



Seaford Town Council

Agenda

Assets & Facilities Committee Meeting

2 July 2026

To the Members of the Assets & Facilities Committee, you are summoned to attend a meeting as follows:

Meeting Date	Thursday 2 July 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Members	Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, C Bristow, S Dubas, S Dunn, S Markwell, O Matthews, J Meek, and L Wallraven

Steve Quayle, Town Clerk

24 June 2026

PLEASE NOTE:

- For members of the public that have registered to attend the meeting, please see the end of the agenda for further details of public access and participation
- 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
- 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

For further information about items on this Agenda please contact:

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Postal Address: Seaford Town Council, 37 Church Street, Seaford, BN25 1HG

AGENDA

1. Apologies for Absence

To receive details of any apologies for absence.

To approve or not the reasons for absence.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

2. Disclosure of Interests

To receive any disclosure by councillors of interests that they are aware of in relation to matters on the agenda, whether registered or not, and confirmation of any procedural steps they will take because of this.

Councillors arriving late in the meeting will be asked to confirm if they have any interests to disclose at the point that they arrive.

Please see the Information for Councillors at the end of this agenda for supporting information on this.

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 Town Council Policy.

4. [Assets & Facilities Update Report – July 2026](#)

To consider report 33/26 updating the Committee on progress and actions relating to the Town Council's assets and facilities (pages 6 to 15).

5. [Assets & Facilities Income & Expenditure – Year Ended 31 March 2026](#)

To consider report 35/26 presenting details of the final income and expenditure position for this Committee for the financial year ended 31 March 2026 and update on Earmarked Reserve movements for the year (pages 16 to 33).

6. [Assets & Facilities Income and Expenditure Report for the period of 1 April – 31 May 2026](#)

To consider report 38/26 presenting details of the income and expenditure position for this Committee for the period 1 April – 31 May 2026 (pages 34 to 43).

7. [Seaford Street Market Consultation Outcome 2026](#)

To consider report 31/26 presenting the results of the 2026 consultation on Seaford Street Market and to seek direction on the issuing of a future street market licence (pages 44 to 56).

8. [Update on Signage Audit](#)

To consider report 29/26 updating the Committee on the progress of the signage audit and subsequent programme of improvements (pages 57 to 59).

9. [Review of Seaford Town Council-Owned Martello Beach Huts](#)

To consider report 39/26 presenting a review of the current management and financial arrangements of Town Council-owned Martello Beach Huts regarding their future management and/or potential disposal (pages 60 to 67).

10. 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.

11. Town Council Offices EXEMPT

To consider exempt report 42/26 presenting proposals for discussion, for the Town Council to remain at 37 Church Street with a new 20-year lease (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.

12. Legal Position Clarification EXEMPT

To consider exempt report 41/26 sharing, for noting and agreement of next steps based upon, legal advice commissioned by the Town Council (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 End -

INFORMATION – MEMBERS OF THE PUBLIC

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:

Public participation must take place in person during the designated agenda item. Members of the public may make a verbal statement relevant to an agenda item, for up to four minutes, when invited by the Chair. Speakers do not have to give their name and will be guided by the Chair on when to speak. Statements are recorded in summary form in the minutes of the meeting (without personal details) and public participation will normally last no more than 20 minutes, with the Chair having overall discretion.

The full version of the Town Council's Public Participation Policy can be viewed on the [Town Council's website](#).

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.

Councillor Questions:

Councillor should normally raise queries at the meeting so responses are shared with everyone. If a question needs advance preparation, it should be sent to the report's contact officer beforehand so it can be answered verbally at the meeting.

Councillor Apologies for Absence:

Section 85 of the Local Government Act requires that councillors must attend meetings regularly and that failure to attend any meetings for six consecutive months without an approved reason may lead to disqualification. Apologies must be submitted directly to an officer in advance, include a reason, and be formally approved by the meeting to be recorded. Apologies received late can be considered at the next appropriate meeting, but absences without a reason cannot be approved.

Councillor Interests:

Please see the [Town Councillor Interests Guide](#) for information about what interests councillors must declare, when those interests become a problem for decision-making, and what councillors must do if they have them.



Seaford Town Council

Report Number:	33/26
Agenda Item Number:	5
Meeting:	Assets & Facilities
Date:	2 July 2026
Title:	Assets & Facilities Update Report – July 2026
Strategy Programme Ref:	1.1, 1.3, 2.1, 2.3, 3.2, 3.3
Purpose of Report:	To update the Committee on progress and actions relating to the Town Council’s assets and facilities
Contact Officer:	Peter Cousin, Head of Place Authored by: Sharan Brydon, Operations & Facilities Manager
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.

1. Introduction

- 1.1** Presented below is the Assets & Facilities update, incorporating the areas of responsibility detailed in the Committee’s Terms of Reference, in alphabetical order.
- 1.2** Officers will continue to ensure the committee receives an update across its areas of responsibility.
- 1.3** All updates are for noting, but any questions or comments from the committee are welcomed.

2. Asset Management System – Civic.ly

- 2.1** The Civic.ly Assets Management System has now been populated and is actively in use. Officers are continuing to develop familiarity with the system, with confidence and efficiency improving as it becomes embedded in day-to-day operations.

- 2.2 There have been some initial snagging issues, but these have now been resolved with the provider.
- 2.3 Officers are continuing to ensure all relevant assets, inspections, and maintenance routines are fully integrated and effectively managed through Civic.ly as intended.

3. Beach Huts

3.1 Bönningstedt Beach Huts

No specific update for this meeting.

3.2 West View Seasonal Beach Huts

The eight rentable beach huts have been reintroduced to the promenade since May for the summer season. The Frankie's Café concessionaire continues to support the Town Council with management of the keys and cleaning of the beach huts.

3.3 Lifeguard's Hut

The key for the beach hut was collected by Seaford Lifeguards in April, enabling access for operational purposes for the current season.

3.4 Martello Beach Huts

New doors for Beach Huts 54 and 58 have now been successfully fitted. The remaining eight beach hut rental doors continue to be repaired and patched where possible, with replacement locks and padlocks being placed due to weather-related wear and corrosion.

4. Bus Shelters

- 4.1 Officers have now inspected the bus shelters that the Town Council is responsible for, with the repair and maintenance works to be scheduled for the Maintenance Officer to complete.

5. CCTV

- 5.1 No updates to report.

6. Concessions & Street Trading

6.1 Concession opportunities for 2026

The 2026 concession opportunities were processed and awarded in March for Bönningstedt Promenade Forecourt (opposite Edinburgh Road) and one West View Beach Hut concession, which has been placed and opened this May for the summer season.

6.2 Concessions Working Group

In pursuit of Strategy 1.1 of the Town Council's Strategy Programme 2025–2027, the Concessions Working Group has been established to focus on the development of a future concessions regime from 2027. The Working Group councillors and officers have held three out of their scheduled six meetings at the time of writing. The group's review findings and recommendations will feed back to this Committee before being presented to Full Council in the autumn.

6.3 Street Market Consultation

A separate report appears elsewhere on this agenda.

7. Esplanade Car Park

7.1 Following on from the Lewes district parking review undertaken by East Sussex County Council, it has been confirmed that the proposal for double yellow lining along both sides of the Esplanade between Cliff Gardens and Splash Point and around the turning circle is "progressing". This will allow for easier two-way vehicle movements, and ensure the turning area is fully useable to improve overall road safety and traffic flow. An informal consultation on the proposals is being run by East Sussex County Council in June/July 2026 ahead of a formal consultation later in the year. The Town Council will have the opportunity to input into both consultations.

8. Events (Town Council events – not civic events – and external events on Town Council land)

8.1 The following figures relate to external events on Town Council land between May to July 2026:

- (a) Martello Fields – 11 bookings – Car Boot Fairs, Circus, and Motorfest
- (b) South Hill Barn – 0 bookings
- (c) Promenade – 2 bookings – 10k Run MCC Promotions, and Plastic Free Seaford Paddle Protest
- (d) The Crouch – 2 bookings – Seaford Town Football Club events
- (e) The Salts – 0 bookings
- (f) Street Markets – 6 bookings – Seaford Street Market

8.2 Seaford Christmas Magic

The Christmas Magic Committee meetings are continuing to be held each month and see representatives from Seaford Chamber of Commerce,

Seaford Street Market, Seaford Traders Group and Town Council officers working to build the event to be held on Saturday 12 December 2026.

8.3 Remembrance Commemorations

No update to report.

8.4 Armed Forces Day

- (a)** Arrangements are being made by the Civic Team for a flag-raising ceremony to be held at Sutton Road War Memorial on Saturday 27 June 2026.
- (b)** The Armed Forces Day flag will remain in place for the duration of the week as part of wider activities to thank and recognise serving personnel, reservists, and veterans who contribute to the protection of the UK's peace and prosperity.
- (c)** Officers have reviewed the requirement for a precautionary road closure for the event. This review included consideration of arrangements implemented during the 80th Anniversary of VE Day ceremony at Sutton Road War Memorial in May 2025, where no road closure was deemed necessary.
- (d)** It is considered that implementing a road closure for this event would place an unnecessary burden on the A259, particularly given the short duration of the ceremony and the anticipated modest attendance. Instead, appropriate provisions will be made to ensure public safety. Sufficient marshals will be deployed in accordance with the event risk assessment, including directing attendees to remain within clearly defined areas surrounding the war memorial.
- (e)** As this will be the first Armed Forces Day flag-raising ceremony delivered by the Town Council, a post-event debrief will be undertaken. This will review the effectiveness of the event management plan and risk assessment, ensuring they remain appropriate and proportionate for future years.
- (f)** To support public engagement, the Town Council's website, social media channels, and officers' email signatures will be updated to raise awareness of the event, alongside promoting other Armed Forces Day activities taking place across the local area.

9. Hurdis House

- 9.1 Officers continue to inspect the building while it remains unoccupied.
- 9.2 At the time of writing, Full Council is due to consider an exempt report at its meeting on 25 June 2026 in relation to the sale of Hurdis House.

10. Martello Café

- 10.1 A call-out was undertaken to inspect a damaged shutter covering one of the Martello Café windows. Upon inspection, damage was identified to the main support strap of the shutter. The shutter contractor has advised that the entrance door shutter should be reconfigured to operate independently from the window shutters. This would allow the tenant to continue trading in the event of any further operational issues affecting the other shutters.

11. Martello Tower

- 11.1 Approval and funding have been secured to undertake an analysis of the part of the promenade walkway that crosses the slab above the museum.
- 11.2 This evaluation is scheduled to take place in June and will provide officers with the necessary information to carry out a loading assessment and determine the maximum load-bearing capacity of the slab to review for any further maintenance and risk management.

12. Memorials (including benches, trees and The Shoal)

12.1 Jon Freeman

On 23 October 2025, Full Council agreed that a memorial bench would be installed for Jon Freeman (as an exception to the paused Memorial Policy), recognising his commitment as a past serving town councillor and Mayor of Seaford, and his contribution to various other projects and initiatives throughout the town and the wider community. Officers have worked with his family to process and place an order for the bench and plaque. Once these items have been received officers will be in contact with the family to arrange installation.

- 12.2 Also, see 14.1 below

13. Old Town Hall

- 13.1 Officers have been working with the tenant to review options of how to better heat the Old Town Hall as a cold building all year round.

13.2 Quotes for insulation to be placed in the roof and adding extra power sockets to the building are being obtained for review.

14. Policies

14.1 Memorial Policy

A separate report appears elsewhere on this agenda.

15. Public Toilets

15.1 Martello Toilets

The Maintenance Officer has implemented a scheduled programme of works using the Civic.ly system to ensure regular checks and maintenance of all locks, doors, and lighting. The vandalised door at the Martello toilets has now been repaired. At the time of writing this report, all seven toilets are open and operating.

15.2 Salts Toilets

Graffiti at The Salts Toilets has been removed by the Maintenance Officer. However, vandalism continues to occur at this site on a regular basis. Officers are currently obtaining quotes for the installation of new metal gates at the main entrance to the facilities. These gates will be designed to extend from floor to ceiling, as despite the toilets being locked at night, access is still being gained by climbing over the existing gates.

15.3 South Street Toilets

No reported issues at this site.

15.4 Eco Toilets

Parking for the emptying tanker was proving a challenge during the peak summer season at this location. However, officers have made the necessary arrangements to secure a regular emptying slot outside of peak times, minimising disruption.

15.5 Changing Places Facility

The Changing Places door and frame have now been replaced, following earlier delays due to production issues. Arrangements have been made for the hoist and associated equipment to be serviced, with the facility due to reopen following these works.

15.6 Toilet Cleaning Tender

Following the evaluation of bids for the cleaning contract, a new service provider has been appointed and is due to start on 30 June 2026.

This contract is subject to a TUPE process, which is currently in progress. Due to this the existing service provider has been extended until the end of June to allow sufficient time for this HR process to be completed ahead of the handover to the new provider. To confirm, the legal responsibilities for the TUPE process sit with the existing and new service providers. The Town Council will however continue to monitor this, to ensure the necessary timescales are being met, and limit any risks for disruption to service delivery as well as possible.

16. Sponsorship

- 16.1** Renewal of the sponsorship for the double-sided promotional sign located next to the decorative boat on Station Approach, opposite Morrison's Petrol Station, did not receive any responses to the advertisement.
- 16.2** The previous sponsorship sign has now been removed and officers are considering alternative options for the space, which will be assessed in accordance with the Town Council's Corporate Sponsorship Policy.

17. Tennis Courts

- 17.1** Due to competing priorities for officers in managing day-to-day service delivery, alongside implementation of the current strategic objectives, the tender process for a tennis coach at The Salts Recreation Ground has been placed on hold. This will be reviewed with a view to issuing the tender in 2027.

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

- 18.1** Officers have prepared a tender to appoint a contractor for the emptying of dual waste bins, (not seafront bins), located on Town Council land, which is due to be released shortly.
- 18.2** 13 Big Belly bins were installed along the promenade on 1 June 2026, with all previous bins removed and placed into storage for the duration of the trial period. At the time of writing, the contract for the emptying of these bins is in a fluid situation. Officers will provide a verbal update on this situation at the meeting.
- 18.3** As this is a trial project, the Big Belly bins are not currently included within the wider tendering exercise. This reflects the differing emptying requirements associated with their increased weight and capacity.

