**REVISED VERSION -**
Report 55/26 Appendix B Added

Seaford Town Council

# Agenda

## Finance & General Purposes Committee Meeting

## Thursday 9 July 2026

To the Members of the Finance & General Purposes Committee, you are summoned to attend a meeting as follows:

| | |
|---|---|
| Meeting Date | Thursday 9 July 2026 |
| Meeting Time | 7.00pm |
| Meeting Venue | Council Chambers, 37 Church Street, Seaford, BN25 1HG |
| Members | Councillors L Boorman (Chair), S Ali (Vice-Chair), R Buchanan, F Hoareau, R Honeyman, J Meek, L Wallraven, and M Wearmouth |

Steve Quayle, Town Clerk
3 July 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. Finance Reports – Receipts, Payments & Bank Reconciliations – February, March, April and May 2026

To consider report 53/26 advising the Committee of Receipts, Payments and Bank Reconciliation for February, March, April and May 2026 (pages 6 to 9).

## 5. Finance & General Purposes Income and Expenditure Report for the period of 1 April - 31 May 2026

To consider report 55/26 presenting details of the income and expenditure position for this Committee for the period 1 April - 31 May 2026 (pages 10 to 23).

## 6. Finance & General Purposes Income and Expenditure Report – Year Ended 31 March 2026

To consider report 54/26 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 24 to 47).

## 7. Finance & General Purposes Update Report

To consider report 45/26 updating the Committee on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee (pages 48 to 56).

## 8. Policy Update Report

To consider report 46/26 providing the Committee with an update on the review of the Town Council's suite of policies (pages 57 to 59).

## 9. 2026 – 2027 Discretionary Grants Scheme Outcome

To consider report 45/26 presenting details of the 2026 – 2027 grant applications and the recommended outcomes of the Grants Working Group (pages 60 to 67).

## 10. Introduction of a Business Continuity Plan

To consider report 44/26 presenting the Business Continuity Policy for review by the Committee, and to recommend to Full Council for adoption (pages 68 to 99).

## 11. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The resolutions of the 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.*

## 12. Receipts Due for Payment as at 30 June 2026 EXEMPT

To consider exempt report 56/26 informing the Committee of unpaid receipts due as at 30 June 2026 (exempt pages).

*Reason for exemption: to progress a confidential debtors matter.*

*Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved.*

*- Agenda 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.

# INFORMATION – COUNCILLORS

**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:** | **53/26** |
| **Agenda Item Number:** | **4** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Receipts, Payments and Bank Reconciliation Reports for February, March, April and May 2026** |
| **Strategy Programme Ref:** | **N/A** |
| **Purpose of Report:** | **To advise the Committee of Receipts, Payments and Bank Reconciliation for February, March, April and May 2026** |
| **Contact Officer:** | **Darryl Keech, Deputy Town Clerk & Responsible Financial Officer**<br>Authored by: Lucy Clark, Finance Manager |
| Supporting Documents: | Appendix A – Table of Total Receipts and Payments for February, March, April and May 2026 |

| **Officer Recommendations** |
|---|
| 1. To note the contents of the report. |

## 1. Information

**1.1** In line with the Town Council's Financial Regulations, a councillor other than the Mayor, shall be appointed to verify the bank reconciliations. That councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then be reported, including any exceptions, to the Finance & General Purposes Committee for noting.

**1.2** The Chair of this Committee is the appointed councillor who will view and verify they are in agreement with the bank reconciliations once reconciled by the Finance Manager.

**1.3** In line with the above, the bank reconciliations for February and March 2026 have been verified by the previous Chair of this Committee. Bank reconciliations for April and May are currently being viewed by the newly appointed Chair for the 2026 – 2027 Municipal Year. Hard copies are available upon request.

**1.4** Attached in **Appendix A** is a table showing the total receipts and payments for the months of February, March, April and May 2026.

**1.5** Cashbooks and BACS pages detailing these transactions are available on request.

**1.6** In accordance with the Town Council's Purchase Ordering and Payment for Goods and Services Policy, and in addition to the review and approval of the RFO or Finance Manager, two councillors will also review all invoices prior to payment being made. The councillors are provided with all source documents (copies of purchase orders, supporting information, delivery notes etc) and will check and sign an authorisation sheet that is held on file by the Finance team as part of the audit trail.

**1.7** The Finance Manager continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account, which can be organised on a day's notice, provided there are two authorised signatories.

**1.8** For assurance purposes, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; no other type of payments from this account can be made.

**1.9** The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds within the CCLA and are paid at the end of each month into the Cooperative current account.

**1.10** For the 2025 – 2026 Financial Year, a net total of £200,000 has been transferred into the CCLA account generating a total interest of £85,566.35.

**1.11** For the period of 1 April to 31 May 2026, a net total of £240,000 has been transferred into the CCLA account generating a total interest of £14,946.12.

**1.12** The published yield for 31 May 2026 stood at 3.8031%, compared with 4.2976% reported on 31 May 2025. While this continues to represent a reduction in returns, the PSDF continues to offer one of the more competitive rates available to the Council, particularly given the flexibility of instant access to funds.

**1.13** As previously reported, the PSDF is a low-risk fund with points to note:

a. Security (AAA rated)
b. Liquidity (same day / 1 day access)
c. Yield (above the market after management fees)
d. £1.3bn fund - £100m from Town & Parish Councils
e. £25,000 minimum investment
f. A popular and widely used money market fund used by Town & Parish Councils

## 2. Financial Appraisal

**2.1** As at 31 May 2026, the actual monies held in the Cooperative Current Account were £199,973.44, along with £2,310,000 being held in the CCLA Account.

**2.2** For clarity, the balance carried forward in the accounts within Appendix A differs slightly from 2.1 above as this includes items that are showing in the accounts but have not yet cleared in the bank.

