here](#) for full details.

Time off to deal with a family emergency

All employees are entitled to reasonable unpaid leave or TOIL to deal with a dependant emergency, such as illness, injury, or care breakdown. You must notify your line manager as soon as possible.

Parental leave

To qualify for parental leave, you must have completed a year's service please see details in the policy [here](#).

Flexible working

Flexible working, available from the first day in the role, is a way of working that suits an employee's needs, for example having flexible start and finish times or working from home. To request for this, please email your line manager in the first instance, who will discuss with the HR & OD Manager to support the employee's request.

The Council has resolved that no officers should work from home for more than half their weekly working hours, except in special circumstances or due to temporary reasonable adjustments.

Time Off for Public Duties

Employees must inform the Council of any public positions when accepting a role or upon taking the position. Requests for time off for public duties may be granted with or

without pay, at the Town Clerk's discretion, considering prior time off and organisational impact.

Employees are free to join a trade union. Recognised trade union representatives will be allowed reasonable paid time off to carry out industrial relations duties.

Studies/Training

The council is dedicated to developing its employees. The full Training and Development Policy can be found [here](#).

10. Supervision and Appraisal

Your line manager is responsible for coaching and guiding you. The appraisal policy provides key details on the employee appraisal process.

Please see the full policy [here](#).

11. Performance and Behaviour at Work

Conduct at Work

Employees are expected to always behave appropriately, including when representing the Council offsite or at external events. Professionalism and courtesy are essential, especially in customer-facing roles or when interacting with suppliers, contractors, councillors, and colleagues.

Any concerns about your conduct will be discussed by your line manager. If you have concerns about another employee, raise them with your line manager or HR & OD Manager. Persistent or serious conduct issues may lead to the Council's Disciplinary Procedure being invoked following a thorough investigation.

Appearance

Seaford Town Council respects individual choice in appearance but expects employees to dress appropriately for their role and maintain good personal hygiene.

Golf Course staff must wear the correct uniform and name badge. Any Council-provided apparel must be worn when required and kept clean and presentable. Questions about appropriate dress should be directed to your line manager or the HR & OD Manager.

Council Premises

You may be issued with an identity badge or PIN for workplace access, which remains Council property. Any loss or accidental disclosure must be reported immediately to your line manager or the Town Clerk. Unauthorised persons must not be brought onto Council property without prior approval. If authorised, you are responsible for supervising visitors

and ensuring they do not access restricted areas or property. Council property must not be removed from the premises without prior permission from your line manager.

Personal Property

Any personal property, including jewellery, cash, vehicles, or other valuables, left on Council premises or in Council vehicles is at your own risk. You are advised not to leave valuables unattended. Seaford Town Council accepts no liability for loss or damage to personal property.

Telephones and Correspondence

Council phones, mobiles, and postal services must not be used for personal purposes. Misuse may lead to disciplinary action.

Use of Computers

The Acceptable Use of Computer, Internet and email facilities can be found [here](#) and the Council's Display Screen Equipment policy is also available [here](#)

Data Protection and Confidentiality

The Council is responsible for safeguarding all personal data under the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Please see full policy [here](#)

Smoking

To ensure the health, safety, and comfort of employees and customers, the Council enforces a no-smoking policy, including electronic cigarettes. Smoking inside Council premises will be considered gross misconduct which may result in disciplinary action.

Consumption of Alcohol and Drug Abuse

The Council prohibits alcohol consumption and drug use or storage on its premises, and employees must not work under their influence. Breaches may result in disciplinary action, including summary dismissal.

Professional Conduct and Public Statements

Employees must act in good faith, promote the Council's reputation, and always behave responsibly and trustworthily.

No employee may give media interviews or contribute to publications about the Council or its intellectual property without prior approval from the Town Clerk. See the Council's Press & Media Policy [here](#) for details.

Conflict of Interest

You must not engage in any outside business or activity that conflicts with your duties or the interests of Seaford Town Council. Any actual, apparent or potential conflict of interest must be reported immediately to the Town Clerk.

Conflicts may arise if an activity:

- Provides or receives products/services to/from the Council.
- Demands time that prevents you from fulfilling your Council responsibilities.
- Could negatively affect the Council's reputation.

If unsure whether an activity poses a conflict, discuss it with the Town Clerk.

Mobile Phones

To avoid disruption, personal mobile phones should only be used in emergencies and should be switched off or silenced during working hours. Work landline numbers may be provided to friends and family for emergency use.

Expenses

Seaford Town Council recognises that no member of staff, paid or unpaid, should be placed at financial disadvantage as a result of their work for the organisation. Please see the full policy [here](#).

12. Disciplinary Procedure

Seaford Town Council expects high standards of behaviour and performance from its employees. The Disciplinary Process can be found [here](#) which explains everything in more detail.

13. Grievance Policy

Seaford Town Council's aims to encourage its employees to have great relationship with both colleagues and line managers. Where this fails, there is a grievance process and policy [here](#) to address such matters.

14. Equal Opportunities

The policy of the Council is to promote equality, harmony and respect amongst individuals and to eliminate discrimination, harassment and victimisation of all kinds. Please find the full policy [here](#).

15. Health and Safety

Seaford Town Council has a legal duty to protect the health and safety of its employees and others. Please refer to the full policy [here](#).

16. Termination of Employment

Termination

If you resign, you must give written notice as required in your contract. If the Council ends your employment, you will be notified in writing and pay in lieu of notice may be given in line with your contract.

The Council may place you on 'garden leave', during which you will not work but will retain all contractual benefits.

Retirement

The Council has no fixed retirement age. Regular appraisals provide an opportunity to discuss future plans, including retirement, if desired.

If you intend to retire, please try to inform your line manager at least six months in advance so necessary arrangements can be made.



Report No:	150/25
Agenda Item No:	24
Committee:	Full Council
Date:	29 January 2025
Title:	Approval of Absence – Councillor L Wallraven
By:	Isabelle Mouland, Community Engagement & Democratic Services Manager
Purpose of Report:	To present a request for Councillor Wallraven to be granted an extension to the six-month attendance rule

Actions
Full Council is advised:
1. To consider the request from Councillor Wallraven to be granted an extension to the six-month attendance rule. 2. To move to a vote on the motions below.

Recommendations
Full Council is recommended:
1. To grant Councillor Wallraven an extension to the six-month attendance rule, seeing her return to Town Council meetings by 5 May 2026.

1. Information

1.1 The Local Government Act 1972, s85, states that a councillor ('Cllr') is automatically disqualified and ceases to hold office if they miss all formal meetings of the authority for six consecutive months, *unless* the authority formally approves a reason for their absence before that six-month period ends. This is commonly known as the 'six-month rule'.

- 1.2 Due to a planned operation and subsequent recovery, Cllr Wallraven has submitted apologies to Full Council and committee meetings since September 2025.
- 1.3 Cllr Wallraven's six-month deadline to attend a Full Council or committee meeting is currently 7 February 2026 and Cllr Wallraven had planned to be back at meetings in January 2026 (within the six-month rule).
- 1.4 However, there is a possibility that Cllr Wallraven will still be recovering and unable to attend a Full Council or committee meeting in January 2026 and, as this is the last Full Council meeting before the deadline, the Town Council is recommended to consider a request to grant Cllr Wallraven an extension to the six-month rule.
- 1.5 The request from Cllr Wallraven is for an extension of one-month due to ill health which would see her return to a Full Council or committee meeting by 7 March 2026.
- 1.6 Officers are, however, recommending that the extension be granted until the Annual Meeting of the Council on 5 May 2026 to provide her with the time and space to recover and recuperate properly without the added stress to return early should she not be fully ready.
- 1.7 There is the possibility that Cllr Wallraven will have already returned and be in attendance at this meeting (29 January), but due to extensions being unable to be granted retrospectively, this paper is being brought to this Full Council meeting as a safeguard. (Should Cllr Wallraven be in attendance at this meeting, councillors can propose not to consider his paper and move to the next item of business.)
- 1.8 It is worth highlighting that, if a councillor were to attend a meeting of an outside body that they have been appointed to by the Town Council, this would serve to satisfy the six-month rule and restart the clock. In Cllr Wallraven's case, at the time of writing, she has not been able to attend any outside body meetings.