18.4 Subject to the outcome of the trial, further consideration will be given to the inclusion of the promenade waste bins with the future contractual arrangements and any additional requirements needed.

19. The Crypt

19.1 A contractor has been appointed to reposition guttering to help mitigate leaks experienced by the tenants during periods of adverse weather. Works will also include maintenance to the rear door and addressing damp on the eastern wall of the building.

20. The View

20.1 Works have been completed and full redecoration of the downstairs changing rooms at The View (the area retained by the Town Council) have now been finished.

20.2 The shared lift within The View has been assessed and is considered beyond economical repair, as replacement components are no longer available due to its age. Further quotations have been obtained for a full lift replacement. However, due to the significant unbudgeted cost within the current financial year, and given that access to both floors of the building remains available, it has been decided to take the lift out of service at this time.

20.3 Maintenance works have been carried out on the mechanical ventilation system within the changing rooms to rectify faults.

20.4 Further investigations are required in relation to the boiler and modifications to the underfloor heating system.

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

21.1 Böningstedt Wall

No updates to report.

21.2 Christmas Lights

No updates to report.

21.3 Promenade Lighting

No updates to report.

21.4 Promenade Shelters

No updates to report.

21.5 Graffiti Vandalism

The Maintenance Officer has dealt with any inappropriate graffiti, mainly at The Salts Recreation Ground, and continues to monitor this with ongoing works as required.

22. Assets & Facilities – Strategic Programme Update

- 22.1** The Committee will be aware there are six strategies detailed within the Strategic Programme 2025 – 2027 that Assets & Facilities (A&F) Committee has oversight of. Whilst the formal RAG ratings are evaluated at each quarterly Full Council meeting, officers aim to provide the Committee with an update on the A&F specific strategies and goals as part of this update.
- 22.2** The Town Council's Strategic Programme 2025 – 2027 is available to view on the [Town Council's website](#).
- 22.3** Strategy 1.1 Concession, License, Lease Management – see *section 6.2 above (Concessions Working Group)*.
- 22.4** Strategy 1.3, Goal A – Refresh Heritage Board Signage – there is an ongoing dialogue between Seaford Museum & Heritage Society, Seaford Chamber of Commerce, and Lewes District Council. Both the Museum Society and Chamber of Commerce are keen to improve on the previous boards as part of a larger programme of interventions to support businesses in the town, however, this has meant that the project has been delayed.
- 22.5** Strategy 1.3, Goal B – Undertake signage audit across STC sites – see *the separate report elsewhere on this agenda*.
- 22.6** Strategy 2.1 - Evidence Base for new Community Centre - existing community provision within Seaford has been mapped (goal A). A questionnaire is being developed to engage with residents and community groups on whether the existing provision is adequate and what additional provision would be useful (goal B).
- 22.7** Strategy 2.3, Goal A – Work to acquire appropriate LDC assets – the Town Council nominated 14 sites for transfer of ownership from Lewes District Council, through a process known as Local Control Transfer. Officers await a response from the District Council.

- 22.8** Strategy 2.3 Goal B – Reach a final decision on future of Hurdis House - then action decision - see *section 9 above (Hurdis House)*.
- 22.9** Strategy 2.3, Goal C – Devise plan for future office location of Town Council (including the option to remain at Church Street, if appropriate) – see *the separate report elsewhere on this agenda*
- 22.10** Strategy 3.2, Goal A – Review and run tender for toilet cleaning and maintenance - aAFD Services Ltd have been awarded the contract. The intention is for aAFD to take over the operation from 1 July 2026 from Demna.
- 22.11** Strategy 3.2, Goal D - Establish viability of the reinstatement of public toilet at The Crouch – officers are working to have obtained the necessary quotes by the end of July, as per the strategic programme deadline.
- 22.12** Strategy 3.3, Seafront Bin Provision – see *section 18 above (street furniture)*.

23. Financial Appraisal

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



Seaford Town Council

Report Number:	35/26
Agenda Item Number:	5
Meeting:	Asset & Facilities
Date:	2 July 2026
Title:	Assets and Facilities Income and Expenditure Report – Year Ended 31 March 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To present details of the final income and expenditure position for this Committee for the financial year ended 31 March 2026 and update on Earmarked Reserve movements for the year
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer Authored by: Lucy Clark, Finance Manager
Supporting Documents:	Appendix A – Income & Expenditure Figures Year Ended 31 March 2026 Appendix B – Significant Financial Variances Details Appendix C – 2025 – 2026 Earmarked Reserves Appendix D – Earmarked Reserve Movements Previously Recommended to Full Council

Officer Recommendations:

1. To note the contents of the report.
2. To note the Earmarked Reserve transfers that were presented to Full Council on 25 June 2026, as set out within Report 35/26 Appendix D.

1. Income & Expenditure Information

- 1.1 Attached at **Appendix A** is the detailed income and expenditure report for the financial year ended 31 March 2026 for the Assets & Facilities Committee, compared against the approved (*original*) annual budget.
- 1.2 The figures represent the final outturn position for the 2025 - 2026 Financial Year.
- 1.3 Details of the significant variances are attached at **Appendix B**.
- 1.4 Total income for the year amounted to £226,363, representing 98% of the approved annual budget.
- 1.5 The slight shortfall against budget was primarily attributable to beach hut and concession income. Beach hut income was lower than anticipated as one beach hut was provided free of charge for Seaford Lifeguards. In addition, concession income was below budget as provision had been made for income from the operation of four seafront concession beach huts. However, following a tender exercise, only one application was received which was considered unsuitable. As a result, it was decided not to install the concession beach huts during the year, and the associated budgeted income was not achieved.
- 1.6 Total expenditure for the year amounted to £360,413, representing 108.4% of the approved annual budget.
- 1.7 The reported expenditure includes a number of one-off projects and commitments funded from reserves, including the Bonningsted Wall works (£45,973), replacement Martello beach hut doors (£5,878), repairs to the Salts Café (£3,150), and Martello Plaque refunds (£23,350) of which £9,770 was funded from an Earmarked Reserve.
- 1.8 In total, £64,771 of expenditure was funded from Earmarked Reserves and a further £13,580 from the General Reserve. Excluding these reserve-funded items, expenditure funded from the approved budget totalled £282,062, representing 85% of the approved budget and an underspend of £50,472.

2. Earmarked Reserves

- 2.1 As part of the year-end closedown process, a number of movements were made to Earmarked Reserves (EMRs) where there was a clearly identified future commitment, ongoing project expenditure, restricted funding

requirement, or where funding had previously been approved by the Town Council.

2.2 Attached at **Appendix C** are the year-end EMR details relating to this Committee for 2025 – 2026, with some key points as follows:

- (a)** These EMR movements have been made during the financial year end process where there was a clearly identified future commitment, ongoing project expenditure, or restricted funding requirement, including Community Infrastructure Levy (CIL) related balances.
- (b)** Certain EMR are shared across all committees and may also receive contributions from underspends within other committees. These EMRs have been included within the Appendix C and are labelled as 'Shared' within the Committees column.
- (c)** For clarity, Appendix C provides the total EMR balances as they currently stand. Appendix A provides slightly different EMR figures, as these relate only to the EMR movements that are carried out through the income and expenditure transactions and not those carried out as part of the year end process.

2.3 At its meeting on 25 June 2026, and as part of the required year end procedures, Full Council received full details of the Town Council's EMR balances and were asked to consider approval of certain EMR movements that do not relate to committed expenditure and are instead considered prudent by officers as a result of known risks and potential expenditure.

2.4 Due to the timing of the meetings and the legal requirement for Full Council to complete its year end processes by the end of June, it was not possible to bring these recommended EMR movements to this Committee for consideration prior to Full Council. However, for information, attached at **Appendix D** were the EMR movements relating to the Assets & Facilities Committee that were presented to Full Council on 25 June 2026.

3. Financial Appraisal

3.1 At year end, the Committee's total income stood at £226,363, with total expenditure of £360,413. This resulted in a net expenditure position of £134,050 before Earmarked Reserve (EMR) movements.

3.2 The approved net budget for 2025 - 2026 anticipated a net expenditure of £101,541. The final outturn position therefore represents an adverse variance of £32,509 against the approved budget. However, £64,771 of

expenditure was funded from EMRs during the year. Taking this reserve-funded expenditure into account, the Committee's net revenue expenditure was £69,279, representing a favourable variance of £32,262 against the approved budget.

- 3.3** At year end, the EMR balance for the Assets & Facilities and all shared committee EMRs currently stand at £404,969.58. Appendix D advises of a further £24,518 that Full Council were recommended to approve be transferred into EMRs, which results in a balance of £429,487.58 ringfenced for specific future expenditure and commitments.

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets and Facilities							
<u>103 The View</u>							
1023 Income Professional Fee Refund	300	0	(300)			0.0%	
1050 Income Rent	49,070	48,750	(320)			100.7%	
1093 Income Rates	5,653	5,848	195			96.7%	
The View :- Income	55,023	54,598	(425)			100.8%	0
4051 Rates	5,653	5,848	195		195	96.7%	
4115 Insurance	3,071	3,030	(41)		(41)	101.4%	
4155 Professional Fees	330	0	(330)		(330)	0.0%	
4261 General Maintenance	220	1,000	780		780	22.0%	
4270 Vehicles & Equipment Maint	245	1,000	755		755	24.5%	
4275 Building Maintenance	5,004	4,092	(912)		(912)	122.3%	
4279 Fire & Security	1,833	752	(1,081)		(1,081)	243.7%	
The View :- Indirect Expenditure	16,356	15,722	(634)	0	(634)	104.0%	0
Net Income over Expenditure	38,667	38,876	209				
<u>104 The View Capital Costs</u>							
4301 Public Works Loan Payment	104,977	105,000	23		23	100.0%	
The View Capital Costs :- Indirect Expenditure	104,977	105,000	23	0	23	100.0%	0
Net Expenditure	(104,977)	(105,000)	(23)				
<u>109 Memorials</u>							
4052 Water & Sewerage	144	190	46		46	75.9%	
4115 Insurance	266	266	0		0	99.9%	
4204 War Memorial (Sutton Road)	93	800	707		707	11.6%	
4250 Memorial Bench	25	2,500	2,475		2,475	1.0%	
4254 Martello Entertainments Area	23,350	0	(23,350)		(23,350)	0.0%	9,770
4255 The Shoal Maintenance	0	500	500		500	0.0%	
Memorials :- Indirect Expenditure	23,878	4,256	(19,622)	0	(19,622)	561.0%	9,770
Net Expenditure	(23,878)	(4,256)	19,622				
6000 plus Transfer from EMR	9,770	0	(9,770)				
Movement to/(from) Gen Reserve	(14,108)	(4,256)	9,852				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	800	1,800	1,000			44.5%	
1058 Income Water Recharge	398	315	(83)			126.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1063 Income Gas Recharge	528	1,148	620			46.0%	
Crypt :- Income	1,727	3,263	1,536			52.9%	0
4052 Water & Sewerage	398	315	(83)		(83)	126.5%	
4055 Electricity	800	1,800	1,000		1,000	44.5%	
4056 Gas	528	1,148	620		620	46.0%	
4115 Insurance	319	320	1		1	99.7%	
4154 Land Registry Fees	300	0	(300)		(300)	0.0%	
4275 Building Maintenance	340	10,000	9,660		9,660	3.4%	
4279 Fire & Security	213	150	(63)		(63)	141.8%	
Crypt :- Indirect Expenditure	2,899	13,733	10,834	0	10,834	21.1%	0
Net Income over Expenditure	(1,172)	(10,470)	(9,298)				
<u>114 Public Toilets</u>							
4115 Insurance	626	627	1		1	99.9%	
4203 Public Toilet Cleaning	40,010	53,500	13,490		13,490	74.8%	
4275 Building Maintenance	7,942	2,380	(5,562)		(5,562)	333.7%	
4279 Fire & Security	180	0	(180)		(180)	0.0%	
4502 Toilet Hire	150	0	(150)		(150)	0.0%	
Public Toilets :- Indirect Expenditure	48,908	56,507	7,599	0	7,599	86.6%	0
Net Expenditure	(48,908)	(56,507)	(7,599)				
<u>115 Martello Tower</u>							
4115 Insurance	3,590	3,590	0		0	100.0%	
4275 Building Maintenance	8,088	18,000	9,913		9,913	44.9%	
Martello Tower :- Indirect Expenditure	11,677	21,590	9,913	0	9,913	54.1%	0
Net Expenditure	(11,677)	(21,590)	(9,913)				
<u>118 Beach Huts</u>							
1054 Income Other	895	0	(895)			0.0%	
1057 Income Electricity Recharge	41	50	10			81.0%	
1058 Income Water Recharge	866	0	(866)			0.0%	
1060 Beach Huts Site Licence	29,004	28,987	(17)			100.1%	
1061 Beach Hut Annual Rent	11,903	13,222	1,320			90.0%	
1094 Income Seasonal Beach Huts	10,242	14,000	3,758			73.2%	
Beach Huts :- Income	52,950	56,259	3,309			94.1%	0
4051 Rates	5,115	5,045	(70)		(70)	101.4%	
4052 Water & Sewerage	1,444	480	(964)		(964)	300.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Electricity	244	1,006	762		762	24.3%	
4115 Insurance	678	565	(113)		(113)	120.0%	
4156 Bank Charges	62	0	(62)		(62)	0.0%	
4258 Seasonal Beach Hut Revenue Exp	9,273	13,500	4,227		4,227	68.7%	
4259 Bönningstedt Wall	45,973	0	(45,973)		(45,973)	0.0%	45,973
4275 Building Maintenance	6,550	900	(5,650)		(5,650)	727.8%	5,878
4502 Toilet Hire	1,378	1,313	(65)		(65)	105.0%	
Beach Huts :- Indirect Expenditure	70,719	22,809	(47,910)	0	(47,910)	310.0%	51,851
Net Income over Expenditure	(17,769)	33,450	51,219				
6000 plus Transfer from EMR	51,851	0	(51,851)				
Movement to/(from) Gen Reserve	34,082	33,450	(632)				
<u>119 Old Town Hall</u>							
1066 Income Concession	229	0	(229)			0.0%	
Old Town Hall :- Income	229	0	(229)				0
Net Income	229	0	(229)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,287	6,263	(24)		(24)	100.4%	
Seaford in Bloom :- Indirect Expenditure	6,287	6,263	(24)	0	(24)	100.4%	0
Net Income over Expenditure	(5,787)	(5,763)	24				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>134 CCTV</u>							
4055 Electricity	5,765	4,163	(1,602)		(1,602)	138.5%	
4115 Insurance	110	110	(0)		(0)	100.1%	
4276 Maintenance - CCTV	4,551	9,718	5,167		5,167	46.8%	
CCTV :- Indirect Expenditure	10,426	13,991	3,565	0	3,565	74.5%	0
Net Expenditure	(10,426)	(13,991)	(3,565)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Events</u>							
1075 Income Christmas Event	3,726	0	(3,726)			0.0%	
Events :- Income	3,726	0	(3,726)				0
4080 D-Day 80	392	2,000	1,608		1,608	19.6%	
4115 Insurance	67	68	1		1	99.1%	
4195 Events Expenditure	1,004	1,500	496		496	66.9%	
4273 Christmas Lights	9,842	10,000	158		158	98.4%	
4281 Christmas Event Expenses	13,325	6,500	(6,825)		(6,825)	205.0%	
Events :- Indirect Expenditure	24,630	20,068	(4,562)	0	(4,562)	122.7%	0
Net Income over Expenditure	(20,905)	(20,068)	837				
<u>140 Lifeguard Hut</u>							
4115 Insurance	51	51	(0)		(0)	100.6%	
4274 Projects Expenditure	6,032	5,000	(1,032)		(1,032)	120.6%	
Lifeguard Hut :- Indirect Expenditure	6,083	5,051	(1,032)	0	(1,032)	120.4%	0
Net Expenditure	(6,083)	(5,051)	1,032				
<u>145 Concessions & Street Trading</u>							
1024 Salts Cafe Concession	21,606	24,000	2,394			90.0%	
1026 South Hill Barn Concession	5,400	3,500	(1,900)			154.3%	
1027 Splash Point Concession	6,695	6,500	(195)			103.0%	
1028 Martello Cafe Concession	15,252	14,808	(444)			103.0%	
1029 West View Kiosk Concession	8,340	8,340	0			100.0%	
1031 Dane Road Concession	10,000	3,600	(6,400)			277.8%	
1032 Marine Parade Concession	21,500	21,500	0			100.0%	
1033 Bonningstedt Prom Concession	8,400	6,000	(2,400)			140.0%	
1034 Bonningstedt Steps Concession	3,500	2,500	(1,000)			140.0%	
1035 Old Town Hall Concession	2,515	2,664	149			94.4%	
1036 West View Beach Hut Concession	0	4,900	4,900			0.0%	
1057 Income Electricity Recharge	3,478	12,234	8,756			28.4%	
1058 Income Water Recharge	1,813	5,356	3,543			33.9%	
1063 Income Gas Recharge	1,238	0	(1,238)			0.0%	
1083 Income Street Market	471	471	0			100.0%	
Concessions & Street Trading :- Income	110,209	116,373	6,164			94.7%	0
4052 Water & Sewerage	1,063	5,343	4,280		4,280	19.9%	
4055 Electricity	3,527	11,375	7,848		7,848	31.0%	
4056 Gas	1,447	0	(1,447)		(1,447)	0.0%	
4115 Insurance	538	538	0		0	99.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	12,628	1,735	(10,893)		(10,893)	727.8%	3,150
Concessions & Street Trading :- Indirect Expenditure	19,202	18,991	(211)	0	(211)	101.1%	3,150
Net Income over Expenditure	91,006	97,382	6,376				
6000 plus Transfer from EMR	3,150	0	(3,150)				
Movement to/(from) Gen Reserve	94,156	97,382	3,226				
<u>146 Martello Changing Places</u>							
4055 Electricity	208	2,000	1,792		1,792	10.4%	
4115 Insurance	112	112	0		0	100.0%	
4275 Building Maintenance	227	400	173		173	56.8%	
Martello Changing Places :- Indirect Expenditure	547	2,512	1,965	0	1,965	21.8%	0
Net Expenditure	(547)	(2,512)	(1,965)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	2,000	0	(2,000)			0.0%	
Premises - Hurdis House :- Income	2,000	0	(2,000)				0
4115 Insurance	540	541	1		1	99.9%	
4154 Land Registry Fees	35	0	(35)		(35)	0.0%	
4155 Professional Fees	2,055	2,000	(55)		(55)	102.8%	
4275 Building Maintenance	2,776	5,000	2,224		2,224	55.5%	
4301 Public Works Loan Payment	7,501	7,500	(1)		(1)	100.0%	
Premises - Hurdis House :- Indirect Expenditure	12,907	15,041	2,134	0	2,134	85.8%	0
Net Income over Expenditure	(10,907)	(15,041)	(4,134)				
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	916	1,000	84		84	91.6%	
Planning & Highways :- Indirect Expenditure	916	1,000	84	0	84	91.6%	0
Net Expenditure	(916)	(1,000)	(84)				
Assets and Facilities :- Income	226,363	230,993	4,630			98.0%	
Expenditure	360,413	332,534	(27,879)	0	(27,879)	108.4%	
Net Income over Expenditure	(134,050)	(101,541)	32,509				
plus Transfer from EMR	64,771	0	(64,771)				
Movement to/(from) Gen Reserve	(69,279)	(101,541)	(32,262)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	226,363	230,993	4,630			98.0%	
Expenditure	360,413	332,534	(27,879)	0	(27,879)	108.4%	
Net Income over Expenditure	(134,050)	(101,541)	32,509				
plus Transfer from EMR	64,771	0	(64,771)				
Movement to/(from) Gen Reserve	(69,279)	(101,541)	(32,262)				