## Co-Operative Bank Current Account

| Month | B/F | Receipts (CR) | Payments (DR) | Balance to C/F |
|---|---|---|---|---|
| Feb-26 | **£ 224,009.34** | £ 141,496.43 | £ 174,722.80 | £ 190,782.97 |
| Mar-26 | £ 190,782.97 | £ 204,177.28 | £ 249,791.85 | £ 145,168.40 |
| Apr-26 | £ 145,168.40 | £ 862,561.97 | £ 862,483.76 | £ 145,246.61 |
| May-26 | £ 145,246.61 | £ 268,837.26 | £ 204,511.43 | £ 209,572.44 |
| | | | | |

## CCLA Investment Account

| Month | B/F | CR (Transferred FROM Co-op Account) | DR (Transferred INTO Co-Op Account) | Balance to C/F |
|---|---|---|---|---|
| Feb-26 | **£ 1,970,000.00** | £ - | £ 100,000.00 | £ 1,870,000.00 |
| Mar-26 | £ 1,870,000.00 | £ - | £ - | £ 1,870,000.00 |
| Apr-26 | £ 1,870,000.00 | £ 590,000.00 | £ - | £ 2,460,000.00 |
| May-26 | £ 2,460,000.00 | £ - | £ 150,000.00 | **£ 2,310,000.00** |
| | | | | |

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **55/26** |
| **Agenda Item Number:** | **5** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Finance & General Purposes 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**<br>Authored by: Lucy Clark, Finance Manager |
| Supporting Documents: | Appendix A – Income & Expenditure Figures 1 April to 31 May 2026<br>Appendix B – Significant Financial Variance Details ***(issued late and therefore included at page 100)*** |

| **Officer Recommendations** |
|---|
| 1. To note the contents of the report. |

## 1. Information

**1.1** Attached in **Appendix A** is the detailed income and expenditure for the period of 1 April 2026 to 31 May 2026 for all committees compared to the annual budget.

**1.2** With regards to the Finance & General Purposes (F&GP) Committee Income and Expenditure report, any significant variances are reported in **Appendix B**.

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

## 2. Financial Appraisal

**2.1** As at 31 May 2026, the F&GP income is £659,577 which is 48.8% of the projected budget and is largely due to having received 50% of the Precept along with 75% of rental income being received in the first month of the financial year.

**2.2** The F&GP expenditure is £185,002 which is 16.4% of the projected budget and is inline with where it should be at this point of the financial year.

**2.3** Overall, the Full Council actual spend is £498,621 (21.1% of the budget) and income £1,153,563 (48.8% of the budget).

## Golf, Open Spaces & Climate

### 101 Golf Course

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1000 | Golf Course Season Ticket | 232,018 | 215,151 | (16,867) | | | 107.8% | |
| 1001 | Golf Course Green Fees M-F | 47,248 | 190,000 | 142,752 | | | 24.9% | |
| 1002 | Golf Course Green Fees w/eb/h | 41,568 | 150,000 | 108,432 | | | 27.7% | |
| 1003 | Golf Course Societies | 21,588 | 83,200 | 61,612 | | | 25.9% | |
| 1004 | Golf Course Locker | 1,413 | 2,600 | 1,187 | | | 54.4% | |
| 1007 | Golf Course Air Traffic | 1,875 | 7,500 | 5,625 | | | 25.0% | |
| 1019 | Rechargeable Income | 190 | 192 | 2 | | | 99.0% | |
| 1050 | Income Rent | 0 | 85 | 85 | | | 0.0% | |
| 1054 | Income Other | 1,667 | 1,000 | (667) | | | 166.7% | |
| 1077 | Income Sale Equipment | 2,900 | 0 | (2,900) | | | 0.0% | 2,900 |
| 1100 | Income Advertising | 0 | 700 | 700 | | | 0.0% | |
| 1311 | Buggy Hire | 6,846 | 23,920 | 17,074 | | | 28.6% | |
| | Golf Course :- Income | **357,312** | **674,348** | **317,036** | | | **53.0%** | **2,900** |
| 4000 | Salaries & Wages | 28,847 | 176,289 | 147,443 | | 147,443 | 16.4% | |
| 4001 | Employers NI | 3,701 | 22,693 | 18,992 | | 18,992 | 16.3% | |
| 4002 | Employers Superannuation | 5,221 | 31,908 | 26,687 | | 26,687 | 16.4% | |
| 4010 | Staff Training | 0 | 2,180 | 2,180 | | 2,180 | 0.0% | |
| 4011 | Staff PPE / H&S | 300 | 2,336 | 2,036 | | 2,036 | 12.8% | |
| 4012 | Staff Expenses | 0 | 100 | 100 | | 100 | 0.0% | |
| 4019 | Rechargeable Expenditure | 190 | 0 | (190) | | (190) | 0.0% | |
| 4041 | Golf Professional Retainer | 10,351 | 62,103 | 51,753 | | 51,753 | 16.7% | |
| 4045 | Golf Course Player Costs | 374 | 400 | 26 | | 26 | 93.5% | |
| 4046 | Golf Club Membership Fees | 0 | 22,103 | 22,103 | | 22,103 | 0.0% | |
| 4051 | Rates | 3,903 | 29,392 | 25,489 | | 25,489 | 13.3% | |
| 4052 | Water & Sewerage | 0 | 735 | 735 | | 735 | 0.0% | |
| 4060 | Refuse | 214 | 1,076 | 862 | | 862 | 19.9% | |
| 4100 | Telecommunications | 845 | 3,157 | 2,312 | | 2,312 | 26.8% | |
| 4106 | Stationery | 13 | 300 | 288 | | 288 | 4.2% | |
| 4110 | Advertising & Publicity | 0 | 1,750 | 1,750 | | 1,750 | 0.0% | |
| 4112 | Subscriptions | 0 | 786 | 786 | | 786 | 0.0% | |
| 4113 | Software Support | 2,071 | 3,369 | 1,298 | | 1,298 | 61.5% | |
| 4114 | Licence Fee | 0 | 75 | 75 | | 75 | 0.0% | |
| 4115 | Insurance | 11,014 | 12,042 | 1,028 | | 1,028 | 91.5% | |
| 4116 | Web Site | 700 | 299 | (401) | | (401) | 234.1% | |
| 4118 | IT Hardware | 265 | 1,000 | 735 | | 735 | 26.5% | |
| 4156 | Bank Charges | 2,752 | 9,639 | 6,887 | | 6,887 | 28.5% | |
| 4201 | Cleaning & Hygiene | 450 | 1,000 | 550 | | 550 | 45.0% | |