2. Financial Appraisal

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

3. Contact Officer

- 3.1 The Contact Officer for this report is Isabelle Mouland, Community Engagement & Democratic Services Manager.



Report No:	158/25
Agenda Item No:	27
Committee:	Full Council
Date:	29 January 2026
Title:	South Hill Barn – Legal Advice and the Introduction of a Trial Pay and Display Scheme
By:	Peter Cousin, Head of Place, & Steve Quayle, Town Clerk
Purpose of Report:	1) Seeking approval for officers to seek legal advice regarding South Hill Barn and its access road 2) Seeking approval for officers to introduce a trial pay and display scheme at South Hill Barn Car Park for the 2026 - 2027 financial year.

Actions
Full Council is advised:
1. To consider and discuss the proposals detailed in the report. 2. To move to a vote on the recommendations below.

Recommendations
Full Council is recommended:
1. To note the contents of the report. 2. To approve the expenditure of £1,000 to pay for legal advice in relation to the access road and South Hill Barn's agricultural covenant. 3. To approve the expenditure of £10,000 to pay for the legal process to discharge or modify the agricultural covenant, should this be required. 4. To agree to the one-year trial of a pay and display scheme at the South Hill Barn Car Park.

(Subject to motion 4 being passed:)

5. To approve, in principle, the expenditure to purchase two Pay and Display machines (Option A) as detailed in Report 158/25, subject to planning permission.
6. To agree to the recruitment of a casual Car Park Attendant as detailed in Report 158/25.
7. To note that officers will bring the review of the trial back to Full Council in early 2027, with recommendations as to the potential future of the trial scheme or otherwise.

1. Introduction

- 1.1 The Town Council has recently become aware of the potential for legal challenges on its use of South Hill Barn and its access road, **Exempt Appendix A** provides more detail.
- 1.2 The South Hill Barn Working Group (SHBWG) has agreed to pause its work on that project while these legal issues are resolved, and officers now seek authority from Full Council to incur expenditure to commission the necessary legal investigations.
- 1.3 In addition, there has been a growing problem of increased vehicular use, particularly coaches, to the South Hill Barn car park for a number of years, putting significant pressure on the access road, the car park and the surrounding area at peak periods, whilst endangering pedestrians on the access road due to congestion and inconsiderate parking.
- 1.4 This problem has been exacerbated recently by the closure to coaches of the Birling Gap Car Park and the Seven Sisters Country Park Car Park, meaning South Hill Barn is now the only remaining access point in the vicinity that coaches can access.
- 1.5 The Town Council's new Strategy Programme 2025 – 2027, approved in October 2025, includes a strategic goal to undertake a trial of pay and display at the South Hill Barn Car Park. **Exempt Appendix B** provides more detail.
- 1.6 Upon the advice of officers, the SHBWG has demonstrated support for these outline proposals in an attempt to reach certainty and to move forwards with that project.

1.7 To better understand the vehicular use at South Hill Barn Car Park, a traffic survey was commissioned by the SHBWG, considering an off-peak period (October – November 2024) and an on-peak period (August – September 2025). The report from these surveys is attached at **Appendix C**.

2. Legal Investigations

2.1 Officers have been made aware that there are a number of legal risks and uncertainties pertaining to the current and future use of South Hill Barn.

2.2 A key uncertainty is the historical agricultural covenant attached to South Hill Barn. This covenant appears to require that the building may only be used for agricultural purposes, however the significant age of the covenant, combined with the fact the original beneficiaries of the covenant are likely now deceased, means the Town Council needs to obtain legal advice on whether or not the covenant remains enforceable, and if so what, if any, processes would be needed for the Town Council to be released from this covenant.

2.3 Separately, the access road to South Hill Barn is owned, at points, by four different landowners throughout its length, and legal advice is now required to understand rights of way and restrictions.

2.4 The Town Council has been quoted approx. £1,000 for the legal advice to provide answers to the issues posed in **2.2** and **2.3** above.

2.5 In addition, should the legal advice conclude that the agricultural covenant does prevent the useful amenity of South Hill Barn, the Town Council would have the option to apply for a Deed of Release if it can track down the successor beneficiaries of the covenant, and if they are agreeable. In the event they cannot be traced, or they are not agreeable, the matter may need to proceed to the Upper Tribunal (equivalent to the High Court for property matters) for a process laid down in s84 of the Law of Property Act 1925 which enables the Town Council to apply to discharge or modify the covenant. In this scenario, in the event of a fully contested hearing, cost estimates could escalate to around £10,000 in legal fees.

3. Pay and Display Trial

3.1 Following the traffic surveys undertaken at South Hill Barn, the SHBWG and officers believe that the introduction of a trial pay and display scheme could help to better manage the parking issues in the car park and on the

access road. The proposal is for the revenue raised from the pay and display scheme to be used to cover all the initial costs, to employ a Car Park Attendant, with any surplus to be used for improvements to the wider site.

- 3.2 Recognising that Seaford residents already pay council tax to help maintain the Seaford Head Estate and South Hill Barn site, both owned by the Town Council, the proposal is that for the trial period all BN25 residents would be granted a free resident permit, permitting them to park in the car park free of charge.
- 3.3 The proposed trial would run for the financial year of April 2026 to March 2027, with a review towards the end of that period to assess the success of the scheme and for the matter to be brought back to Full Council for a further decision.
- 3.4 Officers have had conversations with the tenant farmer and concessionaire onsite, both of whom are in support of the trial. Officers will ensure communication continues throughout the trial period to monitor and assess any impact of the trial.
- 3.5 **Appendix D** sets out the estimated number of vehicles and intended tariffs that would be levied under the pay and display scheme. The proposed car parking charges have been compared with those levied at Birling Gap and Seven Sisters Country Park, to ensure these fees are broadly in line with other comparable sites. It is important to note the traffic surveys which led to the predicted numbers of vehicles was not able to differentiate between those vehicles from within BN25 and those from outside. The figures, therefore, are very much estimates and the revenue raised from the scheme may fluctuate significantly depending on how many of those vehicles are covered by the free resident permit scheme.
- 3.6 The Car Park Attendant would be employed on a casual basis and initially would be envisaged to be present on site on weekends, bank holidays and during school holiday periods. In addition to managing the car park, they would position themselves at the entry point to the access road once the car park became full to turn away additional vehicles until spaces became available in the car park.

3.7 Officers propose the recruitment of a casual staff member on a temporary part time contract April 2026 - March 2027 in order to manage the car parking, keep the site well presented, help and give advice to visitors, encourage compliance with the car parking tariffs by their presence, open the overflow areas for coach parking, prevent vehicles entering the car park when full, ensuring that cars are parked efficiently to maximise space, and to discourage parking along the access road.

3.8 Whilst there would be a cost associated with paying for the Car Park Attendant, it is envisaged this would be covered by the income from the pay and display scheme, but this would be kept under constant review for the duration of the trial scheme.

3.9 Officers have had initial discussions with Lewes District Council, who have indicated they would be happy to issue resident permits through their Tourist Information Centre in return for proof of a BN25 address (council tax bill or driving licence). It is anticipated that Lewes District Council will request a small commission for the issuing of these permits and the proposal is for this commission to be covered by the income from the pay and display scheme.

3.10 Officers have received indicative initial quotes to purchase two pay and display machines – having two will help prevent queueing and provide continuity should one break down. The quotes vary depending on the nature of the machine. Three types of machines have been quoted. The three types of machines available are as follows:

3.11 Option 1: the cheapest option is to install a machine that only permits card payments and does not issue a physical ticket. These machines can be purchased for £2,500 + £900 installation fee per machine (total of £6,800 for two machines). Officers would then have access to a portal that shows which vehicles have paid to park based on number plates. The software to support these machines costs £36 per month (£18 per month per machine).