REPORT 35/26 APPENDIX B
Assets & Facilities
2025 - 2026

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for Assets & Facilities					
		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
103	The View				
1023	Income Professional Fee Refund				Income received by tenant to cover appropriate legal fees.
1050	Income Rent			Income is slightly over budget due to the way the lease income falls across financial years.	As previously reported
4115	Insurance	This has been fully paid for the year which is the same for all insurance accounts within this Committee. Whilst some cost centres show insurance as slightly overbudget, these are offset by those that are under budget.	As previously reported	As previously reported	As previously reported
4155	Professional Fees				Legal costs incurred in relation to a lease agreement. The costs were recovered in full from the tenant and are offset by income recorded under code 1023 above
4275	Building Maintenance		The budget has now been overspent due to the need to replace the Mikrofill unit in the kitchen.	As previously reported	As previously reported - the underspends within 4261 and 4270 have partly offset the overspend
4279	Fire & Security	The budget is currently higher than the linear % due to upfront payments for annual and quarterly maintenance costs.	As previously reported	Costs are over budget following a bi-annual fire extinguisher test that was not anticipated when the budget was set.	As previously reported
109	Memorials				
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4250	Memorial Bench				The underspend within this account has been transferred to the Memorial Maintenance EMR to support future maintenance requirements and to help mitigate pressure on future revenue budgets
4254	Martello Entertainment Area	This cost relates to refunds to all the plaque purchases as previously approved at Full Council. The total costs are expected to reach £31,350; £9,770 of which will come from an earmarked reserve (EMR).	As previously reported	As previously reported	As previously reported
113	The Crypt				
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4154	Land Registry			Unbudgeted expenditure relates to Land Registry information required in connection with the lease.	As previously reported

		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
4275	Building Maintenance			The budget is not anticipated to be fully spent by the year end and will therefore be requested to be transferred to an EMR.	As previously reported, the underspend within this account has been transferred to the Building Maintenance EMR to support future building maintenance and to help mitigate pressure on future revenue budgets
4279	Fire & Security			Costs are over budget following a bi-annual fire extinguisher test that was not anticipated when the budget was set.	As previously reported
114	Public Toilets				
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4203	Public Toilet Cleaning				The underspend within this account has been transferred to the Public Toilet EMR to assist with potential unbudgeted costs in 2026 - 2027
4275	Building Maintenance		When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. There may, however, be underspends within other related account codes that will offset this overspend.	As previously reported, this budget variance arose due to the reallocation of estimates under the new committee structure. However, the overall expenditure within the Public Toilet cost centre is currently on track to be under budget.	As previously reported
4279	Fire & Security			Unbudgeted expenditure was incurred for the first annual fire alarm maintenance, as no budget provision had originally been made.	As previously reported
4502	Toilet Hire			Unbudgeted expenditure relates to a short-term trial of a portable urinal during the summer, which was not progressed beyond one week.	As previously reported
115	Martello Tower				
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4275	Building Maintenance			The £18,000 budget is intended to supplement the £12,000 already held within the Building Maintenance EMR for the required ceiling works in the museum. If the works do not commence before year end, the budget will be requested for transfer to the EMR so that the works can commence in the new financial year.	Whilst works commenced during the financial year, an underspend remained within the budget at the year end. The remaining balance has therefore been transferred to the Building Maintenance EMR to support future building maintenance requirements and to help mitigate pressure on future revenue budgets
118	Beach Huts				
1054	Income Other	The unbudgeted income relates to admin fees received following the sale of beach huts	As previously reported	As previously reported	As previously reported
1058	Income Water Recharge				This income relates to the recharges to the concessionaires. Whilst an income was anticipated, the budget provision was inadvertently omitted when the budget was revised via virements following the committee restructure
1060	Beach Hut Site Licence	Fully invoiced for this year	As previously reported	As previously reported	As previously reported

		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
1061	Beach Hut Annual Rent	Fully invoiced for this year. The number of huts available to rent out to the public on a 3 year licence has reduced from 10 to 9 (due to one hut being utilised by Seaford Lifeguards) - therefore the income in this account will be slightly lower than budget.	As previously reported	As previously reported	As previously reported
1094	Income Seasonal Beach Huts		The hire structure was changed in 2024/25 from a fixed weekly hire to a daily hire rate, with a 20% discount offered to bookings exceeding seven days. The aim of this change was to increase flexibility whilst still performing to budget. However, income has remained lower than anticipated, suggesting the new structure as a possible reason. As a result, a review of the current pricing will be undertaken.	A separate report on the West View Beach Huts can be found elsewhere on this agenda.	As previously reported. The committee has approved the continuation of a daily hire model for the seasonal beach huts for 2026 - 2027 along with the existing pricing schedule to include the application of a Consumer Price Index increase and the continuation of a 20% discount for bookings of seven consecutive days or more. Officers will explore additional promotional opportunities to increase off-peak and mid-week usage and report back further to this Committee after the 2026 scheme is concluded.
4052	Water & Sewerage			Expenditure is over budget due to higher usage than anticipated. Officers are reviewing options for installing separate water meters for each concession to enable appropriate recharging of costs.	As previously reported, water consumption remained higher than originally anticipated. Prior to the installation of separate water meters, an agreement was reached to recharge a proportion of the water costs to the concessions during 2025 - 2026, which has partially offset the overspend. Separate water meters were installed in April 2026 and will enable actual usage to be recharged going forward
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4156	Bank Charges	The unbudgeted expenditure relates to the new PDQ machine used to take the seasonal beach hut bookings.	As previously reported	As previously reported	As previously reported
4258	Seasonal Beach Hut Expenditure			The underspend relates to the beach hut concession installation and dismantling not taking place, as no concessions were offered this year, and will offset the reduction in expected income within this cost centre.	As previously reported. The remaining balance was recommended to Full Council on 25 June 2026 to be transferred to a new Beach Hut EMR to support future building maintenance requirements and to help mitigate pressure on future revenue budgets
4259	Bönningstedt Wall	This expenditure was originally approved in November 2024 to be funded from £50K in general reserves. As the spend did not occur in 2024-2025, the £50,000 was transferred into an EMR at year end and is now being drawn down in 2025-2026.	As previously reported	As previously reported	Following the completion of works, the remaining balance was recommended to Full Council on 25 June 2026 to be transferred to the Seaford Maintenance to support future maintenance and repair requirements across the seafront assets and infrastructure
4275	Building Maintenance			The account is showing as overspent, however, £2,939 has been used from the building maintenance EMR for two new Martello BH doors that are in urgent need of replacement. As this is only 50% of the cost, a further £2,939 will be spent out of this budget and EMR by the year end.	As previously reported, the two Martello Beach Hut door replacements were funded from the Building Maintenance EMR

		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
119	Old Town Hall				
1066	Income Concession				The income showing in this account relates to the final quarter of concession fees and was coded here in error rather than to the new Concessions Cost Centre. As a result, the surplus on this now obsolete code helps to offset the underperformance within the Concessions Cost Centre income budget
121	Seaford In Bloom				
1025	Income Sponsorship	Fully invoiced for the year	As previously reported	As previously reported	As previously reported
4402	Seaford In Bloom	The majority of this expenditure occurs in the summer months with the remaining portion being charged in winter.	As previously reported	As previously reported	As previously reported
134	CCTV				
4055	Electricity				CCTV electricity costs were higher than budgeted during the year. Future budget provisions will be reviewed in light of actual expenditure
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4676	Maintenance - CCTV	The budget is currently higher than the linear percentage due to upfront payments for annual and quarterly maintenance costs.	The budget remains 40.3% of the annual allocation, consistent with July's position. This continues to reflect the upfront payments made earlier in the year for annual and quarterly maintenance costs.		The remaining balance was recommended to Full Council on 25 June 2026 to be transferred to a new CCTV EMR to support future building maintenance requirements and to help mitigate pressure on future revenue budgets
135	Events				
1075	Income Christmas Event				The income relates to sponsorship that was secured for the Christmas Magic event. As it was not known whether this income would be received when the budget was set, no income provision was included
4080	D-Day 80		There is no further spend anticipated to come from this budget, however the underspend will part offset the Christmas Event expenditure which is projected to reach £10,000.	As previously reported.	As previously reported.
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4281	Christmas Event Expenditure		The cost of lanterns for the Christmas Magic event has increased significantly since last year and which was not known at the time the budgets were set. It is projected that total costs could exceed £10,000 but will be offset by the underspend within 4080 (mentioned above) and the income raised for the event.	As previously reported, costs for the Christmas Magic event have increased significantly compared with previous years, with total expenditure reaching £13,203. Income of £2,755 was generated for the event, and an underspend of £1,608 within the 4080 budget will further offset these costs. This results in a net expenditure of £8,840, which is £2,340 over budget.	Final expenditure totalled £13,325. After taking into account the underspend of £1,608 within account code 4080 and income of £3,726, the final net expenditure was £7,991. This represents an overspend of £1,491 against the approved budget of £6,500
140	Lifeguard Hut				
4115	Insurance	As explained in cost centre 103 above	As previously reported	As previously reported	As previously reported