Continued over page

***Return to Agenda***

| Code | Description | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4251 | Dog Bin Emptying | 156 | 1,833 | 1,677 | | 1,677 | 8.5% | |
| 4261 | General Maintenance | 20,848 | 47,924 | 27,076 | | 27,076 | 43.5% | |
| 4270 | Vehicles & Equipment Maint | 6,290 | 22,452 | 16,163 | | 16,163 | 28.0% | |
| 4271 | Vehicle & Equipment Lease | 45,645 | 91,231 | 45,586 | | 45,586 | 50.0% | |
| 4272 | Furniture & Equipment | 169 | 2,000 | 1,831 | | 1,831 | 8.5% | |
| 4275 | Building Maintenance | 2,045 | 7,500 | 5,456 | | 5,456 | 27.3% | |
| 4276 | Maintenance - CCTV | 71 | 0 | (71) | | (71) | 0.0% | |
| 4279 | Fire & Security | 669 | 714 | 45 | | 45 | 93.7% | |
| 4285 | Building Maint - GreenKeepers | 91 | 1,000 | 909 | | 909 | 9.1% | |
| 4308 | Golf Course Overheads | (768) | 25,950 | 26,718 | | 26,718 | (3.0%) | |
| 4309 | Buggy Lease & Maintenance | 2,828 | 11,105 | 8,278 | | 8,278 | 25.5% | |
| | Golf Course :- Indirect Expenditure | **149,251** | **596,441** | **447,190** | **0** | **447,190** | **25.0%** | **0** |
| | **Net Income over Expenditure** | **208,061** | **77,907** | **(130,154)** | | | | |
| 6001 | less Transfer to EMR | 2,900 | 0 | (2,900) | | | | |
| | **Movement to/(from) Gen Reserve** | **205,161** | **77,907** | **(127,254)** | | | | |
| 102 | Golf Course Capital Costs | | | | | | | |
| 4155 | Professional Fees | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| | Golf Course Capital Costs :- Indirect Expenditure | **0** | **20,000** | **20,000** | **0** | **20,000** | **0.0%** | **0** |
| | **Net Expenditure** | **0** | **(20,000)** | **(20,000)** | | | | |
| 105 | Salts Recreation Ground | | | | | | | |
| 1050 | Income Rent | 2,154 | 2,352 | 198 | | | 91.6% | |
| 1051 | Income Insurance Recharge | 2,258 | 2,110 | (148) | | | 107.0% | |
| 1058 | Income Water Recharge | 788 | 4,859 | 4,071 | | | 16.2% | |
| 1073 | Sports Pitch Hire & Green Fees | 722 | 6,834 | 6,112 | | | 10.6% | |
| 1095 | Income Tennis Annual Pass | 469 | 3,845 | 3,376 | | | 12.2% | |
| 1096 | Income Tennis Pay & Play | 591 | 4,299 | 3,708 | | | 13.7% | |
| | Salts Recreation Ground :- Income | **6,981** | **24,299** | **17,318** | | | **28.7%** | **0** |
| 4018 | Water Refill Maint | 119 | 0 | (119) | | (119) | 0.0% | 119 |
| 4052 | Water & Sewerage | 597 | 10,086 | 9,489 | | 9,489 | 5.9% | |
| 4053 | Tennis Electric | 45 | 384 | 339 | | 339 | 11.8% | |
| 4055 | Electricity | 32 | 438 | 406 | | 406 | 7.3% | |
| 4095 | Tennis Court Expenditure | 771 | 7,460 | 6,689 | | 6,689 | 10.3% | |
| 4096 | LTA Loan | 3,250 | 9,625 | 6,375 | | 6,375 | 33.8% | |
| 4100 | Telecommunications | 68 | 403 | 335 | | 335 | 16.9% | |
| 4115 | Insurance | 3,958 | 3,812 | (146) | | (146) | 103.8% | |
| 4155 | Professional Fees | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4251 | Dog Bin Emptying | 78 | 1,833 | 1,755 | | 1,755 | 4.3% | |
| 4260 | Grounds Maintenance Contract | 7,706 | 49,972 | 42,266 | | 42,266 | 15.4% | |
| 4261 | General Maintenance | 1,367 | 4,764 | 3,397 | | 3,397 | 28.7% | |
| 4275 | Building Maintenance | 445 | 800 | 355 | | 355 | 55.6% | |
| 4283 | Playground & Gym Equipment | 1,374 | 12,000 | 10,626 | | 10,626 | 11.5% | |
| | Salts Recreation Ground :- Indirect Expenditure | **19,809** | **103,077** | **83,268** | **0** | **83,268** | **19.2%** | **119** |
| | **Net Income over Expenditure** | **(12,828)** | **(78,778)** | **(65,950)** | | | | |
| 6000 | plus Transfer from EMR | 119 | 0 | (119) | | | | |
| | **Movement to/(from) Gen Reserve** | **(12,709)** | **(78,778)** | **(66,069)** | | | | |
| 106 | Crouch Recreation Ground | | | | | | | |
| 1050 | Income Rent | 740 | 2,550 | 1,810 | | | 29.0% | |
| 1051 | Income Insurance Recharge | 843 | 803 | (40) | | | 105.0% | |
| 1058 | Income Water Recharge | 72 | 1,987 | 1,915 | | | 3.6% | |
| 1073 | Sports Pitch Hire & Green Fees | 509 | 14,500 | 13,991 | | | 3.5% | |
| | Crouch Recreation Ground :- Income | **2,165** | **19,840** | **17,675** | | | **10.9%** | **0** |
| 4052 | Water & Sewerage | (451) | 13,218 | 13,669 | | 13,669 | (3.4%) | |
| 4115 | Insurance | 1,127 | 1,089 | (38) | | (38) | 103.5% | |
| 4155 | Professional Fees | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4251 | Dog Bin Emptying | 130 | 1,833 | 1,703 | | 1,703 | 7.1% | |
| 4260 | Grounds Maintenance Contract | 4,712 | 30,558 | 25,846 | | 25,846 | 15.4% | |
| 4261 | General Maintenance | 70 | 4,671 | 4,601 | | 4,601 | 1.5% | |
| 4275 | Building Maintenance | 0 | 2,543 | 2,543 | | 2,543 | 0.0% | |
| 4283 | Playground & Gym Equipment | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| | Crouch Recreation Ground :- Indirect Expenditure | **5,589** | **58,912** | **53,323** | **0** | **53,323** | **9.5%** | **0** |
| | **Net Income over Expenditure** | **(3,424)** | **(39,072)** | **(35,648)** | | | | |
| 107 | Martello Fields | | | | | | | |
| 1050 | Income Rent | 6,145 | 3,150 | (2,995) | | | 195.1% | |
| | Martello Fields :- Income | **6,145** | **3,150** | **(2,995)** | | | **195.1%** | **0** |
| 4018 | Water Refill Maint | 41 | 0 | (41) | | (41) | 0.0% | 41 |
| 4115 | Insurance | 14 | 15 | 1 | | 1 | 96.4% | |
| 4251 | Dog Bin Emptying | 104 | 1,833 | 1,729 | | 1,729 | 5.7% | |
| 4260 | Grounds Maintenance Contract | 2,401 | 15,573 | 13,172 | | 13,172 | 15.4% | |
| 4261 | General Maintenance | 101 | 1,038 | 937 | | 937 | 9.7% | |
| | Martello Fields :- Indirect Expenditure | **2,662** | **18,459** | **15,797** | **0** | **15,797** | **14.4%** | **41** |
| | **Net Income over Expenditure** | **3,483** | **(15,309)** | **(18,792)** | | | | |
| 6000 | plus Transfer from EMR | 41 | 0 | (41) | | | | |
| | **Movement to/(from) Gen Reserve** | **3,524** | **(15,309)** | **(18,833)** | | | | |