3.12 Option 2: the mid-priced option, costing £3,700 + £900 installation per machine (total £9,200 for two machines). This machine still only accepts card payments but provides a physical ticket for windscreen display. The software to support this machine costs £32 per month (£16 per month per machine).

3.13 Option 3: the most expensive option, costing £3,800 + £900 installation per machine (total £9,400 for two machines). This machine provides physical tickets and accepts both card and cash payments. Should Option 3 be chosen there would be additional costs payable for regular cash collection, estimated at £40 per week. There is an additional risk of the machines being subject to theft given the site's isolated location. The software to support this machine costs £32 per month (£16 per month per machine).

3.14 All machines charge a 14p per transaction card processing fee, which officers would recommend be added to the cost of the ticket; this is similar to the process operated by Ringo across most of East Sussex's car parks.

3.15 Officer's preference is for Option 1: card only, ticketless machines, because ticket printers are the most maintenance intensive part of any machine (regularly breaking down, especially at exposed sites, and requiring regular replacement of ticket rolls). Ticket rolls are also a costly, litter creating consumable and cash collection is significantly expensive.

3.16 All the above are initial indicative quotes for the purposes of seeking approval, officers will obtain three detailed quotes prior to embarking on the purchase, in line with the Town Council's Financial Regulations.

3.17 It is anticipated that the installation of the machines will require planning permission from the District Council. The estimated cost of this is £294 and due to the relatively simple nature of such an application, officers would be able to process this internally and hence not incur additional professional fees.

3.18 It is not proposed at this point to restrict coaches' use of the car park, but instead to improve management of the coaches via the Car Park Attendant, including by utilising an adjacent field as an overflow space for coaches to wait on the busiest 28 days per year. It is also proposed to charge coaches a premium for parking as detailed in **Appendix D**.

3.19 Other options for pay and display have been considered, including CCTV cameras (ANPR) and pay by phone, but these have been discounted for this trial scheme due to significant upfront costs and long contract timeframes.

4. Other Considerations

- 4.1** There is the potential for displaced vehicles who have been turned away from the access road to instead park along Chyngton Way and surrounding roads. To that end officers propose, that as part of the ongoing Lewes District Parking Review, to alert the County Council to this proposal and ask them to consider implementing parking restrictions along Chyngton Way and surrounding roads to mitigate this possibility. The Town Council does not hold competency on highway parking so cannot address this issue itself.
- 4.2** Initial discussions have already taken place between officers and representatives from the County Council about the potential of this scheme.

5. Financial Appraisal

- 5.1** The £1,000 fee for legal investigations would be funded by Professional Fees in 2025 - 2026 but as this budget is overspent this would be paid from General Reserves.
- 5.2** The £10,000 fee for discharging or modifying the agricultural covenant, if subsequently required, would be funded by Professional Fees in 2025 - 2026, but as this budget is overspent this would be paid from General Reserves.
- 5.3** The cost of introducing the trial pay and display scheme is estimated at between £7,094 - £9,694 initial cost, depending on the requirements of the machines selected. In order to launch this scheme from 1 April 2026 these costs would need to be incurred in 2025 – 2026. Due to this being an unbudgeted spend, the intention is to utilise the Seaford Head / South Hill Barn Earmarked Reserve (EMR 334) to cover this cost.
- 5.4** The software license costs (minimum commitment of two years in all cases) would cost between £768 - £864. This expenditure would be funded from the 2026 - 2027 budget and 2027 - 2028 budget and would come from the 4113-116 (software budget for Seaford Head Estate). As per 5.7 below, it is anticipated that costs will be offset by income.
- 5.5** The cost of a weekly cash collection for Option 3 at 3.12 above (should this be the chosen option) would cost approximately £2,080 per annum. This is an unbudgeted cost for 2026 – 2027 but as per 5.7 below, it is anticipated that costs will be offset by income.

- 5.6** The cost of the Car Park Attendant would be approximately £14,000 within the 2026 - 2027 staffing budget, including National Insurance and superannuation on-costs. This is an unbudgeted cost for 2026 – 2027 but as per 5.7 below, it is anticipated that costs will be offset by income.
- 5.7** Officers are reasonably confident that all of the above initial and ongoing costs related to the trial pay and display scheme would be offset by the revenue generated from the pay and display machines, and this would be constantly monitored throughout the course of the year.

6. Contact Officer

- 6.1** The Contact Officer for this report is Peter Cousin, Head of Place.



South Hill Barn Parking Survey Data Review 2025

Project	South Hill Barn – Seaford Town Council	Job No	1000010909
Subject	Parking Survey Data Review 2025	Issue	02
Prepared by	Ian Daly	Date	14/11/2025
Approved by	Ben Meekings	Date	14/11/2025

1. Background

- 1.1. South Hill Barn Car Park is situated within the Seaford Head Nature Reserve and provides convenient access to the nearby coastal paths and picturesque views of the Seven Sisters Cliffs. As such, the existing car park facility is well used by local residents and tourists throughout the year.
- 1.2. Project Centre Ltd (PCL) were previously commissioned by Seaford Town Council (STC) to assess the current usage of this site as well as undertake a preliminary review of the available opportunities to improve the existing layout - with a view to maximising the space and efficiency of it.

Figure 1 – South Hill Barn Car Park Site Plan



**Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation*



- 1.3. To this end, surveys were collected during October/November 2024 and a feasibility design exercise (proposing a revised layout) was undertaken in the Spring of 2025.
- 1.4. Subsequently, as an addendum to this previous work, STC have now commissioned PCL to procure and analyse an updated survey that reflects the peak summer season – providing additional clarity regarding the usage patterns throughout the year.
- 1.5. The summer months are envisaged to be representative of the maximum usage of the facility currently, thus providing a more robust basis for decisions on the future of the site.
- 1.6. This Technical Note provides the assessment of the revised surveys collected during August/September 2025.

2. Survey Data

- 2.1. **Citisense** were commissioned to provide data for a 28 day period between 13th August 2025 and 9th September 2025 as follows:
 - 24 Hr Automatic Traffic Count (ATC) capturing vehicle movements (including speeds) on the access road north of the car park entrance – classified by vehicle type;
 - 24 Hr counts (at 15 minute intervals) of the number of parked vehicles within the car park site (camera survey);
 - Vehicle recognition to determine duration of stay for each vehicle;
 - 24 Hr classified counts (at 15 minute intervals) to determine vehicles entering and leaving the site - including pedestrians (camera survey).



- 2.2. Data collection was undertaken via a camera positioned at a location agreed by STC with the ATC survey providing validation and back up to this.
- 2.3. Citisense provided the data described above on 3rd October 2025¹. PCL has analysed this data in good faith on the understanding it has been validated by the third party provider.

3. ATC Data Summary

- 3.1. The ATC data collected has been used to provide insight on daily traffic patterns as follows:
 - Identification of daily peaks and general fluctuations throughout the 28 day data period;
 - Comparison of the average number of vehicles recorded by day of the week;
 - Comparison between the 2025 (summer) and 2024 (autumn) data sets;
 - Identification of patterns by the type of vehicle.

28-Day Summary

- 3.2. Figure 2 overleaf summarises the ATC data recorded across the whole of the 28 day collection period. The numbers shown represent all vehicle movements counted during each 24hr period and therefore include vehicles arriving and leaving in the same day.
- 3.3. The number of individual vehicles visiting the site would therefore be approximately half of the figures shown (assuming most vehicles arrive and leave on the same day).
- 3.4. However, as presented, the figures do serve to provide a clear comparison of how demand fluctuated across the study period.