		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
4274	Projects Expenditure	This budget relates to essential works required for the conversion to the new lifeguard hut.	The projects budget of £5,000 for the conversion of the new lifeguard facility was based on estimates at the time of budget setting. Final costs were higher than anticipated, resulting in an overspend of £1,032.	As previously reported	As previously reported
145	Concessions & Street Trading				
1024	Salts Café Concession	The income is slightly under budget for the first quarter due to the concessions delayed start.	As previously reported	As previously reported. The income has now been fully received.	As previously reported
1026	South Hill Barn Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.	As previously reported
1027	Splash Point Concession	The income received appears higher than expected at this stage in the year as invoicing is spread across a 7-month period, rather than evenly throughout the year.	The income has now been fully received	As previously reported.	As previously reported
1028	Martello Café Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported	As previously reported
1029	West View Kiosk Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported	As previously reported
1031	Dane Road Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.	As previously reported
1032	Marine Parade Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported	As previously reported
1033	Bönningstedt Prom Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported	As previously reported. The income has now been fully received.	As previously reported
1034	Bönningstedt Steps Concession	Income will exceed annual budget as the new tender is higher than original budget.	As previously reported	As previously reported. The income has now been fully received.	As previously reported
1035	Old Town Hall Concession	Invoicing is being invoiced quarterly over the year.	As previously reported	As previously reported	As reported above, income relating to the final quarter of concession fees was incorrectly coded. Consequently, the shortfall within this account code is offset by the overperformance reported within account code 119/1066.
1036	West View Beach Hut Concession	The budget will not be realised in 2025-2026 as the WVBH concessions are not operating, following a decision made subsequent to budget approval.	As previously reported	As previously reported	As previously reported

		16th July 2025 (Report 50-25)	20th November 2025	26th February 2026	Year End
1063	Income Gas Recharge			This recharge relates to the Salts Café, where the gas account temporarily reverted to Seaford Town Council following the previous tenant's departure and has now been transferred to the new concession holder.	As previously reported
1083	Income Street Market	This has been fully invoiced for the year.	As previously reported	As previously reported	As previously reported
4056	Gas			As explained above, the gas account temporarily reverted to Seaford Town Council following the departure of the previous tenant. The difference between the expenditure incurred and the recharge received relates to the period between concessions, during which the account was the responsibility of the Town Council.	As previously reported
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4275	Building Maintenance	Due to essential works required at the Salts Café, this budget has already been exceeded. Further electrical works are anticipated, and it is likely that total expenditure under this code could exceed £7,000. However, the overspend can be offset by the higher-than-budgeted income received from concessions.	When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. However, due to essential works at the Salts Cafe and Martello Cafe not known at the time of budget setting, the costs of these additional spends will be taken from the Building Maintenance EMR.	As previously reported	As previously reported. The use of EMRs of £3,150 has reduced the overspend of the revenue budget to £7,743.
146	Martello Changing Places				
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
206	Hurdis House				
1050	Income Rent				The income showing in this account relates to a former tenant's deposit that was previously held as a liability on the balance sheet. As the deposit is not being returned, it has been released and recognised as income during the year
4115	Insurance	As explained within cost centre 103	As previously reported	As previously reported	As previously reported
4301	Public Works Loan Payment		The PWLB loan for Hurdis House came to an end in August when the final instalment was paid.	As previously reported.	As previously reported.

REPORT 35/26 APPENDIX C

Seaford Town Council

Earmarked Reserves 2025-2026

A/C code	Reserve Details	Purpose	Committee	Opening Balance 01/04/2025	Credits/ Transfers from other Reserves	Description of Credit Movements	Debits / Transfers to other Reserves	Description of Debit Movements	Closing Balance 31/03/2026
323	Crypt	Contingency for Crypt Building Works	A&F	£ -	£ 9,660.00	Transfer of the 2025/2026 Crypt Building Maintenance budget underspend for upcoming essential building works	£ -	N/a	£9,660.00
326	General Maintenance / Open Spaces	Contingency to meet unexpected liability on all grounds and open spaces	Shared	£ 18,950.00	£ -	N/a	£ -	N/a	£18,950.00
340	Vehicles & Equipment	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements	Shared	£ 25,000.00	£ -	N/a	£ -	N/a	£25,000.00
344	Projects Reserve	Reserve built up to fund future projects	GOSCA / A&F	£ 20,737.62	£ -	N/a	£ -	N/a	£20,737.62
345	Memorial Maintenance	Contingency to meet maintenance needs of Memorials	A&F	£ 3,681.00	£ 2,470.00	Transfer of the 2025 - 2026 Memorial Bench underspend.	£ -	N/a	£6,151.00
* 361	* CIL Receipts *	Income received from Community Infrastructure Levies received. Restricted use to be agreed by Full Council / Approved Budget	Shared	£ 267,702.65	£ 26,158.49	Transfer the Neighbourhood CIL received from Lewes District Council for 2025-2026	£ -	N/a	£293,861.14
362	Seafront Projects	Various Projects	A&F	£ 9,770.00	£ -	N/a	£ 9,770.00	In accordance with Full Council resolution, this EMR has been fully applied towards the Memorial Plaque refunds	£0.00
370	Training	Surplus budget for future liability	Shared	£ 3,000.00	£ -	N/a	£ -	N/a	£3,000.00
372	Utilities	For future liabilities due to uncertain electricity and gas costs	Shared	£ 5,000.00	£ -	N/a	£ -	N/a	£5,000.00
373	The View Transfer	Towards unforeseen liabilities.	A&F	£ 5,749.82	£ -	N/a	£ -	N/a	£5,749.82

A/C code	Reserve Details	Purpose	Committee	Opening Balance 01/04/2025	Credits/ Transfers from other Reserves	Description of Credit Movements	Debits / Transfers to other Reserves	Description of Debit Movements	Closing Balance 31/03/2026
380	Public Toilets	Contingency of potential increase to budget following the amended scope of work that is being tendered for 26/27	A&F	£ -	£ 13,490.00	Transfer of the 2025 - 2026 Public Toilet Cleaning budget underspend to assist with potential unbudgeted costs in 2026 - 2027	£ -	N/a	£13,490.00
381	Bin Provision	Contingency to meet maintenance needs of all public bin costs	GOSCA / A&F	£ -	£ 3,097.00	Transfer of the 2025-2026 underspend of the Dog Bin Emptying budget across all cost centres to help with the new bin project in 2026-2027.	£ -	N/a	£3,097.00
	TOTAL EMR			£ 359,591.09	£ 54,875.49		£ 9,770.00		£404,696.58



Seaford Town Council

Report Number:	38/26
Agenda Item Number:	6
Meeting:	Assets & Facilities
Date:	2 July 2026
Title:	Assets & Facilities Income and Expenditure Report for the period of 1 April - 31 May 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To present details of the income and expenditure position for this Committee for the period 1 April - 31 May 2026
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer Authored by: Lucy Clark, Finance Manager
Supporting Documents:	Appendix A – Income & Expenditure Figures 1 April to 31 May 2026 Appendix B – Significant Financial Variance Details

Officer Recommendations

1. To note the contents of the report.

1. Income & Expenditure Information

- 1.1** Attached at **Appendix A** is the detailed income and expenditure report for the period of 1 April to 31 May 2026 for the Assets & Facilities Committee, compared against the approved annual budget.
- 1.2** Details of the significant variances are attached at **Appendix B**.
- 1.3** Income currently stands at £101,826, representing 41.8% of the annual income budget. This is primarily due to beach hut annual rents and site licences being invoiced and paid in advance for the full financial year. In addition, concession income is received under a variety of payment

arrangements, resulting in some income being received proportionately earlier in the financial year.

- 1.4** The Beach Huts income budget is currently 85.6% achieved. This reflects the annual beach hut rents and site licence fees having been invoiced and collected at the beginning of the financial year. Seasonal beach hut income currently stands at £4,525 against a budget of £12,000 and is expected to increase during the summer season.
- 1.5** Concessions and Street Trading income currently stands at £32,121 against an annual budget of £114,750 (28.0%). As noted above, concession agreements operate under a range of payment schedules, including monthly, quarterly and seasonal arrangements, and therefore income is expected to continue to be received throughout the financial year.
- 1.6** Expenditure currently stands at £65,968, representing 20.3% of the annual expenditure budget. Whilst several budget headings show expenditure levels that appear high at this early stage of the year, this is largely due to annual charges, such as insurance, being invoiced and paid in full at the start of the financial year. Whilst insurance costs exceed budget in some areas, these are currently being offset by underspends elsewhere within the Committee's budget. The exception is Hurdis House, where insurance costs associated with the property remaining vacant have resulted in expenditure exceeding the approved budget provision.
- 1.7** The Martello Tower cost centre currently shows a surplus position of £1,973 due to a £6,000 contribution received from the Seaford Museum & Heritage Society towards specific maintenance works. The associated expenditure is expected to be incurred later in the financial year and will therefore offset the current surplus position.
- 1.8** The Martello Changing Places building maintenance budget is currently 93.3% utilised following expenditure of £2,800 against the £3,000 annual budget. This expenditure relates to repairs to the entrance door, which had remained out of service for several months and prevented the facility from reopening. The repair has now been completed, and the facility is ready to be operational once again. Any future significant maintenance requirements can be funded from the Building Maintenance Earmarked Reserve.

- 1.9** Expenditure of £800 has been incurred within the Martello Entertainment Area budget. This relates to a further refund approved by Full Council in relation to the Martello Plaques project. At year end, provision was made within an Earmarked Reserve for any remaining purchasers who had not yet come forward, and therefore this expenditure will be funded from that reserve.
- 1.10** Premises – Hurdis House currently shows expenditure of £14,945 against a budget of £3,072. This position is primarily due to business rates and utility costs associated with the building remaining vacant. The business rates liability relating to the period following the previous tenant vacating the building in December 2024 was not invoiced until March 2026 and was subsequently paid in April 2026 following clarification of the charges. At the time the budget was prepared, the level of future business rates liability could not be accurately determined due to uncertainty regarding the Town Council's longer-term plans for the property. The annual business rates liability for 2026 - 2027 is estimated to be £7,912 and, together with the previous year's liability of £8,186, could result in an overspend of approximately £16,098 should the property remain unsold/vacant for the remainder of the financial year.

2. Financial Appraisal

- 2.1** This report represents the income and expenditure figures from 1 April 2026 to 31 May 2026.
- 2.2** Overall income currently stands at £101,826, representing 41.8% of the annual budget.
- 2.3** As noted above, this position is primarily due to annual beach hut rents and site licence fees being received early in the financial year, together with concession income received in advance.
- 2.4** Overall expenditure currently stands at £65,968, representing 20.3% of the annual budget. Expenditure remains broadly in line with expectations for this stage of the financial year. The most significant variance relates to Hurdis House, where business rates and other property costs associated with the building remaining vacant have resulted in expenditure exceeding the approved budget provision.