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 108 | Other Open Spaces | | | | | | | |
| 1050 | Income Rent | 0 | 90 | 90 | | | 0.0% | |
| 1098 | Income Grass Cutting | 0 | 13,913 | 13,913 | | | 0.0% | |
| | Other Open Spaces :- Income | **0** | **14,003** | **14,003** | | | **0.0%** | **0** |
| 4018 | Water Refill Maint | 41 | 0 | (41) | | (41) | 0.0% | 41 |
| 4052 | Water & Sewerage | 14 | 86 | 72 | | 72 | 16.8% | |
| 4115 | Insurance | 52 | 52 | 0 | | 0 | 99.7% | |
| 4251 | Dog Bin Emptying | 182 | 1,833 | 1,651 | | 1,651 | 9.9% | |
| 4260 | Grounds Maintenance Contract | 3,848 | 24,955 | 21,107 | | 21,107 | 15.4% | |
| 4261 | General Maintenance | 257 | 8,076 | 7,819 | | 7,819 | 3.2% | |
| 4268 | Grass Verge Cutting | 2,103 | 25,235 | 23,132 | | 23,132 | 8.3% | |
| | Other Open Spaces :- Indirect Expenditure | **6,498** | **60,237** | **53,739** | **0** | **53,739** | **10.8%** | **41** |
| | **Net Income over Expenditure** | **(6,498)** | **(46,234)** | **(39,736)** | | | | |
| 6000 | plus Transfer from EMR | 41 | 0 | (41) | | | | |
| | **Movement to/(from) Gen Reserve** | **(6,457)** | **(46,234)** | **(39,777)** | | | | |
| 116 | Seaford Head Estate | | | | | | | |
| 1011 | Income Filming | 7,750 | 20,000 | 12,250 | | | 38.8% | |
| 1050 | Income Rent | 5,000 | 10,000 | 5,000 | | | 50.0% | |
| 1054 | Income Other | 1 | 0 | (1) | | | 0.0% | |
| 1200 | Income Nature Reserve | 89 | 600 | 511 | | | 14.9% | |
| | Seaford Head Estate :- Income | **12,840** | **30,600** | **17,760** | | | **42.0%** | **0** |
| 4024 | SHB Parking Scheme | 7,948 | 0 | (7,948) | | (7,948) | 0.0% | |
| 4115 | Insurance | 665 | 636 | (29) | | (29) | 104.6% | |
| 4155 | Professional Fees | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4251 | Dog Bin Emptying | 156 | 1,833 | 1,677 | | 1,677 | 8.5% | |
| 4260 | Grounds Maintenance Contract | 196 | 1,272 | 1,076 | | 1,076 | 15.4% | |
| 4261 | General Maintenance | 305 | 6,000 | 5,695 | | 5,695 | 5.1% | |
| 4275 | Building Maintenance | 0 | 1,038 | 1,038 | | 1,038 | 0.0% | |
| 4279 | Fire & Security | 0 | 300 | 300 | | 300 | 0.0% | |
| 4500 | Nature Reserve Expenses | 22,364 | 23,192 | 828 | | 828 | 96.4% | |
| 4501 | Filming Expenses | 1,300 | 4,000 | 2,700 | | 2,700 | 32.5% | |
| 4502 | Toilet Hire | 200 | 0 | (200) | | (200) | 0.0% | |
| | Seaford Head Estate :- Indirect Expenditure | **33,135** | **39,271** | **6,136** | **0** | **6,136** | **84.4%** | **0** |
| | **Net Income over Expenditure** | **(20,295)** | **(8,671)** | **11,624** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 117 | Seafront | | | | | | | |
| 1084 | Income Promenade | 311 | 0 | (311) | | | 0.0% | |
| | Seafront :- Income | **311** | **0** | **(311)** | | | | **0** |
| 4018 | Water Refill Maint | 41 | 0 | (41) | | (41) | 0.0% | 41 |
| 4022 | Telescope Expenditure | 0 | 200 | 200 | | 200 | 0.0% | |
| 4115 | Insurance | 331 | 337 | 6 | | 6 | 98.3% | |
| 4253 | Shelters | 240 | 3,114 | 2,874 | | 2,874 | 7.7% | |
| 4261 | General Maintenance | 4,064 | 7,000 | 2,936 | | 2,936 | 58.1% | |
| 4270 | Vehicles & Equipment Maint | 41 | 150 | 109 | | 109 | 27.3% | |
| | Seafront :- Indirect Expenditure | **4,717** | **10,801** | **6,084** | **0** | **6,084** | **43.7%** | **41** |
| | **Net Income over Expenditure** | **(4,406)** | **(10,801)** | **(6,395)** | | | | |
| 6000 | plus Transfer from EMR | 41 | 0 | (41) | | | | |
| | **Movement to/(from) Gen Reserve** | **(4,365)** | **(10,801)** | **(6,436)** | | | | |
| 125 | Allotments | | | | | | | |
| 1050 | Income Rent | 1,404 | 1,406 | 2 | | | 99.9% | |
| | Allotments :- Income | **1,404** | **1,406** | **2** | | | **99.9%** | **0** |
| 4261 | General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| | Allotments :- Indirect Expenditure | **0** | **500** | **500** | **0** | **500** | **0.0%** | **0** |
| | **Net Income over Expenditure** | **1,404** | **906** | **(498)** | | | | |
| 224 | Projects Pool - GOSCA | | | | | | | |
| 1092 | Income General Maintenance | 5,000 | 0 | (5,000) | | | 0.0% | |
| | Projects Pool - GOSCA :- Income | **5,000** | **0** | **(5,000)** | | | | **0** |
| 4023 | Knot Weed Eradication | 0 | 540 | 540 | | 540 | 0.0% | |
| 4426 | Bonningstedt Prom Grnd Works | 375 | 0 | (375) | | (375) | 0.0% | 375 |
| 4430 | Golf Course Washdown System | 25,615 | 0 | (25,615) | | (25,615) | 0.0% | 25,000 |
| | Projects Pool - GOSCA :- Indirect Expenditure | **25,990** | **540** | **(25,450)** | **0** | **(25,450)** | **4813.0%** | **25,375** |
| | **Net Income over Expenditure** | **(20,990)** | **(540)** | **20,450** | | | | |
| 6000 | plus Transfer from EMR | 25,375 | 0 | (25,375) | | | | |
| | **Movement to/(from) Gen Reserve** | **4,385** | **(540)** | **(4,925)** | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| Golf, Open Spaces & Climate :- Income | **392,159** | **767,646** | **375,487** | | | **51.1%** | |
| Expenditure | **247,651** | **908,238** | **660,587** | **0** | **660,587** | **27.3%** | |
| **Net Income over Expenditure** | **144,508** | **(140,592)** | **(285,100)** | | | | |
| plus Transfer from EMR | **25,617** | 0 | (25,617) | | | | |
| less Transfer to EMR | **2,900** | 0 | (2,900) | | | | |
| **Movement to/(from) Gen Reserve** | **167,225** | **(140,592)** | **(307,817)** | | | | |