¹ Following discussions with Citisense and concern regarding the original data capture. A revised data set was provided on 10th November 2025

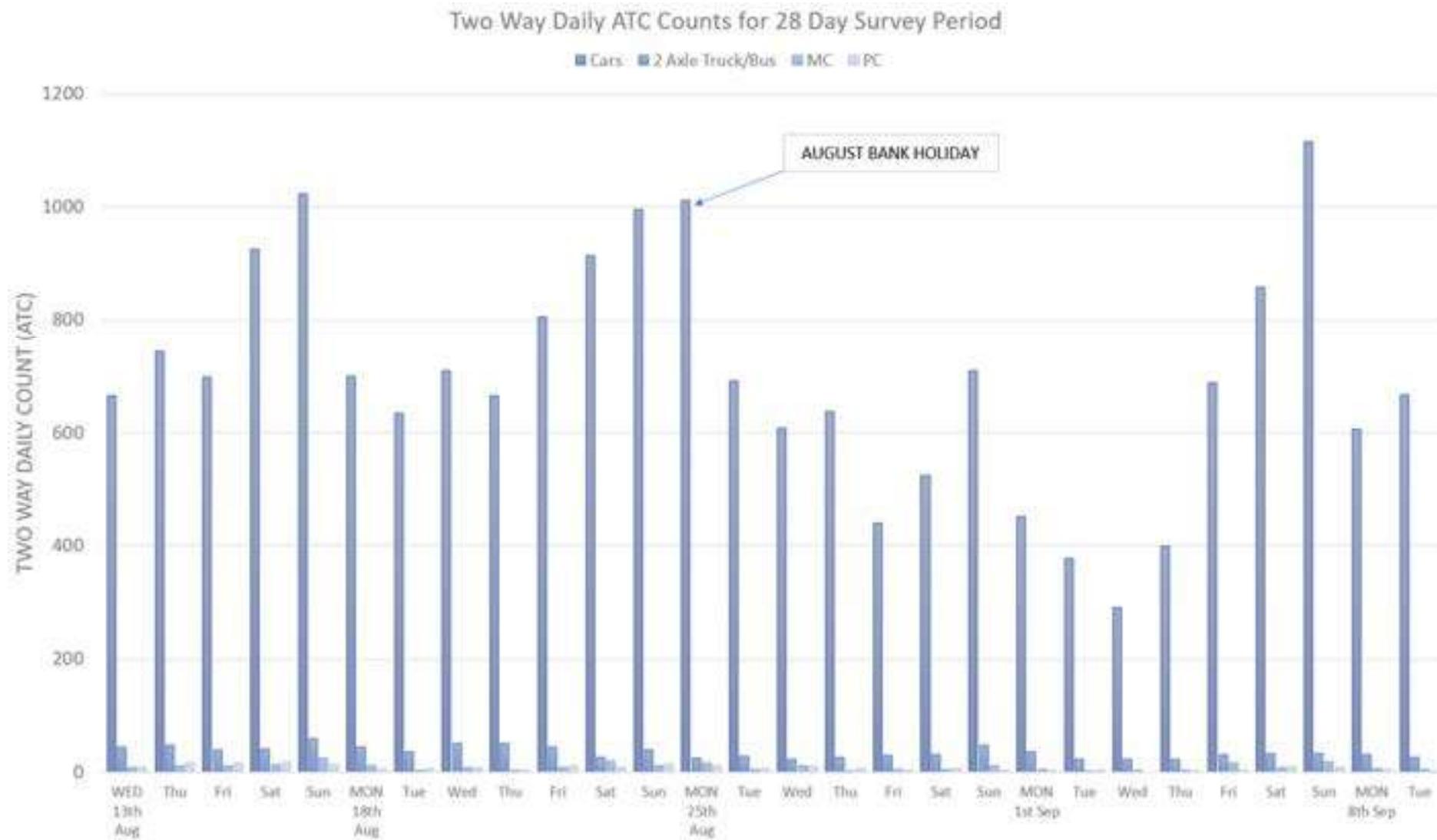


Figure 2 – 28 Day ATC Summary



- 3.5. Figure 2 illustrates that the busiest days in general are Sundays with c1000 car movements counted on a typical day. The busiest day was Sunday 7th September with over 1100 car movements counted.
- 3.6. Sunday 31st August experienced a lower number of movements than might be expected – possibly because of wet weather.
- 3.7. Indeed, lower numbers can be observed for an extended period between 29th August & 4th September – which corresponded with a rainy spell after the August Bank Holiday weekend.
- 3.8. Typical weekdays fluctuated at c600-800 car movements per day.
- 3.9. Bank Holiday Monday, as might be expected, exhibited higher numbers commensurate with the Sunday peaks noted above (c1000 per day).

Comparison of 2024 and 2025 Data

- 3.10. Figures 3 to 6 are provided below to illustrate the differences by mode between the 2024 (autumn) and 2025 (summer) data sets.
- 3.11. The figures represent the *average* daily 2-way movements recorded by day of week (not individual visitors/vehicles) but provide the same useful comparisons of demand across days/year/vehicle type.
- 3.12. Figure 3 (overleaf) shows this comparison for car movements.
- 3.13. As expected, movements have increased during the summer season and this is particularly emphasised during recreational periods such as weekends and the Bank Holiday Monday.
- 3.14. Sundays increased from a daily average of **678** recorded car movements to **962** (+42%). Saturdays increased from **482** to **806** (an increase of 67%).



Figure 3 – Average Daily Car Movements (ATC)

3.15. Figure 4 below shows a comparison of "2 Axle Bus/Truck" movements – considered most reflective of coach/mini-bus trips.

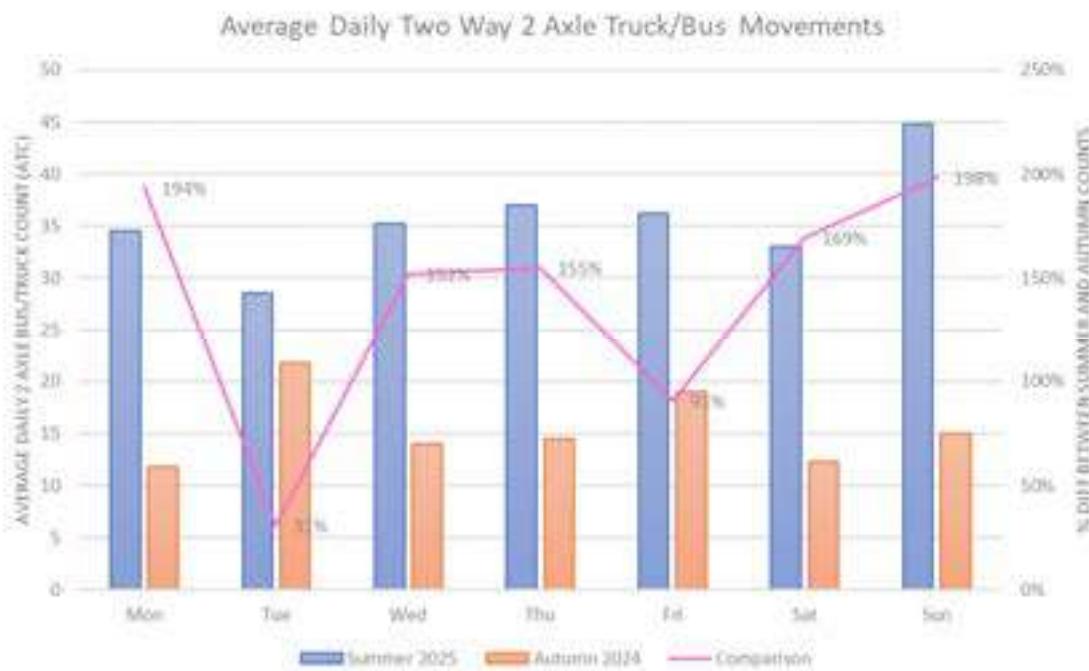


Figure 4 – Average Daily 2 Axle Bus/Truck Movements (ATC)



3.16. It is observed that the differences between the summer and autumn surveys are much higher and more consistent throughout the week than the car trips – though this in part is likely due to smaller sample sizes magnifying these percentage changes.