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Assets and Facilities</u>							
<u>103 The View</u>							
1050 Income Rent	15,000	60,000	45,000			25.0%	
1093 Income Rates	1,306	8,212	6,906			15.9%	
The View :- Income	16,306	68,212	51,906			23.9%	0
4051 Rates	1,306	8,212	6,906		6,906	15.9%	
4115 Insurance	3,407	3,255	(152)		(152)	104.7%	
4261 General Maintenance	25	1,000	975		975	2.5%	
4270 Vehicles & Equipment Maint	41	0	(41)		(41)	0.0%	
4275 Building Maintenance	2,592	5,000	2,408		2,408	51.8%	
4276 Maintenance - CCTV	71	0	(71)		(71)	0.0%	
4279 Fire & Security	179	808	629		629	22.2%	
The View :- Indirect Expenditure	7,620	18,275	10,655	0	10,655	41.7%	0
Net Income over Expenditure	8,686	49,937	41,251				
<u>104 The View Capital Costs</u>							
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
The View Capital Costs :- Indirect Expenditure	17,103	105,000	87,897	0	87,897	16.3%	0
Net Expenditure	(17,103)	(105,000)	(87,897)				
<u>109 Memorials</u>							
4052 Water & Sewerage	(1)	163	164		164	(0.6%)	
4115 Insurance	280	282	2		2	99.3%	
4204 War Memorial (Sutton Road)	0	400	400		400	0.0%	
4250 Memorial Bench	935	1,000	65		65	93.5%	
4254 Martello Entertainments Area	800	0	(800)		(800)	0.0%	
4255 The Shoal Maintenance	0	500	500		500	0.0%	
Memorials :- Indirect Expenditure	2,014	2,345	331	0	331	85.9%	0
Net Expenditure	(2,014)	(2,345)	(331)				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	77	917	840			8.4%	
1058 Income Water Recharge	0	395	395			0.0%	
1063 Income Gas Recharge	130	679	549			19.2%	
Crypt :- Income	207	1,991	1,784			10.4%	0
4052 Water & Sewerage	0	395	395		395	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Electricity	77	917	840		840	8.4%	
4056 Gas	130	679	549		549	19.2%	
4115 Insurance	358	338	(20)		(20)	105.9%	
4261 General Maintenance	25	0	(25)		(25)	0.0%	
4275 Building Maintenance	30	0	(30)		(30)	0.0%	
4279 Fire & Security	80	300	220		220	26.7%	
Crypt :- Indirect Expenditure	700	2,629	1,929	0	1,929	26.6%	0
Net Income over Expenditure	(493)	(638)	(145)				
114 Public Toilets							
4115 Insurance	690	664	(26)		(26)	103.9%	
4203 Public Toilet Cleaning	7,617	45,000	37,383		37,383	16.9%	
4275 Building Maintenance	345	6,500	6,155		6,155	5.3%	
4502 Toilet Hire	0	10,000	10,000		10,000	0.0%	
Public Toilets :- Indirect Expenditure	8,652	62,164	53,512	0	53,512	13.9%	0
Net Expenditure	(8,652)	(62,164)	(53,512)				
115 Martello Tower							
1091 Income Building Maintenance	6,000	0	(6,000)			0.0%	
Martello Tower :- Income	6,000	0	(6,000)				0
4115 Insurance	4,027	3,805	(222)		(222)	105.8%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Martello Tower :- Indirect Expenditure	4,027	4,805	778	0	778	83.8%	0
Net Income over Expenditure	1,973	(4,805)	(6,778)				
118 Beach Huts							
1054 Income Other	206	0	(206)			0.0%	
1057 Income Electricity Recharge	0	43	43			0.0%	
1058 Income Water Recharge	0	609	609			0.0%	
1060 Beach Huts Site Licence	30,107	30,107	(0)			100.0%	
1061 Beach Hut Annual Rent	12,355	12,355	0			100.0%	
1094 Income Seasonal Beach Huts	4,525	12,000	7,475			37.7%	
Beach Huts :- Income	47,192	55,114	7,922			85.6%	0
4051 Rates	942	5,309	4,367		4,367	17.7%	
4052 Water & Sewerage	216	1,218	1,002		1,002	17.7%	
4055 Electricity	22	311	289		289	7.0%	
4115 Insurance	709	719	10		10	98.6%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4156 Bank Charges	67	11	(56)		(56)	604.7%	
4258 Seasonal Beach Hut Revenue Exp	4,626	9,269	4,643		4,643	49.9%	
4275 Building Maintenance	689	30,812	30,123		30,123	2.2%	
4502 Toilet Hire	250	1,510	1,260		1,260	16.5%	
Beach Huts :- Indirect Expenditure	7,520	49,159	41,639	0	41,639	15.3%	0
Net Income over Expenditure	39,673	5,955	(33,718)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	0	500	500			0.0%	
Seaford in Bloom :- Income	0	500	500			0.0%	0
4402 Seaford in Bloom	0	9,840	9,840		9,840	0.0%	
Seaford in Bloom :- Indirect Expenditure	0	9,840	9,840	0	9,840	0.0%	0
Net Income over Expenditure	0	(9,340)	(9,340)				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>134 CCTV</u>							
4055 Electricity	(3,500)	4,969	8,469		8,469	(70.4%)	
4115 Insurance	116	117	1		1	99.2%	
4276 Maintenance - CCTV	2,813	5,000	2,187		2,187	56.3%	
CCTV :- Indirect Expenditure	(571)	10,086	10,657	0	10,657	(5.7%)	0
Net Expenditure	571	(10,086)	(10,657)				
<u>135 Events</u>							
1075 Income Christmas Event	0	2,750	2,750			0.0%	
Events :- Income	0	2,750	2,750			0.0%	0
4115 Insurance	71	71	(0)		(0)	100.1%	
4195 Events Expenditure	0	1,500	1,500		1,500	0.0%	
4273 Christmas Lights	0	12,000	12,000		12,000	0.0%	
4281 Christmas Event Expenses	0	10,000	10,000		10,000	0.0%	
4282 Armed Forces Day Expenditure	0	500	500		500	0.0%	
Events :- Indirect Expenditure	71	24,071	24,000	0	24,000	0.3%	0
Net Income over Expenditure	(71)	(21,321)	(21,250)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Lifeguard Hut</u>							
4115 Insurance	54	54	(0)		(0)	100.2%	
Lifeguard Hut :- Indirect Expenditure	54	54	(0)	0	(0)	100.2%	0
Net Expenditure	(54)	(54)	0				
<u>145 Concessions & Street Trading</u>							
1024 Salts Cafe Concession	6,375	25,500	19,125			25.0%	
1026 South Hill Barn Concession	1,350	5,400	4,050			25.0%	
1027 Splash Point Concession	2,955	6,896	3,941			42.9%	
1028 Martello Cafe Concession	3,889	15,710	11,821			24.8%	
1029 West View Kiosk Concession	2,148	8,590	6,443			25.0%	
1031 Dane Road Concession	2,750	11,000	8,250			25.0%	
1032 Marine Parade Concession	6,625	21,500	14,875			30.8%	
1033 Bonningstedt Prom Concession	2,700	8,400	5,700			32.1%	
1034 Bonningstdt Steps Concession	1,714	4,000	2,286			42.9%	
1035 Old Town Hall Concession	700	2,826	2,126			24.8%	
1036 West View Beach Hut Concession	334	0	(334)			0.0%	
1057 Income Electricity Recharge	407	3,487	3,080			11.7%	
1058 Income Water Recharge	(314)	952	1,266			(33.0%)	
1083 Income Street Market	489	489	0			100.0%	
Concessions & Street Trading :- Income	32,121	114,750	82,629			28.0%	0
4052 Water & Sewerage	(314)	1,289	1,603		1,603	(24.4%)	
4055 Electricity	407	4,743	4,336		4,336	8.6%	
4115 Insurance	568	570	2		2	99.7%	
4275 Building Maintenance	183	10,000	9,818		9,818	1.8%	
Concessions & Street Trading :- Indirect Expenditure	843	16,602	15,759	0	15,759	5.1%	0
Net Income over Expenditure	31,278	98,148	66,870				
<u>146 Martello Changing Places</u>							
4055 Electricity	18	278	260		260	6.6%	
4115 Insurance	112	119	7		7	94.1%	
4275 Building Maintenance	2,800	3,000	200		200	93.3%	
Martello Changing Places :- Indirect Expenditure	2,931	3,397	466	0	466	86.3%	0
Net Expenditure	(2,931)	(3,397)	(466)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Premises - Hurdis House</u>							
4051 Rates	9,770	0	(9,770)		(9,770)	0.0%	
4055 Electricity	1,884	0	(1,884)		(1,884)	0.0%	
4115 Insurance	3,292	572	(2,720)		(2,720)	575.5%	
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4275 Building Maintenance	0	500	500		500	0.0%	
Premises - Hurdis House :- Indirect Expenditure	<u>14,945</u>	<u>3,072</u>	<u>(11,873)</u>	<u>0</u>	<u>(11,873)</u>	<u>486.5%</u>	<u>0</u>
Net Expenditure	<u>(14,945)</u>	<u>(3,072)</u>	<u>11,873</u>				
<u>225 Projects Pool - A&F</u>							
4424 South Hill Barn Development	0	2,500	2,500		2,500	0.0%	
Projects Pool - A&F :- Indirect Expenditure	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	60	1,000	940		940	6.0%	
Planning & Highways :- Indirect Expenditure	<u>60</u>	<u>1,000</u>	<u>940</u>	<u>0</u>	<u>940</u>	<u>6.0%</u>	<u>0</u>
Net Expenditure	<u>(60)</u>	<u>(1,000)</u>	<u>(940)</u>				
Assets and Facilities :- Income	101,826	243,317	141,491			41.8%	
Expenditure	65,968	324,999	259,031	0	259,031	20.3%	
Movement to/(from) Gen Reserve	<u>35,858</u>	<u>(81,682)</u>	<u>(117,540)</u>				
Grand Totals:- Income	101,826	243,317	141,491			41.8%	
Expenditure	65,968	324,999	259,031	0	259,031	20.3%	
Net Income over Expenditure	<u>35,858</u>	<u>(81,682)</u>	<u>(117,540)</u>				
Movement to/(from) Gen Reserve	<u>35,858</u>	<u>(81,682)</u>	<u>(117,540)</u>				

REPORT 38/26 APPENDIX B
Assets & Facilities
2026 - 2027

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for Assets & Facilities		
2 July 2026 (Report 38-26)		
103	The View	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.
4270	Vehicles & Equipment Maintenance	The unbudgeted expenditure relates to replacement batteries for the defibrillator located at The View
4275	Building Maintenance	The expenditure relates primarily to the annual servicing of the air conditioning and extractor fan units at The View. As these costs are incurred annually and invoiced early in the financial year, expenditure appears higher than might otherwise be expected at this stage
4279	Fire & Security	The expenditure relates to the annual maintenance of the CCTV system. As no budget provision was included within this budget heading, the expenditure has resulted in a small overspend
109	Memorials	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year
4254	Martello Entertainment Area	The unbudgeted expenditure relates to a further plaque refund being issued but which will be covered by the Martello Memorial Refund EMR
113	The Crypt	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.
4261	General Maintenance	The expenditure relates to the removal of an old humidifier. As no budget provision was included within this budget heading, the expenditure has resulted in a small overspend
4275	Building Maintenance	No budget provision was allocated to this account code for 2026/27 as underspends from previous years had been transferred to the Building Maintenance Earmarked Reserve for future maintenance works. This reduced the requirement for a revenue budget and helped minimise the precept requirement for the current financial year
114	Public Toilets	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision
115	Martello Tower	
1091	Income Building Maintenance	This income relates to a contribution from the Seaford Museum & Heritage Society towards specific maintenance works due to be carried out later in the financial year. The associated expenditure is expected to exceed the approved budget provision and this contribution will help offset that overspend
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision
118	Beach Huts	
1054	Income Other	The unbudgeted income relates to admin fees received following the sale of non-Town Council-owned beach huts, where the Town Council must administer a site licence with the new owner
1094	Income Seasonal Beach Huts	Income currently stands at £4,525 against an annual budget of £12,000. From 2026, seasonal beach hut bookings have been managed through a new online booking system available via the Council's website. Bookings remain open until shortly before the season ends in mid-September, when the huts are dismantled, and therefore further income is expected to be generated throughout the remainder of the season
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision
4156	Bank Charges	The bank charges budget was based on the charges incurred under the previous booking system. Following the introduction of the Council's new online booking system, transaction charges are now being incurred on each booking. Expenditure currently stands at £67 against an annual budget of £11 and, based on current booking levels, is forecast to reach approximately £170 by the end of the season
134	CCTV	
4055	Electricity	The negative expenditure relates to a 2025/26 year-end accrual. The balance will be offset once the associated invoice is received and processed during the current financial year
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year
135	Events	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year
140	Lifeguard Hut	

2 July 2026 (Report 38-26)		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year
145	Concessions & Street Trading	
1024	Salts Café Concession	Invoices are being invoiced quarterly over the year
1026	South Hill Barn Concession	Invoices are being invoiced quarterly over the year
1027	Splash Point Concession	The income received appears higher than expected at this stage in the year as invoicing is spread across a 7-month period, rather than evenly throughout the year
1028	Martello Café Concession	Invoices are being invoiced quarterly over the year
1029	West View Kiosk Concession	Invoices are being invoiced quarterly over the year
1031	Dane Road Concession	Invoices are being invoiced quarterly over the year
1032	Marine Parade Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received
1033	Bonningstedt Prom Concession	Income is invoiced quarterly throughout the financial year. The higher-than-expected percentage of budget achieved to date reflects the fact that the annual budget was based on the Year 1 licence fee, whereas the 2026/27 income is being received at the higher Year 2 fee specified within the agreement
1034	Bonningstedt Steps Concession	Income is invoiced in three instalments throughout the season (April to September), with two equal instalments followed by a final balancing payment. This approach ensures that the Council remains in receipt of concession income in advance of the trading period
1035	Old Town Hall Concession	Invoices are being invoiced quarterly over the year
1036	West View Beach Hut Concession	No income budget was included for this concession as it was uncertain whether suitable tenders would be received for the four West View Beach Hut concession opportunities. One suitable tender was subsequently received and awarded, resulting in an unbudgeted income stream which is received monthly in advance
1058	Income Water Recharge	The negative income relates to a 2025/26 year-end accrual. The balance will be offset once the associated recharge is invoiced during the current financial year
1083	Income Street Market	The 2025/26 licence has been extended whilst the Council considers the issuing of the 2026/27 licence (appearing elsewhere on this agenda). Due to extending into this financial year, this has been fully invoiced for the year but should the full year not be utilised, a refund would be issued
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year
146	Martello Changing Places	
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision
4275	Building Maintenance	The expenditure relates to repairs to the entrance door of the Changing Places facility, which had remained out of service for several months and prevented the facility from reopening. The repair has now been completed and the facility is ready to be operational. Any future significant maintenance requirements can be funded from the Building Maintenance Earmarked Reserve
206	Hurdis House	
4051	Rates	The expenditure relates to both backdated and current year business rates liabilities following the previous tenant vacating the property in December 2024. The Council remains liable for business rates whilst the building remains vacant. As no budget provision was included for these costs, expenditure has resulted in the approved budget provision for this cost centre being exceeded
4115	Insurance	Insurance costs exceed budget due to the building remaining vacant. Vacant properties attract higher insurance premiums than occupied buildings, resulting in expenditure exceeding the original budget provision
4055	Electricity	The expenditure primarily relates to backdated electricity charges arising following the previous tenant vacating the property in December 2024. As no budget provision was included for these costs, expenditure has contributed to the approved budget provision within this cost centre being exceeded

Glossary

EMR Earmarked Reserve



Seaford Town Council

Report Number:	31/26
Agenda Item Number:	7
Meeting:	Assets & Facilities
Date:	2 July 2026
Title:	Seaford Street Market Consultation Outcome 2026
Strategy Programme Ref:	N/A
Purpose of Report:	To present the results of the 2026 consultation on Seaford Street Market and seek direction on the issuing of a future street market licence
Contact Officer:	Peter Cousin, Head of Place Authored by: Isabelle Mouland, Community Engagement & Democratic Services Manager
Supporting Documents:	Appendix A – Seaford Street Market Consultation results summary

Officer Recommendations

1. To note the results of the 2026 consultation exercise.
2. To approve that following on from town-wide consultation processes having been undertaken in both 2025 and 2026 that further such consultations are not now required again until 2029.
3. To grant delegated authority to the Town Clerk to devise and issue a licence for Seaford Street Market for the remainder of the 2026 – 2027 Financial Year, as well as for the 2027-2028 and 2028-2029 financial years, subject to satisfactory conclusion of key performance indicators included within the new licence.

1. Introduction & Background

- 1.1 This report follows on from the consideration of Report 60/25 by the Assets & Facilities Committee at its meeting on 16 July 2025, which presented a debate relating to the street market licence and its perceived impact on local shop traders, alongside consultation findings at that time.

- 1.2 At that meeting, the Committee discussed a range of issues including the level of consultation responses, business impacts, the vibrancy of the town on market days, possible alternative locations, and the importance of collaboration between market traders and local businesses.
- 1.3 The Committee resolved to:
 - (a) approve the issuing of a 2025 street market licence,
 - (b) reject the reintroduction of the ‘non-compete’ clause, and
 - (c) delegate authority to undertake a further consultation in 2026
- 1.4 This report therefore presents the outcome of that 2026 consultation exercise, undertaken in accordance with the Committee’s resolution, and provides an updated evidence base for future decision-making.
- 1.5 Seaford Street Market is held on the second and fourth Saturday of each month in Church Street, between the West Street junction and The Crypt.
- 1.6 The market operates under delegated authority from the District Council, granted in July 2021, allowing the Town Council to issue a street market consent subject to appropriate conditions.
- 1.7 The current licence includes a requirement for stallholders to “be considerate to local businesses”, following the removal of the ‘non-compete’ clause in 2023.