Continued over page

## Finance & General Purposes

### 201 Administration

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1062 | Income Telephone Recharge | 154 | 865 | 711 | | | 17.8% | |
| 1176 | Precept | 641,901 | 1,283,802 | 641,901 | | | 50.0% | |
| 1190 | Interest Received | 7,111 | 60,000 | 52,889 | | | 11.9% | |
| | Administration :- Income | **649,166** | **1,344,667** | **695,501** | | | **48.3%** | **0** |
| 4000 | Salaries & Wages | 118,150 | 724,539 | 606,389 | | 606,389 | 16.3% | |
| 4001 | Employers NI | 14,845 | 92,181 | 77,336 | | 77,336 | 16.1% | |
| 4002 | Employers Superannuation | 18,380 | 114,165 | 95,786 | | 95,786 | 16.1% | |
| 4003 | Sub-contracted Staff | 279 | 1,650 | 1,371 | | 1,371 | 16.9% | |
| 4009 | Recruitment Costs | 344 | 500 | 156 | | 156 | 68.9% | |
| 4010 | Staff Training | 1,929 | 3,500 | 1,572 | | 1,572 | 55.1% | |
| 4011 | Staff PPE / H&S | 0 | 500 | 500 | | 500 | 0.0% | |
| 4012 | Staff Expenses | 131 | 1,500 | 1,369 | | 1,369 | 8.7% | |
| 4015 | Office Refreshments | 25 | 200 | 175 | | 175 | 12.5% | |
| 4100 | Telecommunications | 1,210 | 5,500 | 4,290 | | 4,290 | 22.0% | |
| 4105 | Postage | 53 | 250 | 197 | | 197 | 21.0% | |
| 4106 | Stationery | 32 | 1,000 | 968 | | 968 | 3.2% | |
| 4107 | Photocopier | 209 | 1,401 | 1,192 | | 1,192 | 14.9% | |
| 4108 | Recycling & Shredding | 0 | 500 | 500 | | 500 | 0.0% | |
| 4110 | Advertising & Publicity | 37 | 2,500 | 2,463 | | 2,463 | 1.5% | |
| 4112 | Subscriptions | 4,534 | 5,907 | 1,373 | | 1,373 | 76.8% | |
| 4113 | Software Support | 11,650 | 20,114 | 8,464 | | 8,464 | 57.9% | |
| 4114 | Licence Fee | 0 | 80 | 80 | | 80 | 0.0% | |
| 4115 | Insurance | 2,257 | 2,009 | (248) | | (248) | 112.4% | |
| 4116 | Web Site | 1,089 | 2,500 | 1,411 | | 1,411 | 43.6% | |
| 4118 | IT Hardware | 784 | 2,500 | 1,716 | | 1,716 | 31.4% | |
| 4154 | Land Registry Fees | 28 | 250 | 222 | | 222 | 11.2% | |
| 4155 | Professional Fees | 1,939 | 18,584 | 16,645 | | 16,645 | 10.4% | |
| 4156 | Bank Charges | 160 | 1,390 | 1,230 | | 1,230 | 11.5% | |
| 4157 | Audit Fees | (10,435) | 5,000 | 15,435 | | 15,435 | (208.7%) | |
| 4199 | Other Expenditure | 0 | 100 | 100 | | 100 | 0.0% | |
| 4201 | Cleaning & Hygiene | 1 | 0 | (1) | | (1) | 0.0% | |
| 4272 | Furniture & Equipment | 332 | 1,500 | 1,168 | | 1,168 | 22.1% | |
| 4284 | Maintenance Tools & Equipment | 95 | 1,500 | 1,405 | | 1,405 | 6.3% | |
| | Administration :- Indirect Expenditure | **168,057** | **1,011,320** | **843,263** | **0** | **843,263** | **16.6%** | **0** |
| | **Net Income over Expenditure** | **481,110** | **333,347** | **(147,763)** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 205 | Premises - Church Street | | | | | | | |
| 1050 | Income Rent | 5,984 | 7,984 | 2,000 | | | 75.0% | |
| | Premises - Church Street :- Income | **5,984** | **7,984** | **2,000** | | | **75.0%** | **0** |
| 4050 | Rent payable | 12,880 | 25,760 | 12,880 | | 12,880 | 50.0% | |
| 4051 | Rates | 1,775 | 8,772 | 6,997 | | 6,997 | 20.2% | |
| 4059 | Church Street Service Charges | 0 | 25,172 | 25,172 | | 25,172 | 0.0% | |
| 4115 | Insurance | 9 | 9 | (0) | | (0) | 102.4% | |
| 4270 | Vehicles & Equipment Maint | 116 | 445 | 329 | | 329 | 26.1% | |
| 4275 | Building Maintenance | 401 | 1,000 | 599 | | 599 | 40.1% | |
| | Premises - Church Street :- Indirect Expenditure | **15,182** | **61,158** | **45,976** | **0** | **45,976** | **24.8%** | **0** |
| | **Net Income over Expenditure** | **(9,197)** | **(53,174)** | **(43,977)** | | | | |
| 210 | Civic Expenses | | | | | | | |
| 4013 | Members Expenses | 0 | 100 | 100 | | 100 | 0.0% | |
| 4014 | Member Training | 0 | 1,557 | 1,557 | | 1,557 | 0.0% | |
| 4113 | Software Support | 1,259 | 2,629 | 1,370 | | 1,370 | 47.9% | |
| 4115 | Insurance | 67 | 68 | 1 | | 1 | 98.8% | |
| 4118 | IT Hardware | 0 | 200 | 200 | | 200 | 0.0% | |
| 4180 | Room Hire | 240 | 1,200 | 960 | | 960 | 20.0% | |
| 4181 | Civic - Mayors Allowance | 122 | 1,500 | 1,378 | | 1,378 | 8.1% | |
| 4182 | Catering & Hospitality | (10) | 200 | 210 | | 210 | (5.0%) | |
| 4183 | Civic - Awards | 30 | 200 | 170 | | 170 | 15.1% | |
| 4184 | Civic - other | 55 | 1,000 | 945 | | 945 | 5.5% | |
| 4188 | Town Crier Expenses | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4190 | Election Costs | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| | Civic Expenses :- Indirect Expenditure | **1,764** | **31,154** | **29,390** | **0** | **29,390** | **5.7%** | **0** |
| | **Net Expenditure** | **(1,764)** | **(31,154)** | **(29,390)** | | | | |
| 215 | Grants | | | | | | | |
| 4401 | Grants | 0 | 17,746 | 17,746 | | 17,746 | 0.0% | |
| 4406 | Service Funding Agreements | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| | Grants :- Indirect Expenditure | **0** | **26,746** | **26,746** | **0** | **26,746** | **0.0%** | **0** |
| | **Net Expenditure** | **0** | **(26,746)** | **(26,746)** | | | | |
| 226 | CIL and S106 Receipts | | | | | | | |
| 1014 | CIL Receipts | 4,427 | 0 | (4,427) | | | 0.0% | 4,427 |
| | CIL and S106 Receipts :- Income | **4,427** | **0** | **(4,427)** | | | | **4,427** |
| | **Net Income** | **4,427** | **0** | **(4,427)** | | | | |
| 6001 | less Transfer to EMR | 4,427 | 0 | (4,427) | | | | |
| | **Movement to/(from) Gen Reserve** | **0** | **0** | **0** | | | | |