3.17. However, increases in recreational trips would reasonably be expected during summer months and recent changes to coach parking arrangements at "Beachy Head" may have further influenced the increased numbers at South Hill Barn.

3.18. The figures recorded were **2.4 times higher** on average in the summer compared to the autumn.

3.19. Figures 5 & 6 below show comparisons for motorcycles and pedal cycles and reflect similar patterns - with increased movements in the summer compared to autumn. This was particularly apparent for motorcycles during the weekends.

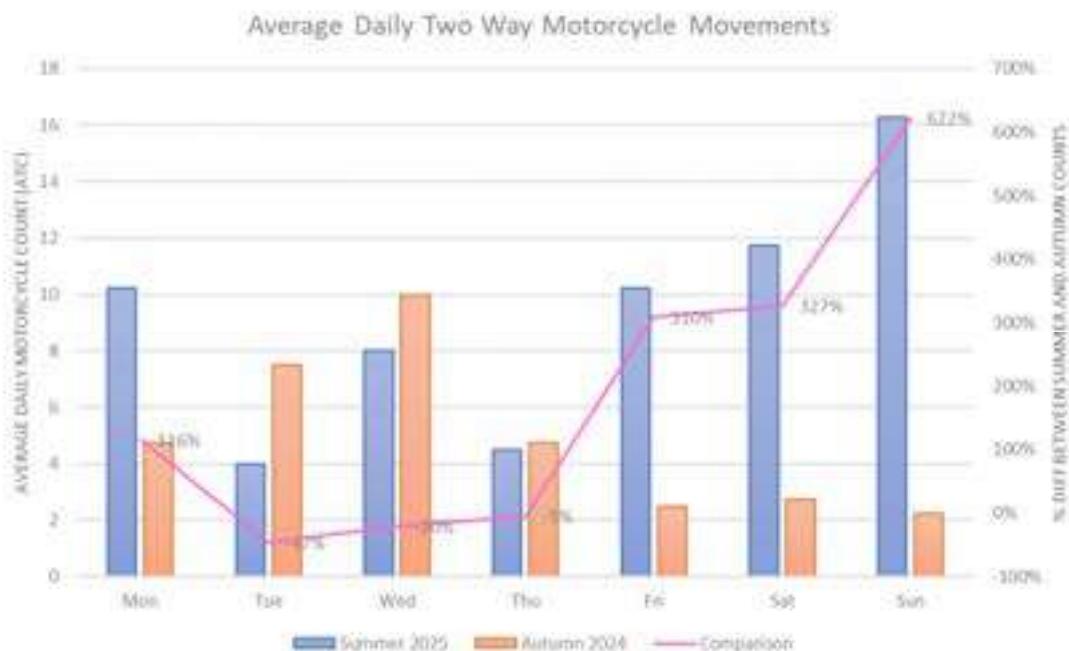


Figure 5 – Average Daily Motorcycle Movements (ATC)

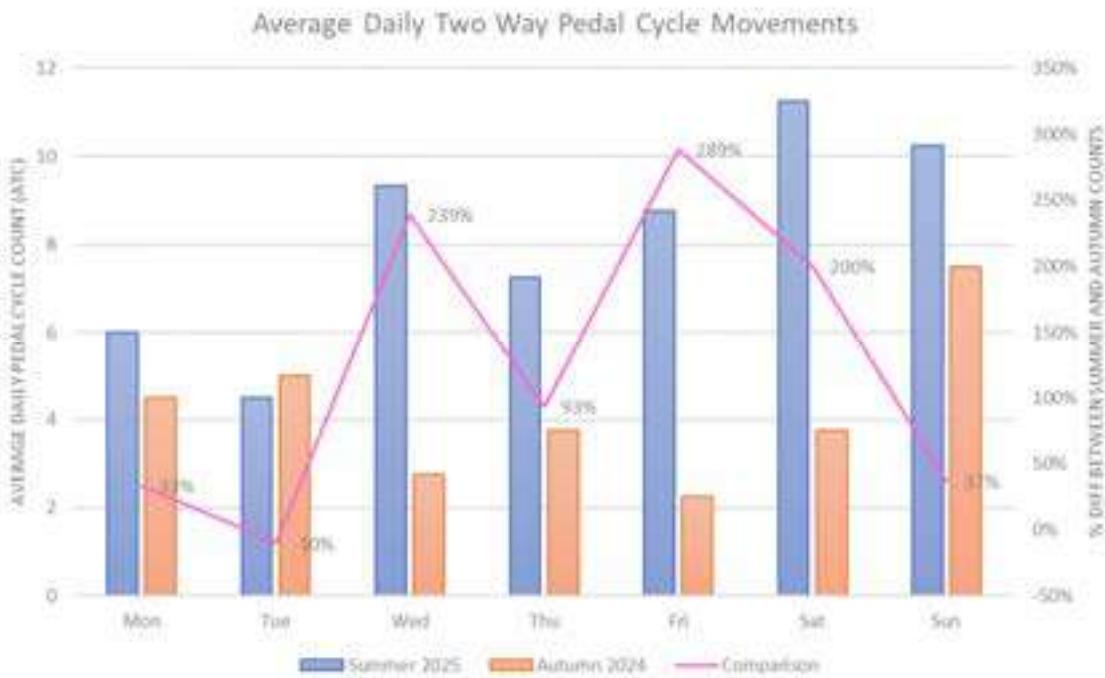


Figure 6 – Average Daily Pedal Cycle Movements (ATC)

4. Parking Accumulation

- 4.1. Citisense provided “parking stress” data (the number of vehicles parked at any one time) for the existing South Hill Barn car park site. This is illustrated for the Autumn 2024 (Figure 7) and Summer 2025 (Figure 8) data sets overleaf.
- 4.2. This data once more illustrates that the busiest days are Sundays with occupancy generally reaching maximums of **c70 - c80 vehicles²** at any one time.
- 4.3. Previous estimates of the theoretical space available within the existing site range between 61 (Citisense) and 77 (PCL) and the survey data therefore indicates that the observed maximums are commensurate with the 77 figure.
- 4.4. The greatest use of the car park was between the hours of 11am and 4:30pm with average occupancy of **42** (weekdays), **58** (Saturdays) & **68** (Sundays). Based on the 15min intervals observed between **07:00-19:00**, the number of vehicles recorded matched or exceeded the theoretical 77 vehicle capacity 12 times (**0.87%**) – 10 of which were on Bank Holiday Sunday/Monday.

² These figures include all vehicle types and those vehicles that were present for short duration drop-offs/pick-ups so perhaps over estimate true parking demand