2. Current Situation

- 2.1 A further and more comprehensive consultation has now been undertaken in 2026 to assess current stakeholder views.
- 2.2 Officers have continued to engage with traders, the Market Organiser, and residents to ensure a balanced understanding of the issues.
- 2.3 The Seaford Street Market’s licence for the remainder of the 2026 – 2027 Financial Year remains under review, pending consideration of these findings. At present, officers have extended the previous licence on a rolling basis whilst this review is undertaken.

3. Consultation Process

- 3.1 A wide-reaching survey was undertaken, targeting:
 - (a) local shop traders
 - (b) market stallholders
 - (c) residents
 - (d) visitors

- 3.2** The survey was conducted primarily online and promoted via the Town Council's website, social media channels, and word of mouth.
- 3.3** A summary of the results is attached at **Appendix A**, setting out both quantitative and qualitative findings.
- 3.4** *For full transparency, AI has been used to support the analysis of the survey responses below. Officers ensured that any personal data was removed prior to analysis.*

4. Headlines from Consultation Findings

4.1 Overview of Responses

A total of 445 responses were received as part of the 2026 consultation exercise, representing a significant level of engagement from the local community.

Respondents included:

- 378 Seaford residents (87%)
- 39 visitors (9%)
- 15 business-related respondents (3%)
- 13 other respondents (3%)

The results are therefore strongly representative of local resident views, with additional insight from businesses and visitors.

4.2 Engagement with the Town Centre

Respondents demonstrated high and regular engagement with Seaford town centre:

- 162 visit 2–3 times per week (38%)
- 114 visit weekly (27%)
- 100 visit daily (23%)
- 39 visit monthly (9%)
- 15 rarely or never visit (4%)

This confirms that the majority of respondents are frequent users of the town centre, strengthening the reliability of the feedback.

4.3 Engagement with Seaford Town Market and Overall Perception

384 respondents (89%) had visited the market in the last 12 months. This indicates high awareness and usage of the market.

Views of the market were:

- Positive: 268 (60%)
- Neutral: 45 (10%)

- Negative: 64 (14%)

This demonstrates that positive sentiment remains the majority view, although with a notable minority expressing concerns.

4.4 Importance of the Market

Respondents were asked how important it is for Seaford to have a regular town market:

- Very important: 247 (56%)
- Important: 85 (19%)
- Neutral: 49 (11%)
- Not important: 64 (14%)

This confirms that a clear majority consider the market important to the town.

4.5 Support for Issuing a Licence

- Support: 333 respondents (75%)
- Oppose: 63 respondents (14%)
- Neutral: 49 respondents (11%)

This demonstrates clear overall support for issuing a licence, although with a visible and significant level of opposition.

4.6 Business Feedback

A total of approximately 13–15 responses were identified from business owners/managers who reported the following impacts:

- Significantly increased footfall/sales: 5
- Significantly decreased footfall/sales: 5
- No noticeable change: 5

Business feedback is mixed and finely balanced, with equal numbers reporting positive and negative impacts, alongside those reporting no change.

4.7 Key Positive Themes

The market is seen to:

- Increase footfall
- Support independent businesses
- Enhance town vibrancy
- Provide community and social benefits

4.8 Key Concerns

Recurring concerns include:

- Competition with local businesses

- Limited range of stalls
- Pricing concerns
- Location and weather exposure
- Traffic and parking impacts

4.9 Suggested Improvements

Recurring concerns include:

- Greater variety of stalls (especially food produce)
- Improved quality and consistency
- Alternative locations
- Better promotion
- Additional features (music, seating, themed events)

4.10 Summary

The increased dataset of 445 responses strengthens the reliability of the consultation findings. While overall public support for the market remains clear, the results also highlight consistent concerns that should be addressed to ensure its continued success.

5. Officer Assessment & Recommendations

- 5.1** There is clear overall support for the continuation of the market. However, concerns regarding competition and duplication of goods remain valid and consistent.
- 5.2** Officers are concerned about ‘consultation-fatigue’ given the level of subject matters that residents continue to be asked for their opinions about, and to that end, following on from two consecutive years of consultations in support of the continuation of the street market, would propose we refrain from consulting on this matter again for the next 3 years.
- 5.3** Officers do not believe that the concerns raised within the consultation are at a level that would prevent the street market licence from being reissued on similar terms as previously, and Committee is therefore recommended to approve a licence being issued for the next three financial years, before a further consultation process is undertaken in 2029 to assess if views on the street market remain the same, or have altered.
- 5.4** Officers propose to newly include key performance indicators (KPIs) within the license so that the 3-year license can be better regulated and/or

retracted within that timeframe in the event of poor performance or non-compliance.

5.5 This approach ensures a proportionate, timely and effective method of community engagement, while avoiding unnecessary duplication and repetitiveness.

5.6 The Committee is recommended to grant delegated authority to the Town Clerk to devise and issue a licence complete with KPIs for the street market to cover the next three financial years including 2026-2027.

6. Financial Appraisal

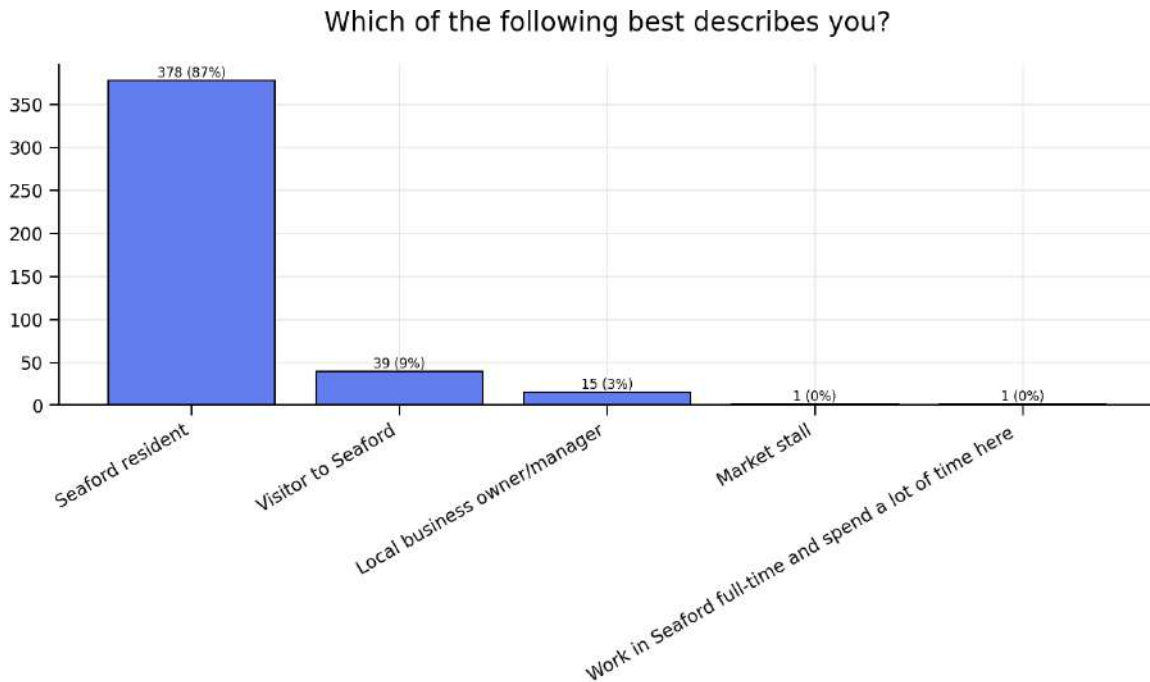
6.1 The issuing of a street market licence generates a small amount of income for the Town Council. Refusal would result in a loss of approximately £455 per annum. However, the financial benefit of this initiative is very much more focused on the stall holders, the local shops and the town centre in general, than it is on income for the Town Council.

31/26 Appendix A - Seaford Street Market Consultation Summary

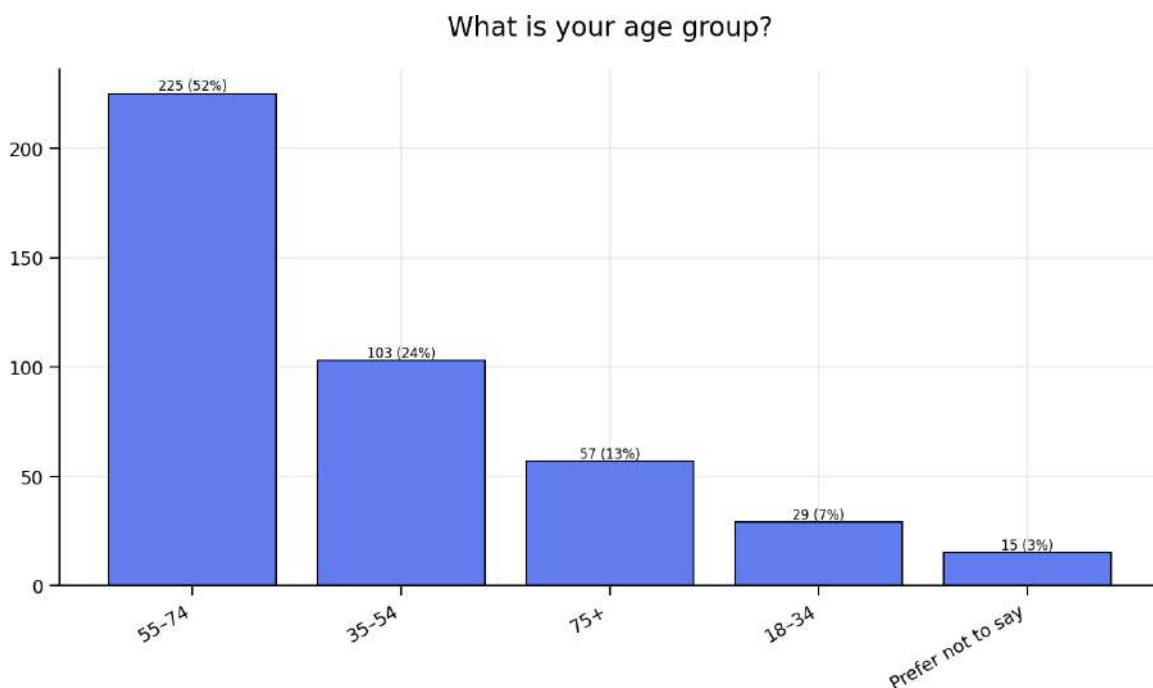
1. Quantitative Results:

The following charts summarise the key quantitative findings from the 2026 Seaford Street Market consultation, based on 445 responses. These visuals provide an overview of respondent demographics, engagement levels, perceptions of the market, and support for its continuation.

1.1. Respondent Type:



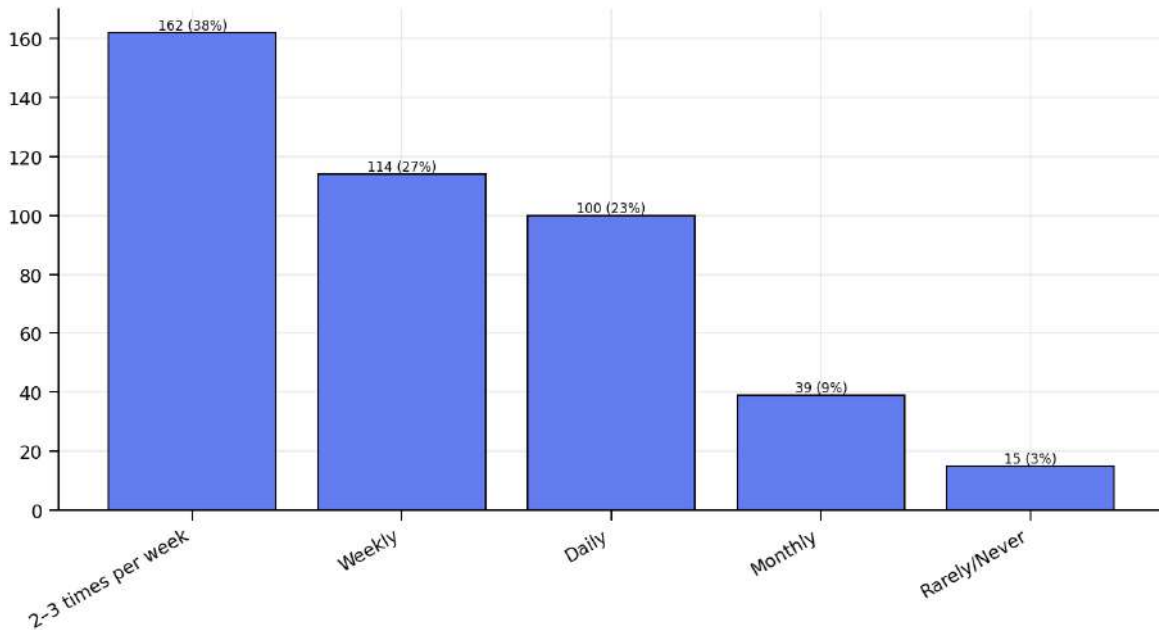
The majority of respondents are Seaford residents with strongest representation from age groups 35–54 and 55–74.



1.2. Town Centre Visits:

Most respondents visit the town centre daily or several times per week.