Continued over page

***Return to Agenda***

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| | Finance & General Purposes :- Income | **659,577** | **1,352,651** | **693,074** | | | **48.8%** | |
| | Expenditure | **185,002** | **1,130,378** | **945,376** | **0** | **945,376** | **16.4%** | |
| | **Net Income over Expenditure** | **474,576** | **222,273** | **(252,303)** | | | | |
| | less Transfer to EMR | **4,427** | 0 | (4,427) | | | | |
| | **Movement to/(from) Gen Reserve** | **470,149** | **222,273** | **(247,876)** | | | | |

## Assets and Facilities

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 103 | The View | | | | | | | |
| 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** | | | | |
| 104 | The View Capital Costs | | | | | | | |
| 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)** | | | | |
| 109 | Memorials | | | | | | | |
| 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)** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 113 | Crypt | | | | | | | |
| 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% | |
| 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% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 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 | 86 | 1,218 | 1,132 | | 1,132 | 7.1% | |
| 4055 | Electricity | 22 | 311 | 289 | | 289 | 7.0% | |
| 4115 | Insurance | 709 | 719 | 10 | | 10 | 98.6% | |
| 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 | **7,390** | **49,159** | **41,769** | **0** | **41,769** | **15.0%** | **0** |
| | **Net Income over Expenditure** | **39,802** | **5,955** | **(33,847)** | | | | |
| 121 | Seaford in Bloom | | | | | | | |
| 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)** | | | | |
| 130 | Other Recreation | | | | | | | |
| 4410 | Swimming Pool | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| | Other Recreation :- Indirect Expenditure | **0** | **10,000** | **10,000** | **0** | **10,000** | **0.0%** | **0** |
| | **Net Expenditure** | **0** | **(10,000)** | **(10,000)** | | | | |
| 134 | CCTV | | | | | | | |
| 4055 | Electricity | (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)** | | | | |
| 135 | Events | | | | | | | |
| 1075 | Income Christmas Event | 0 | 2,750 | 2,750 | | | 0.0% | |
| | Events :- Income | **0** | **2,750** | **2,750** | | | **0.0%** | **0** |

Continued over page

*Return to Agenda*

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 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)** | | | | |
| 140 | Lifeguard Hut | | | | | | | |
| 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** | | | | |
| 145 | Concessions & Street Trading | | | | | | | |
| 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 | (185) | 1,289 | 1,474 | | 1,474 | (14.4%) | |
| 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 | **973** | **16,602** | **15,629** | **0** | **15,629** | **5.9%** | **0** |
| | **Net Income over Expenditure** | **31,149** | **98,148** | **66,999** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 146 | Martello Changing Places | | | | | | | |
| 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)** | | | | |
| 206 | Premises - Hurdis House | | | | | | | |
| 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 | **14,945** | **3,072** | **(11,873)** | **0** | **(11,873)** | **486.5%** | **0** |
| | **Net Expenditure** | **(14,945)** | **(3,072)** | **11,873** | | | | |
| 225 | Projects Pool - A&F | | | | | | | |
| 4424 | South Hill Barn Development | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| | Projects Pool - A&F :- Indirect Expenditure | **0** | **2,500** | **2,500** | **0** | **2,500** | **0.0%** | **0** |
| | **Net Expenditure** | **0** | **(2,500)** | **(2,500)** | | | | |
| 301 | Planning & Highways | | | | | | | |
| 4263 | Bus Shelter Maintenance/Clean | 60 | 1,000 | 940 | | 940 | 6.0% | |
| | Planning & Highways :- Indirect Expenditure | **60** | **1,000** | **940** | **0** | **940** | **6.0%** | **0** |
| | **Net Expenditure** | **(60)** | **(1,000)** | **(940)** | | | | |
| | 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** | **35,858** | **(81,682)** | **(117,540)** | | | | |
| | Grand Totals:- Income | **1,153,563** | **2,363,614** | **1,210,051** | | | **48.8%** | |
| | Expenditure | **498,621** | **2,363,615** | **1,864,994** | **0** | **1,864,994** | **21.1%** | |
| | **Net Income over Expenditure** | **654,942** | **(1)** | **(654,943)** | | | | |
| | plus Transfer from EMR | **25,617** | 0 | (25,617) | | | | |
| | less Transfer to EMR | **7,327** | 0 | (7,327) | | | | |
| | **Movement to/(from) Gen Reserve** | **673,232** | **(1)** | **(673,233)** | | | | |

***Return to Agenda***

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **54/26** |
| **Agenda Item Number:** | **6** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Finance & General Purposes 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**<br>Authored by: Lucy Clark, Finance Manager |
| Supporting Documents: | Appendix A – Income & Expenditure Figures Year Ended 31 March 2026<br>Appendix B – Significant Financial Variances Details<br>Appendix C – 2025 – 2026 Earmarked Reserves<br>Appendix D – 2026 – 2027 Earmarked Reserve Movements Previously Approved by 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 54/26 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 Finance & General Purposes 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** The Town Council’s full precept, which is the amount of council tax that the Town Council required (£1,248,360), falls within the F&GP Committee budget.