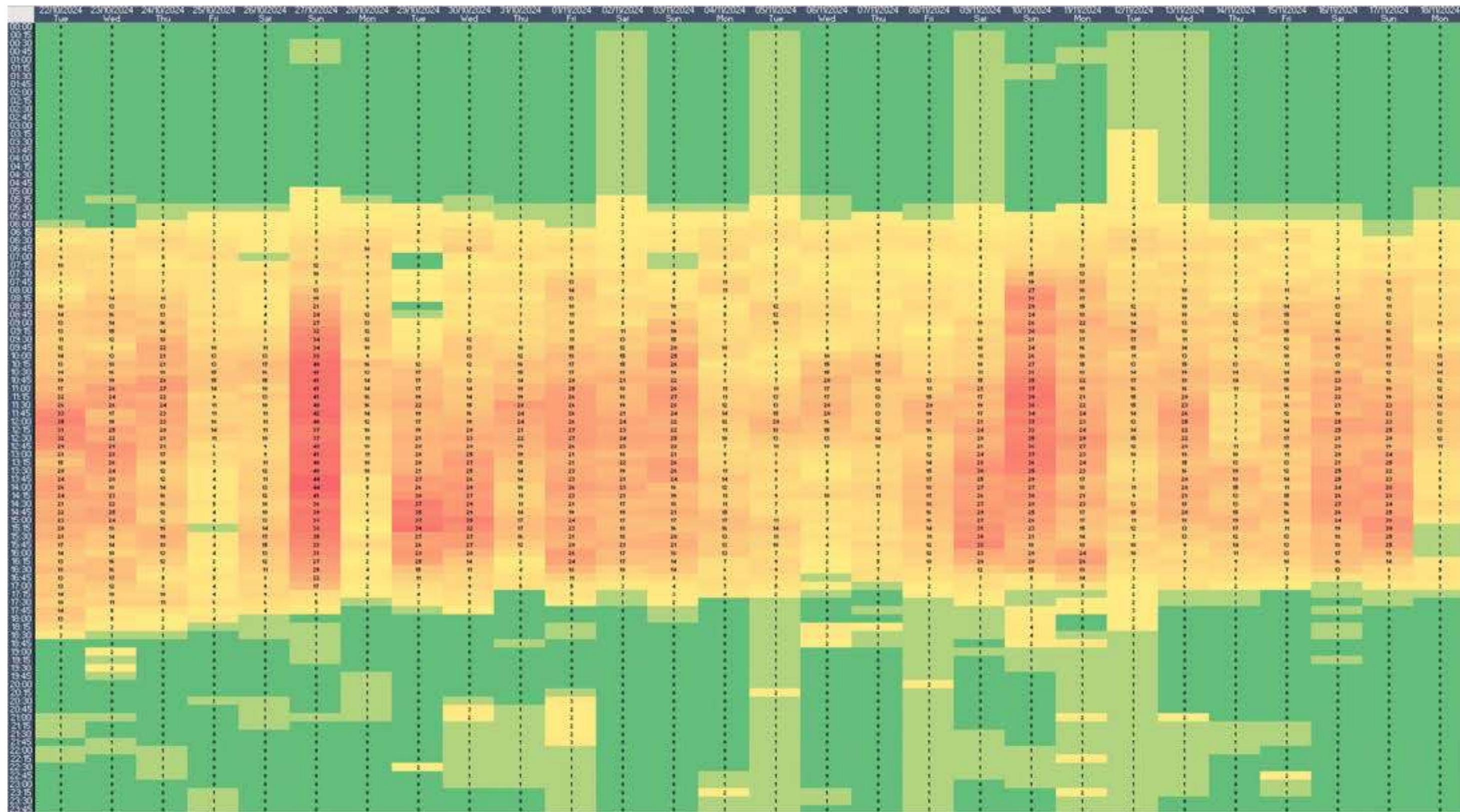


Figure 7 – Heat map of Parking Accumulation (Autumn 2024)

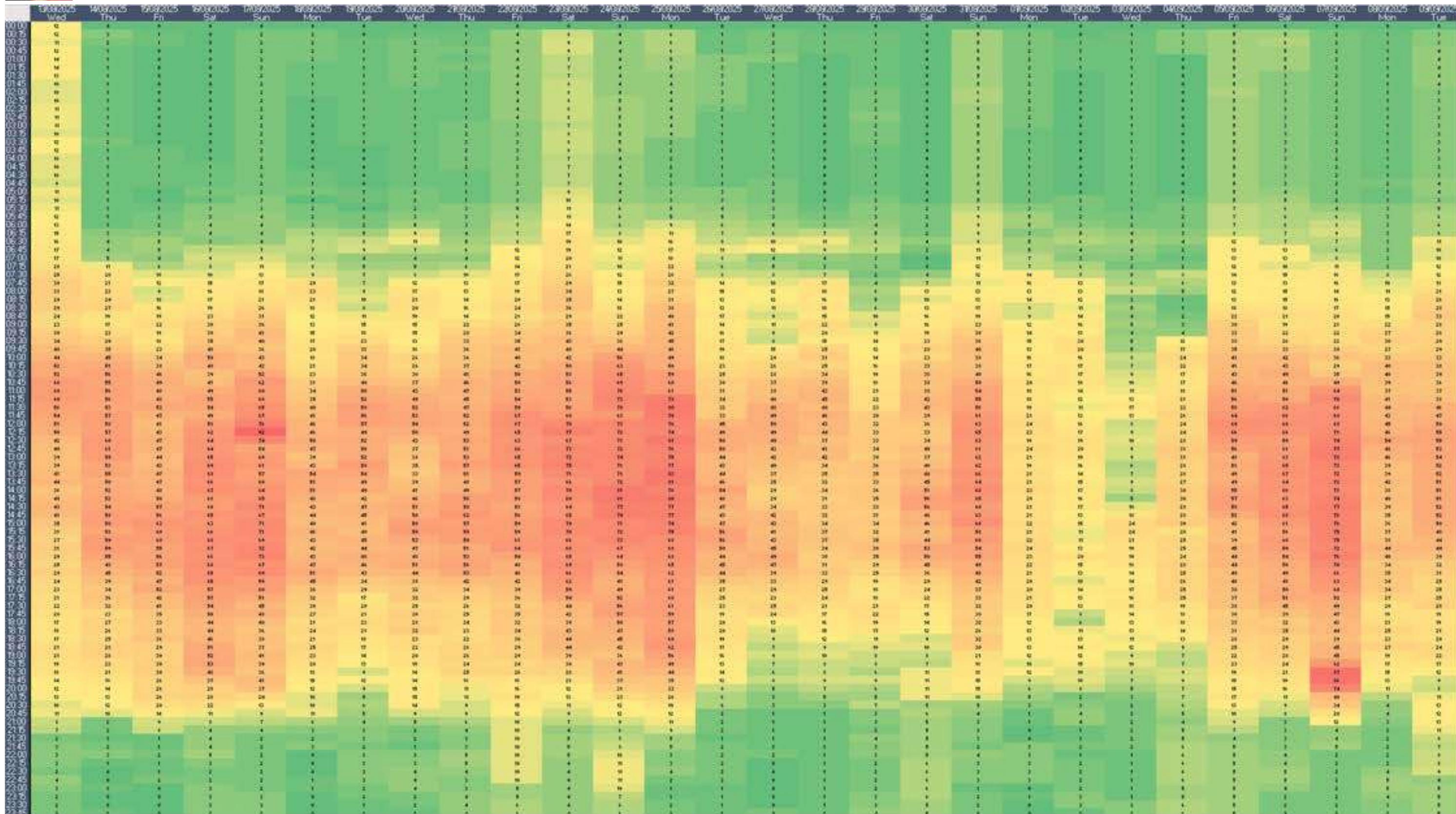
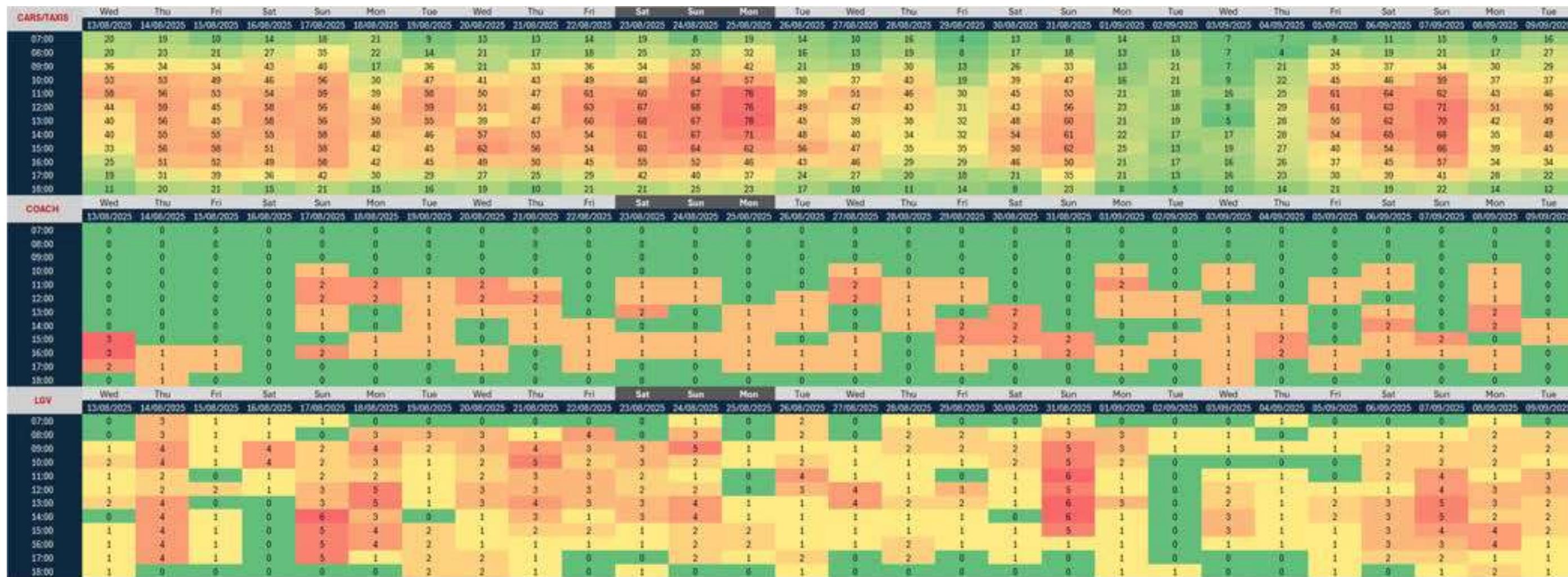