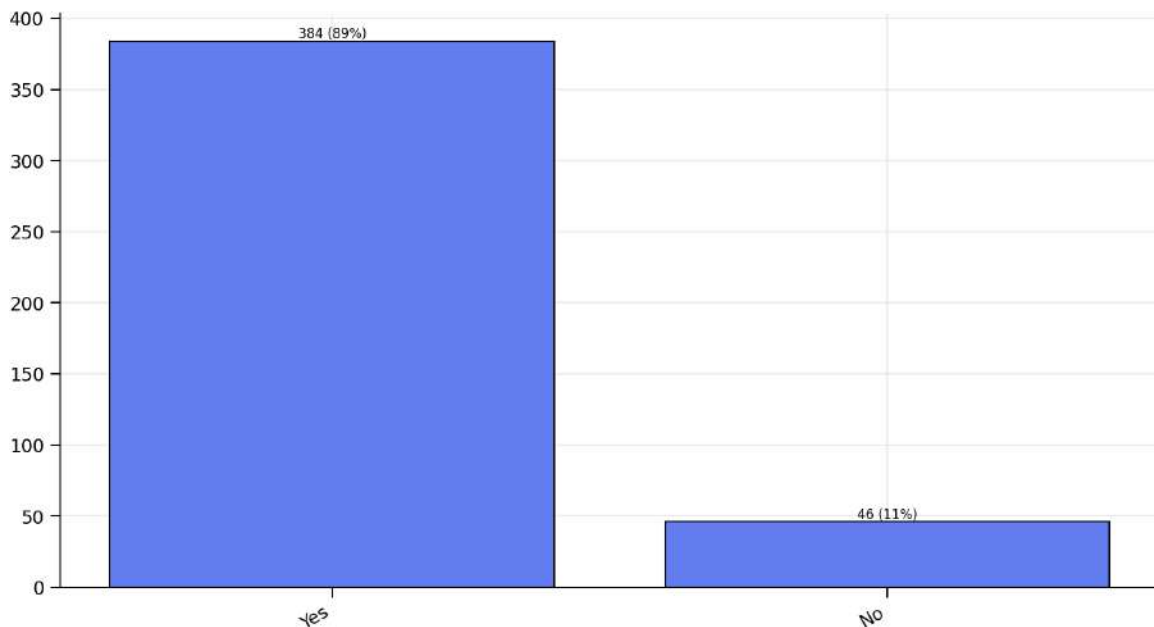
How often do you visit Seaford Town Centre?



1.3. Market Usage:

Most respondents have visited the market in the past 12 months, though a minority have not.

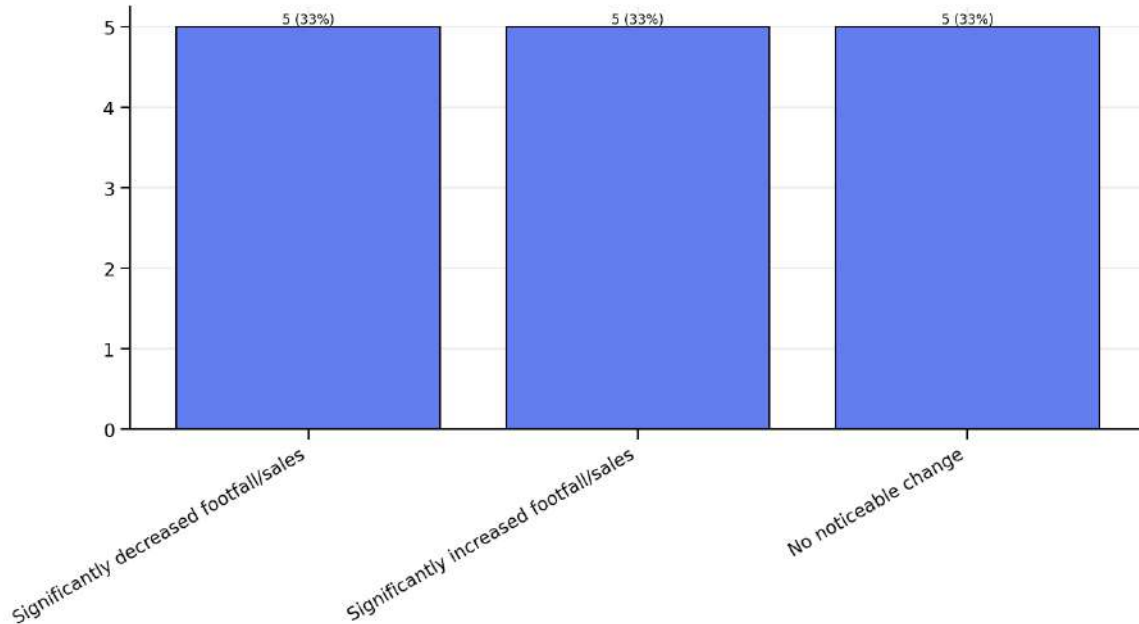
Have you visited Seaford Town Market in the last 12 months?



1.4. Footfall to local businesses:

The reported changes to footfall for local businesses was inconclusive.

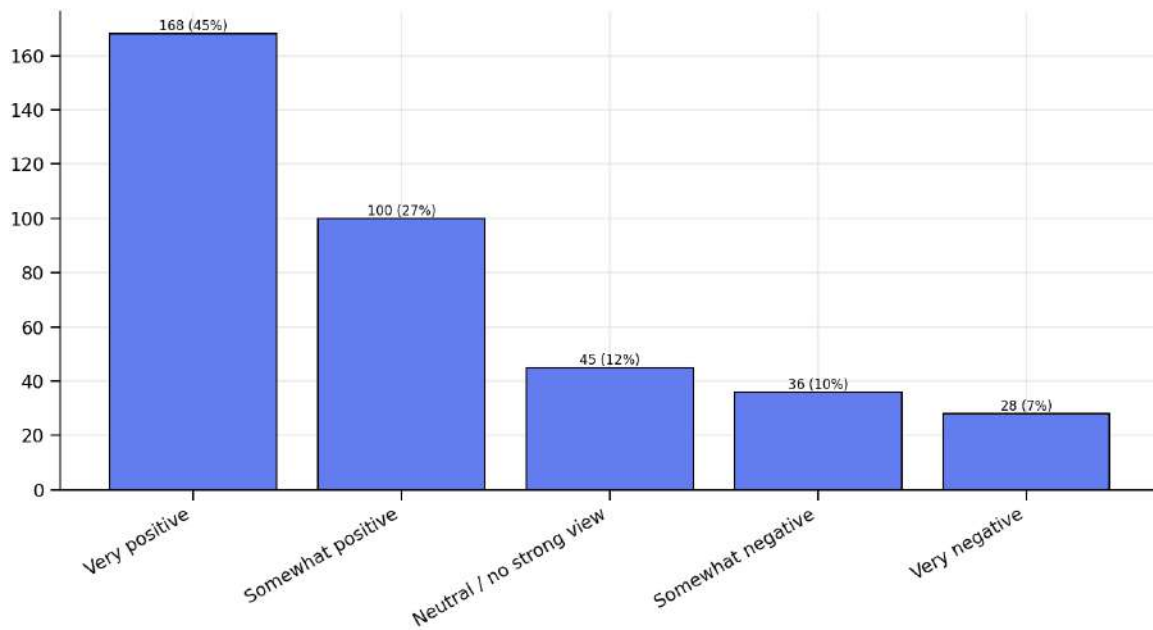
(For business owners/managers only) On market days, how does the market affect your business?



1.5. Views on the Market:

A strong majority have positive views on the market.

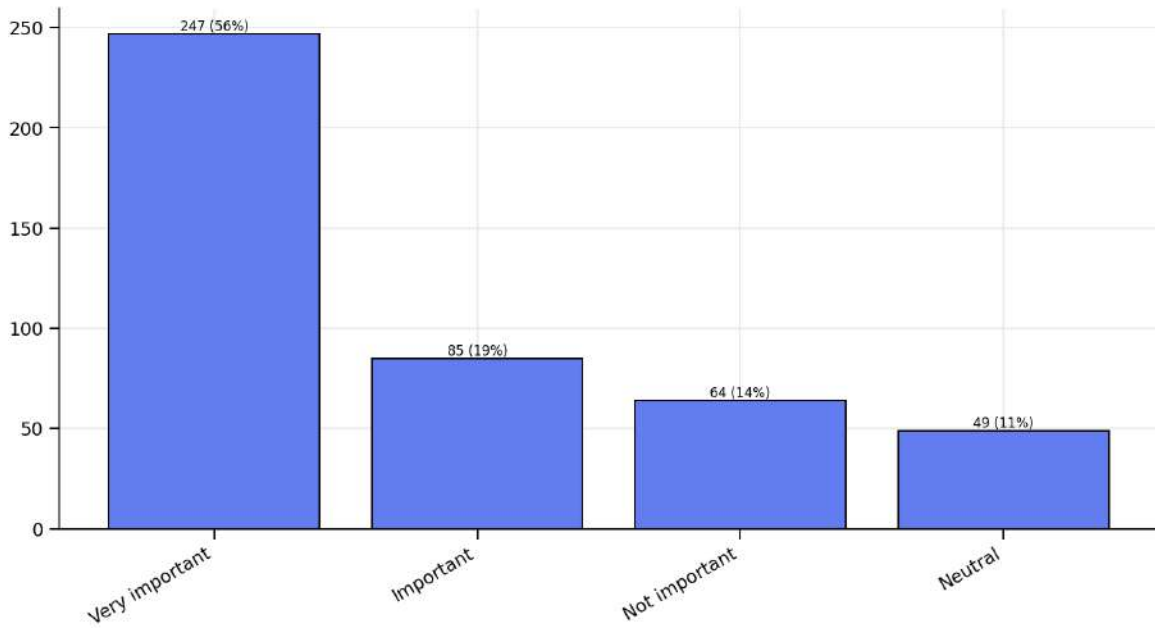
Which of the following best describes your views of the market?



1.6. Market Importance:

A strong majority consider a regular market in Seaford to be important.

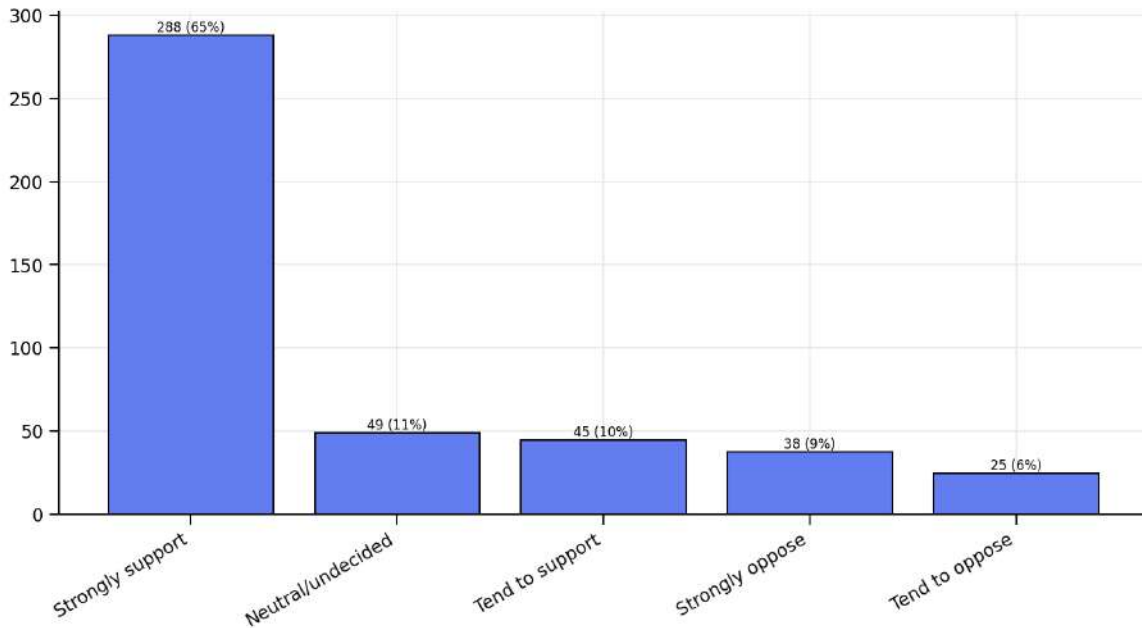
How important is it for Seaford to have a regular town market?



1.7. Market Importance:

There is strong support for continuing the market, with most respondents strongly supporting the Town Council re-issuing a licence:

To what extent do you support the Town Council issuing a licence for the market to continue?



2. Qualitative Results:

The following summarises the qualitative feedback gathered, focusing on:

- Perceptions of the market
- Reasons for attendance or non-attendance
- Suggested improvements
- Wider community and business impacts

The aim is to identify key themes and patterns to inform future decisions by the Council.

2.1. Overall Sentiment

Qualitative feedback shows a broadly positive underlying attitude towards Seaford Town Market.

- The market is widely viewed as a valuable part of the town
- Many respondents support its continuation and see its potential value to the community
- Feedback indicates a willingness to engage more, if the offer is strengthened

Overall, the market is seen as a well-supported initiative with clear opportunity for growth and improvement, rather than a service that is fundamentally opposed.

2.2. Key Strengths Identified

Across responses, several positive themes emerge:

- The market contributes to the vibrancy of the town centre
- It is seen as beneficial for community life and local identity
- Some respondents value the local, independent nature of stalls
- There is recognition that it can attract additional footfall

These strengths provide a strong foundation to build on, particularly given the level of public support for maintaining a regular market.

2.3. Most Frequently Suggested Improvements

Feedback is consistent in identifying a small number of priority improvements:

2.3.1. Greater Variety of Stalls

- Most common theme across responses
- Demand for a broader and more interesting mix, including:
 - Food options
 - Independent and niche traders
 - Unique or specialist products

Variety is the single most important driver of increased interest and repeat visits.

2.3.2. Improved Promotion and Visibility

- Repeated comments that the market is:
 - Not always clearly visible
 - Not well advertised

Many respondents indicated they would attend more often if they had better awareness of when the market is taking place and what is available.

2.3.3. Enhanced Atmosphere and Experience

- Desire for a more engaging environment:
 - Events
 - Entertainment
 - Busier, livelier feel

There is clear interest in the market becoming more of a destination and experience, rather than simply a place to shop.

2.3.4. Improved Quality and Distinctiveness

- Some respondents highlighted the need for:
 - Higher-quality stalls
 - More unique offerings

This reflects a desire for the market to provide something different from the existing high street offer.

2.4. Key Concerns Raised

While feedback is generally constructive, several consistent concerns were identified:

2.4.1. Limited Variety

- The most frequently raised concern
- Perception of repetition and limited choice

2.4.2. Value for Money

- Some concerns around:
 - Pricing
 - Perceived value compared to shops

2.4.3. Awareness and Visibility

- A notable number of respondents were:
 - Unaware of the market
 - Unsure when it operates

2.4.4. Atmosphere and Activity Levels

- Some feedback noted that the market can feel:
 - Quiet
 - Lacking in activity

Importantly, these concerns are practical and addressable, rather than reflecting opposition to the market itself.