**1.4** Details of the significant variances are attached at **Appendix B**.

**1.5** Overall, the Committee’s actual income exceeded budget by £58,564, whilst expenditure was £23,520 above budget.

**1.6** This resulted in a favourable outturn for the Committee, with net expenditure before Earmarked Reserve (EMR) movements being £35,044 lower than the approved budget.

## 2. Earmarked Reserves

**2.1** The opening balance of the Town Council's EMRs on 1 April 2025 was £762,191.39. Following approved movements during the year, the closing balance at 31 March 2026 was £818,560.37. A number of these reserves, including the Community Infrastructure Levy (CIL) Reserve and Capital Receipts Reserve, are restricted to specific purposes and cannot be used to support general revenue expenditure.

**2.2** During the year, £111,113.21 was utilised from EMRs to fund approved expenditure, with £167,482.19 transferred into reserves, resulting in a net increase in EMRs of £56,368.98. Transfers included approved in-year allocations, restricted income such as grants and CIL receipts, together with year-end transfers of unspent revenue balances where there were clearly identified future commitments, ongoing projects or anticipated liabilities, in accordance with the delegated authority contained within the Council's Financial Regulations.

**2.3** Maintaining appropriate levels of earmarked reserves supports the Town Council's long-term financial planning by ensuring funding is available for known commitments and future liabilities, whilst reducing reliance on revenue budgets where appropriate.

**2.4** The full schedule of EMRs for 2025 - 2026, together with movements during the year and explanatory notes, is provided in **Appendix C.**

**2.5** 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 approve 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.

**2.6** 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** are the EMR movements that were presented to Full Council on 25 June 2026 and subsequently approved.

## 3. Financial Appraisal

**3.1** The approved net budget for 2025 – 2026 anticipated a net expenditure of £916,844.

**3.2** At year end, the Committee's total income stood at £117,058 (excluding the precept), with total expenditure of £998,858. This resulted in a net expenditure position of £881,800 before Earmarked Reserve (EMR) movements, representing a favourable variance of £35,044 against budget.

**3.3** During the year, £1,094 of expenditure was funded from EMRs, whilst £26,158 of restricted income was transferred directly into EMRs and was therefore not available to offset revenue expenditure. Taking these reserve movements into account, the Committee's total net revenue expenditure was £906,864, representing a favourable variance of £9,980 against budget.

**3.4** At year end, the Town Council's EMR balance stood at £818,560.37, as detailed in Appendix C. The approved EMR transfers set out in Appendix D will be processed during the 2026 – 2027 financial year.