Figure 8 – Heat map of Parking Accumulation (Summer 2025)



- 4.5. The data provided also enabled PCL to calculate additional occupancy/accumulation calculations by mode – to better understand the impact of increased bus/coach numbers.
- 4.6. Figure 9 overleaf illustrates this data between the hours of 07:00-19:00. Only vehicles staying more than 10 minutes have been used as this was considered a better reflection of the demand for 'parking' (i.e. not inc. short duration drop-offs/pick-ups).
- 4.7. The figures for cars are very similar to those presented in Figure 8 which provides some validation between data sets.
- 4.8. The data shows generally a maximum of **2 coaches and 6 LGVs³** (potentially inc. mini-buses) at any one time.

³ LGV = Light Goods Vehicles weighing less than 3.5 tonnes (e.g. commercial van)





5. Duration of Stay

5.1. The data was also used to calculate how long vehicles were observed to stay in the car park during the summer 2025 period. This is summarised in Table 1 below.

Minutes	Cars		Coaches	
	Number	%	Number	%
0-2	1074	11%	47	26%
3-15	751	8%	52	28%
16-30	905	9%	12	7%
31-60	2693	27%	30	16%
61-90	1771	18%	37	20%
91-120	1016	10%	4	2%
121-180	846	9%	-	-
181-300	542	5%	1	-
300+	278	3%	-	-
Total	9876	100%	183	100%

Table 1 – Summary of Duration of Stay (Summer 2025)

5.2. It can be seen that 55% of cars stayed for less than an hour with 83% staying for less than 2 hours.

5.3. Coach trips are predominantly made up of short duration stays with 54% staying for less than 15mins and all were recorded as staying less than 2 hours. This indicates large coaches mainly operate on a drop off/pick up basis – perhaps lessening the need for formal coach parking.

6. Chyngton Lane Overspill

6.1. Figure 10 overleaf (provided by STC), shows activity recorded on Sunday 24th August 2025 (Bank Holiday weekend) and confirms excessive amounts of parking occurring in the surrounding lanes, away from the formal car park facility.



- 6.2. It is estimated that up to 50-60 vehicles are shown parked in the layby area of the service road shown in Figure 10.
- 6.3. It is not possible to determine from the survey data alone, how often such conditions occur or how far this behaviour extends into the local area.
- 6.4. However, this occurred during one of the few periods noted in the surveys where the South Hill Barn Car Park reached theoretical capacity (see paragraph 4.4).
- 6.5. It is likely therefore, that overspill occurred infrequently and that the existing parking provision accommodated the demand (without overspill) 99% of the time.



Figure 10 – Chyngton Lane Overspill Sunday 24th August 2025



7. Summary

Survey Results

- 7.1. A clear maximum threshold of **c70-80 vehicles** parked at any one time was evident within the peak season data analysed. As expected, this was higher than the previous Autumn data period.
- 7.2. The figures recorded were **2.4 times higher** on average in the summer period compared to the autumn.
- 7.3. The peak figures observed were commensurate with the theoretical capacity of the current parking area.
- 7.4. The greatest use of the car park was between the hours of 11am and 4:30pm with average occupancy of **42** (weekdays), **58** (Saturdays) & **68** (Sundays).
- 7.5. Based on the 15min intervals observed between **07:00-19:00**, the occupancy levels recorded only matched or exceeded the theoretical 77 vehicle capacity of the car park 12 times (**0.87%**) – 10 of which were on Bank Holiday Sunday/Monday.
- 7.6. Accumulation calculations indicate a demand for **2 coaches and 6 LGVs** (potentially inc. mini-buses).
- 7.7. This indicates that for the large majority of the summer, the capacity of the existing parking area was sufficient for demand – and was only exceeded in special circumstances (in this particular survey period, the sunny Bank Holiday).
- 7.8. In such circumstances, site observations show significant latent demand outside of the car park not captured by the surveys – **c50-60 vehicles** parked on the access road.



Next Steps

- 7.9. The impact of the “one-off” events is evident – however, there is no indication that an expansion of the car park is warranted and problems associated with Planning are likely to be prohibitive in this respect.
- 7.10. Furthermore, increasing capacity may, in certain respects, prove detrimental to the local area and community -by stimulating additional demand, that becomes increasingly difficult to manage within the prevailing constraints.
- 7.11. An imbalance between supply and demand may ultimately necessitate the adoption of more complex and strategic control measures, including the introduction of parking restrictions in adjacent areas and/or the implementation of “park and ride” schemes.
- 7.12. In the short term however, there seems merit in investigating the implementation of a ‘softer’ charging mechanism for the car park in its current form – e.g. an electronic, “pay-by-phone” system to try and maximise revenue potential (and control of demand) within the existing physical site and Planning constraints.
- 7.13. Light touch measures, sensitive to the ecology of the area, to increase efficiency of parking behaviour could also be implemented (e.g. informal demarcation of space/ minimal signing etc).
- 7.14. It is likely such a scheme could be implemented through introduction of a Traffic Regulation Order (off-street parking) – assuming the technology is viable (consultation with suppliers) at this location. Project Centre have previously assisted in implementing such a scheme for Medway Council at, **Medway Fields**.



Considerations

7.15. Some considerations with respect to such a scheme are:

- Viability of providing a phone based system (network signal etc) – consultation with suppliers required;
- Customer price sensitivity when no parking controls are present in the adjacent area. *STC's experience is that demand reduced by 30% when charging was introduced at Birling Gap. However, it is noted that the two locations are different in some respects (Birling Gap has a visitor centre, South Hill is used by locals for convenience etc);*
- Difficult (or expensive) to enforce at this remote location – *potentially offsetting the revenue opportunity.*

7.16. In order to address some of the issues above, an incremental approach could be adopted – e.g. seasonal and/or interim pricing and enforcement levels that enable the impacts on the local area and revenue potential to be balanced.

Revenue

7.17. The duration of stay data provided earlier in the report (Table 1) and in the previous report assessing the Autumn off-peak period has been used to provide an indicative picture of the possible revenue available.

7.18. This data has been provided for a pricing structure based on Eastbourne Seafront tariffs as well as the pricing at Birling Gap for a range of price sensitivities (i.e. accounting for a reduction in visitors due to charging).