2.5. Overall Interpretation

Taken together, the qualitative feedback indicates:

- Strong underlying support for the market
- A shared view that the market has untapped potential
- Clear and consistent suggestions for improvement

The key message from respondents is not that the market should change direction significantly, but that it should be strengthened and developed to better meet expectations.

2.6. Summary for Councillors

- The market is valued and supported locally
- Residents are open to increased engagement
- Improvements are clearly defined and achievable
- The primary opportunity is to:
 - Increase variety
 - Improve promotion
 - Enhance the overall experience

With targeted improvements, the market has strong potential to become a more regular, well-attended and valued feature of the town centre.



Seaford Town Council

Report Number:	29/26
Agenda Item Number:	8
Meeting:	Assets & Facilities
Date:	2 July 2026
Title:	Update on Signage Audit
Strategy Programme Ref:	1.3 B & C
Purpose of Report:	To update the Committee on the progress of the signage audit and subsequent programme of improvements
Contact Officer:	Peter Cousin, Head of Place Authored by: Peter Cousin, Head of Place, & Amy Walker, Projects & Facilities Officer
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.

1. Introduction

1.1 Strategy 1.3 of the Town Council's Strategic Programme is to "Improve & Refresh Signage". Goal B of this strategy is to undertake a signage audit across the Town Council's sites, identifying improvements available and where amalgamation can occur, due for completion in May 2026.

1.2 This report shares the findings of these audits and next steps being taken by officers.

2. Information

2.1 At this stage, the audit has focused on the following sites;

- (a) South Hill Barn
- (b) The Crouch
- (c) The Salts
- (d) The seafront

2.2 Additionally, officers have been approached by Sharing Skills CIC, who maintain the flower beds outside Morrisons on behalf of the Town Council, requesting signage be added to provide information on the beds as well as to help visitors coordinate themselves.

2.3 General Findings:

- (a)** The audit confirmed that there is some consistency across the sites in terms of signage relating to keeping dogs under control/no dog waste, not littering/using bins provided, and no barbeques, tents or camping.
- (b)** Some information was more sporadic relating to general information on the sites including groups/clubs based onsite, how to hire open spaces/sports pitches (where applicable), and how to report problems.
- (c)** Across all sites, the information provided is old and in need of a refresh. In addition, all sites have adopted a piecemeal approach to signage and information sharing, resulting in numerous signs onsite. This can cause signage overload (resulting in key information becoming overlooked), navigation confusion, branding inconsistencies and disorganisation across the site, and the financial and maintenance burden of managing and replacing numerous signs.

2.4 Site-Specifics:

- (a)** **South Hill Barn** was considered the highest priority site as signs are all in a poor condition and signage is excessive, meaning important signs are easy to miss. All signs at South Hill Barn have therefore been photographed to ensure all essential information is included in new signage.
- (b)** The **Seafront** signage is more complex due to the signs belonging to various owners.

3. Next Steps:

- 3.1** Officers are keen to develop a consistent style of signage across all of the Town Council's sites. Officers have looked at other examples including the National Trust, South Downs National Park Authority, and London tourist signs.
- 3.2** Officers are now obtaining designs and quotes from three signage companies to develop a suite of signs for the Town Council sites. Requirements for the signs will include:

- (a) A map configured for the sign's location with walking routes, tourist sites, local facilities etc,
- (b) Space for a brief 'bio' about the site and some of the key points of interest,
- (c) An area for logos of key partners or designations for the site (i.e. for South Hill Barn this would be the Sussex Wildlife Trust and National Nature Reserve),
- (d) A space for warnings and prohibited activities (i.e. cliff safety, dog fouling, no cycling etc), and
- (e) Space for A4 clip frames (varying in number depending on site) to allow for events and/or seasonal information to be displayed.

3.3 Officers will work with the chosen signage company to ensure a suitable combination of written and pictorial information, as well as considering that certain sites attract international visitors.

3.4 Separately, temporary signage with a focus on the National Nature Reserve has been designed and will be in place shortly at South Hill Barn (this is funded by the South Downs National Park Authority). This will be placed within the South Hill Barn courtyard.

3.5 Officers have visited the flower beds outside Morrisons and identified an appropriate location for information signage.

3.6 Once new signs are installed, any excess or degraded signage will be removed.

3.7 Where required, advertising consent will be applied for prior to installation.

4. Financial Appraisal

4.1 A budget of £6,000 was assigned for this work to be completed within the budget setting process for 2026 - 2027.

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



Seaford Town Council

Report Number:	39/26
Agenda Item Number:	9
Meeting:	Assets & Facilities
Date:	2 July 2026
Title:	Review of Town Council-Owned Martello Beach Huts
Strategy Programme Ref:	2.3D
Purpose of Report:	To review the current management and financial arrangements of the Seaford Town Council-owned Martello Beach Huts, regarding their future management and/or potential disposal by sale
Contact Officer:	Peter Cousin, Head of Place Authored by: Sharan Brydon, Operations & Facilities Manager
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.
2. To consider whether to:
 - a. Retain the beach huts, or
 - b. Recommend that Full Council approves the sale of the 10 Town Council-owned beach huts.

1. Introduction

- 1.1** This report is seeking to review the current management arrangements, financial performance, and condition of the Town Council-owned Martello Beach Huts, and to seek approval for a recommendation regarding their future management and/or potential sale, in line with the Strategy Programme Goal 2.3D, Acquisition/Disposal of Assets.

2. Background

- 2.1** There is a total of 60 Martello Beach Huts located on Seaford Esplanade. 50 of these huts are privately owned and generate annual income for the Town Council, through site licence fees.
- 2.2** The Town Council retains ownership of the remaining 10 Martello beach huts, which are each licenced to Seaford residents on a 3-year licence agreement.
- 2.3** Officers manage the Martello Beach hut waiting list, licence agreements, invoicing, maintenance and repairs.
- 2.4** At the end of each licence period, officers contact individuals on the waiting list, confirm availability and issue a new licence agreement.

3. Summary of the Condition

- 3.1** The 10 remaining Town Council-owned Martello Beach Huts have deteriorated over time due to general structural wear and tear with continual coastal exposure. This has seen an increase in reactive maintenance, along with typical annual maintenance for doors, locks and minor structural repairs, including external painting and cleaning.
- 3.2** Due to this deterioration, there is a substantial increase in ongoing maintenance costs and also capital investment requirements.
- 3.3** The most common maintenance requirement is the beach hut doors, which will continue to arise until full door replacements are made on all of the huts. Five of the huts currently use combination padlocks that the Town Council has provided, because the door locks are beyond repair.
- 3.4** All huts require the repainting of external woodwork, as their current condition appears noticeably more worn than that of the privately owned units.
- 3.5** One beach hut requires further investigation of damaged flooring, resulting from a water leak.
- 3.6** Immediate capital work is required this year for replacement fibre glass doors and windows. A budget was assigned for this work in the 2026 - 2027 financial budget, and officers are progressing this.

- 3.7 Officers sought a quote in 2025 for replacement fibre glass doors, which was £2,939 per door. Since then, two of the ten doors have already been replaced.
- 3.8 Further to councillor feedback, quotes were also sought in September 2025 for uPVC door replacements instead of fibre glass, which were quoted at £1,186.
- 3.9 Whilst the uPVC door is a cheaper replacement option, these are only available in white, which would contradict the Town Council's licence conditions for the private beach huts. This may result in challenges by the owners of the private beach huts and is thus considered an unwise course of action.
- 3.10 The immediate maintenance expenditure requirements that have been budgeted for in this financial year are as follows:

Beach Hut Expenditure Requirements	
Fibreglass Doors x 8	£23,512.00
Window replacements x 10	£6,300.00
Estimated capital cost	£29,812.00

- 3.11 Officers have worked on the basis that the above works will need to take place even if the decision were made to sell the huts, as the sales would need to be phased across a number of years as the licences expire and it would not be sensible to delay the works and risk further damage to the huts by allowing them to become not watertight and/or structurally sound.

4. Current Financial Overview

- 4.1 The table below shows the income and expenditure for the last two financial years 2024 - 2025 and 2025 - 2026:

Beach Hut Income and Expenditure		
Financial Year	2024 -2025	2025 - 2026
Income		
Rent	£ 12,836.90	£ 11,902.50
Total Income	£ 12,836.90	£ 11,902.50
Expenditure		
Business Rates	£ 4,898.90	£ 5,144.80
Insurance	£ 588.15	£ 678.23

Maintenance	£ 2,203.71	£ 6,550.44
Staff Costs	£ 429.60	£ 435.64
Total Expenditure	£ 8,120.36	£ 12,809.11
Net Profit	£ 4,716.54	-£ 906.61

- 4.2 Income fell in 2025 – 2026 due to granting Seaford Lifeguards ongoing temporary use of one of the beach huts free of charge.

5. Considerations

- 5.1 Option 1: Retain and continue the existing management of the beach huts..
- 5.2 The Option 1 table in **Appendix A** forecasts the next 4 years' income and expenditure using estimated figures for licence, insurance, staffing and business rates increases. Within that forecast, the overall profit to the Town Council would be £14,588 for this period
- 5.3 Option 2: Dispose of (Sell) Town Council-Owned Beach Huts
- 5.4 It is proposed for all 10 beach huts to be sold over a 3-year period from April 2027 to April 2029. This would be on a phased basis as each licence agreement expires. This would provide the Town Council the chance to review the success (or not) of the previous year's sales process.
- 5.5 Current expiry of licences is as follows:
- (a) April 2027 x 5 beach huts
 - (b) April 2028 x 3 beach huts
 - (c) April 2029 x 1 beach huts
 - (d) The tenth beach hut is used by Seaford Lifeguards and could be sold at any point once they no longer have need of it.
- 5.6 The sale of the beach huts would eliminate the ongoing maintenance liabilities, whilst generating an ongoing annual licence fee income from each hut once they become privately owned.
- 5.7 This would represent a disposal of assets and as it such requires Full Council approval. The proceeds generated from these sales would be earmarked as capital receipts that could only be spent on capital expenditure, not on day-to-day revenue costs.
- 5.8 Beach huts in the same location are currently on the market with two local estate agents for around £30,000 each.
- 5.9 Whilst the sale of these beach huts would see the Town Council vacating the marketplace for the provision of year-round beach hut rentals, the Town

Council currently proposes to continue to offer the West View Beach Huts for daily/weekly hire this summer season, so residents would still be able to rent a beach hut from the Town Council, without the need to purchase one.

- 5.10** The table at **Appendix A** forecasts the next 4 years of income and expenditure based on the sale of the beach huts as described above. If all available beach huts were to be sold at the start of each financial year and achieved a sale price of £30,000 each, the overall profit to the Town Council would be £296,604 for this period.
- 5.11** Crucially, from 2030 - 2031 onwards in this scenario, the annual net profit for the Town Council would be greater from licence fee income, than the annual net profit of retaining the beach huts, alongside none of the risk of maintenance, insurance or reactive repairs. Meanwhile the Town Council would have capital receipts of £280,000 which it could use on much-needed capital projects elsewhere in the town.
- 5.12** Councillors should be mindful that, despite the clear positives, the Town Council has a long waiting list of residents who would like to licence one of these beach huts, who would be disappointed at not being able to do so if the decision is made to sell them. This would be most pronounced amongst those who are next in line to take up a licence when the current licences expire between 2027 and 2029.

6. Financial Appraisal

- 6.1** The impact of the disposal of the beach huts is forecast to generate net profit of approximately £296,000 over the next four financial years. This is as opposed to retaining the beach huts which is forecast to generate net profit of £14,588 over the same period.
- 6.2** The Town Council would benefit from capital receipts of around £280,000 with Option 2.
- 6.3** Beyond this four year period, officers would still expect to see greater net income through licence fee payments of the beach huts (at least £5,000 per annum) than would be received through retaining the beach huts (approx. £3,800 per annum).

- 6.4** All figures above are estimates and based on assumptions that cannot be known at this stage, however they are included to provide councillors with an indicative financial position of the proposals.
- 6.5** During 2026-27, in either scenario, there is an expectation of £29,812 being spent on the beach huts for maintenance. This has already been budgeted in the 2026-27 budget forecast.

REPORT 39/26 APPENDIX A

OPTION 1 - Beach Hut Income and Expenditure Retention of Beach Huts				
Financial Year	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031
<u>Income</u>				
Rent	£ 12,626.77	£ 13,005.57	£ 13,395.74	£ 13,797.61
Licence Fees	£ -	£ -	£ -	£ -
Sale of BH (minus fees)	£ -	£ -	£ -	£ -
Total Income	£ 12,626.77	£ 13,005.57	£ 13,395.74	£ 13,797.61
<u>Expenditure</u>				
Rates	£ 5,458.11	£ 5,621.86	£ 5,790.51	£ 5,964.23
Insurance	£ 719.54	£ 741.12	£ 763.36	£ 786.26
Maintenance	£ 2,500.00	£ 2,575.00	£ 2,652.25	£ 2,731.82
Staff Costs	£ 462.17	£ 476.04	£ 490.32	£ 505.03
Total Expenditure	£ 9,139.82	£ 9,414.02	£ 9,696.44	£ 9,987.33
Net Profit	£ 3,486.95	£ 3,591.56	£ 3,699.30	£ 3,810.28
Estimated Total Net Profit				£ 14,588.09

OPTION 2 - Beach Hut Income and Expenditure - Sale of Beach Huts				
Financial Year	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031
<u>Income</u>				
Rent	£ 6,313.68	£ 2,601.24	£ -	£ -
Licence Fees	£ 2,542.04	£ 4,185.72	£ 5,429.60	£ 5,592.49
Sale of BH (minus fees, say £2000)	£ 140,000.00	£ 84,000.00	£ 56,000.00	£ -
Total Income	£ 148,855.72	£ 90,786.96	£ 61,429.60	£ 5,592.49
<u>Expenditure</u>				

Rates	£ 2,729.06	£ 1,686.56	£ -	£ -
Insurance	£ 719.53	£ 741.12	£ -	£ -
Maintenance	£ 1,250.00	£ 1,000.00	£ -	£ -
Staff Costs	£ 462.17	£ 476.04	£ 490.32	£ 505.03
Total Expenditure	£ 5,160.76	£ 3,903.71	£ 490.32	£ 505.03
Net Profit	£ 143,694.96	£ 86,883.24	£ 60,939.28	£ 5,087.46

Estimated Total Net Profit £ 296,604.94