7.19. This information is shown in Figures 11 and 12 overleaf. A spreadsheet has been provided to enable STC to test different pricing scenarios in the future. The data in Figures 11 & 12 **represent 28 day periods** based on the traffic surveys undertaken.



PEAK SCENARIO				OFF PEAK SCENARIO			
Minutes	Cars Number	Minutes	Coaches Number	Minutes	Cars Number	Minutes	Coaches Number
0-15	1756	0-60	96	0-15	371	0-60	7
16-30	353	61-240	42	16-30	544	61-240	56
31-60	2795	241+	108	31-60	1720	241+	1
61-120	2045			61-120	1119		24
121-240	1254			121-240	345		
241-360	307			241-360	47		
All Day	363			All Day	17		
Total	10079			Total	492		

PEAK PRICING				OFF PEAK PRICING			
Minutes	Cars Price	Minutes	Coaches Price	Minutes	Cars Price	Minutes	Coaches Price
0-15	£ 0.50	0-60	£ 4.45	0-15	£ -	0-60	£ 4.45
16-30	£ 0.95	61-240	£ 4.45	16-30	£ -	61-240	£ 4.45
31-60	£ 1.85	241+	£ 8.90	31-60	£ 0.50	241+	£ 8.90
61-120	£ 3.40			61-120	£ 0.95		
121-240	£ 5.00			121-240	£ 2.70		
241-360	£ 6.70			241-360	£ 3.40		
All Day	£ 9.90			All Day	£ 9.90		

PEAK REVENUE				OFF PEAK REVENUE			
Minutes	Cars £	Minutes	Coaches £	Minutes	Cars £	Minutes	Coaches £
0-15	£ 878.00	0-60	£ 427.20	0-15	£ -	0-60	£ 31.15
16-30	£ 905.35	61-240	£ 186.90	16-30	£ -	61-240	£ 712.00
31-60	£ 9,170.75	241+	£ -	31-60	£ 860.00	241+	£ 8.90
61-120	£ 9,673.00			61-120	£ 1,062.30		
121-240	£ 7,022.40			121-240	£ 931.50		
241-360	£ 2,056.90			241-360	£ 159.00		
All Day	£ 1504.10			All Day	£ 151.30		

Peak Demand/ Demand	Peak Revenue Estimate (per month)	Off-Peak Revenue Estimate (per month)
50%	£ 13,912.30	
60%	£ 16,694.76	
70%	£ 19,477.22	£ 2,293.17
80%	£ 22,259.68	
90%	£ 25,042.14	

Figure 11 – 28 Day Revenue Scenarios Based on Eastbourne Seafront Pricing



PEAK SCENARIO			
Minutes	Cars Number	Minutes	Coaches Number
0-15	1756	0-60	96
16-30	953	61-240	42
31-60	2785	241+	
61-120	2845		138
121-240	1254		
241-360	307		
All Day	163		
Total	10079		

OFF PEAK SCENARIO			
Minutes	Cars Number	Minutes	Coaches Number
0-15	371	0-60	7
16-30	544	61-240	16
31-60	1720	241+	1
61-120	1118		24
121-240	245		
241-360	47		
All Day	17		
Total	482		

PEAK PRICING			
Minutes	Cars Price	Minutes	Coaches Price
0-15	£ 2.00	0-60	£ 10.00
16-30	£ 2.00	61-240	£ 10.00
31-60	£ 2.00	241+	£ 20.00
61-120	£ 4.00		
121-240	£ 8.00		
241-360	£ 8.00		
All Day	£ 8.00		

OFF PEAK PRICING			
Minutes	Cars Price	Minutes	Coaches Price
0-15	£ 2.00	0-60	£ 10.00
16-30	£ 2.00	61-240	£ 10.00
31-60	£ 2.00	241+	£ 20.00
61-120	£ 4.00		
121-240	£ 8.00		
241-360	£ 8.00		
All Day	£ 8.00		

PEAK REVENUE			
Minutes	Cars £	Minutes	Coaches £
0-15	£ 3,512.00	0-60	£ 960.00
16-30	£ 1,806.00	61-240	£ 420.00
31-60	£ 5,590.00	241+	£ -
61-120	£ 11,388.00		
121-240	£ 10,032.00		
241-360	£ 2,456.00		
All Day	£ 1,352.00		

OFF PEAK REVENUE			
Minutes	Cars £	Minutes	Coaches £
0-15	£ 742.00	0-60	£ 70.00
16-30	£ 1,068.00	61-240	£ 160.00
31-60	£ 3,440.00	241+	£ 20.00
61-120	£ 4,472.00		
121-240	£ 2,760.00		
241-360	£ 376.00		
All Day	£ 136.00		

Peak Elasticity/ Demand	Peak Revenue (Estimate per month)
50%	£ 18,804.00
60%	£ 22,564.80
70%	£ 26,325.60
80%	£ 30,086.40
90%	£ 33,847.20

Off-Peak Elasticity/ Demand	Off-Peak Revenue (Estimate per month)
50%	£ 6,632.00
60%	£ 7,958.40
70%	£ 9,284.80
80%	£ 10,612.00
90%	£ 11,937.60

Figure 12 – 28 Day Revenue Scenarios Based on Birling Gap Pricing

Estimated number of vehicles and intended tariffs that would be levied under the pay and display scheme

PEAK SCENARIO (28 DAYS)			
Minutes	Cars	Minutes	Coaches
	Number		Number
0-15	1756	0-60	96
16-30	953	61-240	42
31-60	2795	241+	0
61-120	2845	Total	138
121-240	1254		
241-360	307		
All Day	169		
Total	10079		

OFF PEAK SCENARIO (28 DAYS)			
Minutes	Cars	Minutes	Coaches
	Number		Number
0-15	371	0-60	7
16-30	544	61-240	16
31-60	1720	241+	1
61-120	1118	Total	24
121-240	345		
241-360	47		
All Day	17		
Total	4162		

PEAK PRICING			
Minutes	Cars	Minutes	Coaches
	Price		Price
0-15	£ 2.00	0-60	£ 10.00
16-30	£ 2.00	61-240	£ 15.00
31-60	£ 2.00	241+	£ 20.00
61-120	£ 4.00		
121-240	£ 8.00		
241-360	£ 8.00		
All Day	£ 8.00		

OFF PEAK PRICING			
Minutes	Cars	Minutes	Coaches
	Price		Price
0-15	£ 2.00	0-60	£ 10.00
16-30	£ 2.00	61-240	£ 15.00
31-60	£ 2.00	241+	£ 20.00
61-120	£ 4.00		
121-240	£ 8.00		
241-360	£ 8.00		
All Day	£ 8.00		

PEAK REVENUE (28 DAYS)			
Minutes	Cars	Minutes	Coaches
	£		£
0-15	£ 3,512.00	0-60	£ 960.00
16-30	£ 1,906.00	61-240	£ 630.00
31-60	£ 5,590.00	241+	£ -
61-120	£ 11,380.00		
121-240	£ 10,032.00		
241-360	£ 2,456.00		
All Day	£ 1,352.00		

OFF PEAK REVENUE (28 DAYS)			
Minutes	Cars	Minutes	Coaches
	£		£
0-15	£ 742.00	0-60	£ 70.00
16-30	£ 1,088.00	61-240	£ 240.00
31-60	£ 3,440.00	241+	£ 20.00
61-120	£ 4,472.00		
121-240	£ 2,760.00		
241-360	£ 376.00		
All Day	£ 136.00		

Price Elasticity / Demand	Peak Revenue Estimate (per month)
50%	£ 18,909.00
60%	£ 22,690.80
70%	£ 26,472.60
80%	£ 30,254.40
90%	£ 34,036.20

Price Elasticity / Demand	Off-Peak Revenue Estimate (per month)
50%	£ 6,672.00
60%	£ 8,006.40
70%	£ 9,340.80
80%	£ 10,675.20
90%	£ 12,009.60