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

**Month No: 12** **Committee Report**

## Golf, Open Spaces & Climate

### 101 Golf Course

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 1000 | Golf Course Season Ticket | 220,015 | 206,875 | (13,140) | | | 106.4% | |
| 1001 | Golf Course Green Fees M-F | 216,179 | 155,500 | (60,679) | | | 139.0% | |
| 1002 | Golf Course Green Fees w/eb/h | 181,253 | 128,000 | (53,253) | | | 141.6% | |
| 1003 | Golf Course Societies | 87,542 | 80,000 | (7,542) | | | 109.4% | |
| 1004 | Golf Course Locker | 2,017 | 2,500 | 483 | | | 80.7% | |
| 1007 | Golf Course Air Traffic | 7,500 | 7,500 | 0 | | | 100.0% | |
| 1050 | Income Rent | 85 | 85 | 0 | | | 100.0% | |
| 1054 | Income Other | 1,479 | 900 | (579) | | | 164.4% | |
| 1077 | Income Sale Equipment | 24,500 | 0 | (24,500) | | | 0.0% | 24,500 |
| 1100 | Income Advertising | 700 | 0 | (700) | | | 0.0% | |
| 1311 | Buggy Hire | 24,162 | 23,000 | (1,162) | | | 105.1% | |
| | Golf Course :- Income | **765,432** | **604,360** | **(161,072)** | | | **126.7%** | **24,500** |
| 4000 | Salaries & Wages | 169,341 | 168,781 | (560) | | (560) | 100.3% | |
| 4001 | Employers NI | 21,648 | 21,567 | (81) | | (81) | 100.4% | |
| 4002 | Employers Superannuation | 34,038 | 33,925 | (113) | | (113) | 100.3% | |
| 4010 | Staff Training | 226 | 2,100 | 1,874 | | 1,874 | 10.8% | |
| 4011 | Staff PPE / H&S | 2,144 | 2,250 | 106 | | 106 | 95.3% | |
| 4012 | Staff Expenses | 0 | 100 | 100 | | 100 | 0.0% | |
| 4015 | Office Refreshments | 29 | 0 | (29) | | (29) | 0.0% | |
| 4041 | Golf Professional Retainer | 60,177 | 71,570 | 11,393 | | 11,393 | 84.1% | |
| 4045 | Golf Course Player Costs | 354 | 500 | 146 | | 146 | 70.8% | |
| 4046 | Golf Club Membership Fees | 21,294 | 20,750 | (544) | | (544) | 102.6% | |
| 4051 | Rates | 16,991 | 17,542 | 551 | | 551 | 96.9% | |
| 4052 | Water & Sewerage | 521 | 1,200 | 679 | | 679 | 43.4% | |
| 4060 | Refuse | 1,085 | 941 | (144) | | (144) | 115.3% | |
| 4100 | Telecommunications | 3,097 | 2,350 | (747) | | (747) | 131.8% | |
| 4105 | Postage | 0 | 50 | 50 | | 50 | 0.0% | |
| 4106 | Stationery | 242 | 200 | (42) | | (42) | 120.9% | |
| 4112 | Subscriptions | 757 | 780 | 23 | | 23 | 97.1% | |
| 4113 | Software Support | 2,638 | 2,632 | (6) | | (6) | 100.2% | |
| 4114 | Licence Fee | 75 | 75 | 0 | | 0 | 100.0% | |
| 4115 | Insurance | 11,360 | 11,455 | 95 | | 95 | 99.2% | |
| 4116 | Web Site | 105 | 93 | (12) | | (12) | 112.9% | |
| 4156 | Bank Charges | 9,155 | 7,799 | (1,356) | | (1,356) | 117.4% | |
| 4201 | Cleaning & Hygiene | 708 | 700 | (8) | | (8) | 101.2% | |
| 4251 | Dog Bin Emptying | 936 | 1,559 | 623 | | 623 | 60.0% | |
| 4261 | General Maintenance | 46,048 | 46,170 | 122 | | 122 | 99.7% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4270 | Vehicles & Equipment Maint | 23,653 | 21,630 | (2,023) | | (2,023) | 109.4% | |
| 4271 | Vehicle & Equipment Lease | 73,163 | 73,425 | 262 | | 262 | 99.6% | |
| 4272 | Furniture & Equipment | 12,820 | 3,000 | (9,820) | | (9,820) | 427.3% | 11,855 |
| 4275 | Building Maintenance | 9,269 | 6,555 | (2,714) | | (2,714) | 141.4% | |
| 4279 | Fire & Security | 854 | 688 | (166) | | (166) | 124.1% | |
| 4308 | Golf Course Overheads | 29,127 | 25,000 | (4,127) | | (4,127) | 116.5% | |
| 4309 | Buggy Lease & Maintenance | 9,870 | 10,364 | 494 | | 494 | 95.2% | |
| | Golf Course :- Indirect Expenditure | **561,726** | **555,751** | **(5,975)** | **0** | **(5,975)** | **101.1%** | **11,855** |
| | **Net Income over Expenditure** | **203,706** | **48,609** | **(155,097)** | | | | |
| 6000 | plus Transfer from EMR | 11,855 | 0 | (11,855) | | | | |
| 6001 | less Transfer to EMR | 24,500 | 0 | (24,500) | | | | |
| | **Movement to/(from) Gen Reserve** | **191,061** | **48,609** | **(142,452)** | | | | |
| 102 | Golf Course Capital Costs | | | | | | | |
| 4155 | Professional Fees | 1,925 | 15,000 | 13,075 | | 13,075 | 12.8% | |
| | Golf Course Capital Costs :- Indirect Expenditure | **1,925** | **15,000** | **13,075** | **0** | **13,075** | **12.8%** | **0** |
| | **Net Expenditure** | **(1,925)** | **(15,000)** | **(13,075)** | | | | |
| 105 | Salts Recreation Ground | | | | | | | |
| 1023 | Income Professional Fee Refund | 1,500 | 0 | (1,500) | | | 0.0% | |
| 1025 | Income Sponsorship | 230 | 230 | 0 | | | 100.0% | 230 |
| 1050 | Income Rent | 2,307 | 2,252 | (55) | | | 102.4% | |
| 1051 | Income Insurance Recharge | 2,020 | 1,991 | (29) | | | 101.4% | |
| 1058 | Income Water Recharge | 5,236 | 0 | (5,236) | | | 0.0% | |
| 1073 | Sports Pitch Hire & Green Fees | 5,618 | 5,435 | (183) | | | 103.4% | |
| 1095 | Income Tennis Annual Pass | 3,751 | 3,135 | (616) | | | 119.6% | |
| 1096 | Income Tennis Pay & Play | 3,809 | 3,502 | (307) | | | 108.8% | |
| | Salts Recreation Ground :- Income | **24,470** | **16,545** | **(7,925)** | | | **147.9%** | **230** |
| 4018 | Water Refill Maint | 98 | 0 | (98) | | (98) | 0.0% | 98 |
| 4052 | Water & Sewerage | 9,648 | 8,617 | (1,031) | | (1,031) | 112.0% | |
| 4053 | Tennis Electric | 360 | 366 | 6 | | 6 | 98.4% | |
| 4055 | Electricity | 364 | 800 | 436 | | 436 | 45.4% | |
| 4095 | Tennis Court Expenditure | 1,828 | 8,582 | 6,754 | | 6,754 | 21.3% | |
| 4096 | LTA Loan | 5,125 | 5,125 | 0 | | 0 | 100.0% | |
| 4100 | Telecommunications | 388 | 348 | (40) | | (40) | 111.4% | |
| 4115 | Insurance | 3,596 | 3,595 | (1) | | (1) | 100.0% | |
| 4155 | Professional Fees | 4,720 | 0 | (4,720) | | (4,720) | 0.0% | |
| 4251 | Dog Bin Emptying | 468 | 1,593 | 1,125 | | 1,125 | 29.4% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4252 | Additional Litter Pick | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4260 | Grounds Maintenance Contract | 70,958 | 73,087 | 2,129 | | 2,129 | 97.1% | |
| 4261 | General Maintenance | 2,464 | 4,590 | 2,126 | | 2,126 | 53.7% | |
| 4275 | Building Maintenance | 699 | 740 | 41 | | 41 | 94.5% | |
| 4283 | Playground & Gym Equipment | 19,139 | 10,000 | (9,139) | | (9,139) | 191.4% | 11,545 |
| | Salts Recreation Ground :- Indirect Expenditure | **119,854** | **118,443** | **(1,411)** | **0** | **(1,411)** | **101.2%** | **11,643** |
| | **Net Income over Expenditure** | **(95,385)** | **(101,898)** | **(6,513)** | | | | |
| 6000 | plus Transfer from EMR | 11,643 | 0 | (11,643) | | | | |
| 6001 | less Transfer to EMR | 230 | 0 | (230) | | | | |
| | **Movement to/(from) Gen Reserve** | **(83,972)** | **(101,898)** | **(17,926)** | | | | |
| 106 | Crouch Recreation Ground | | | | | | | |
| 1050 | Income Rent | 2,605 | 2,550 | (55) | | | 102.2% | |
| 1051 | Income Insurance Recharge | 758 | 746 | (12) | | | 101.6% | |
| 1058 | Income Water Recharge | 2,215 | 2,450 | 235 | | | 90.4% | |
| 1073 | Sports Pitch Hire & Green Fees | 13,492 | 11,989 | (1,503) | | | 112.5% | |
| | Crouch Recreation Ground :- Income | **19,069** | **17,735** | **(1,334)** | | | **107.5%** | **0** |
| 4052 | Water & Sewerage | 8,984 | 8,112 | (872) | | (872) | 110.8% | |
| 4115 | Insurance | 1,027 | 1,030 | 3 | | 3 | 99.7% | |
| 4155 | Professional Fees | 393 | 0 | (393) | | (393) | 0.0% | |
| 4251 | Dog Bin Emptying | 780 | 1,138 | 358 | | 358 | 68.5% | |
| 4260 | Grounds Maintenance Contract | 30,103 | 29,252 | (851) | | (851) | 102.9% | |
| 4261 | General Maintenance | 3,919 | 3,610 | (309) | | (309) | 108.6% | |
| 4275 | Building Maintenance | 0 | 2,450 | 2,450 | | 2,450 | 0.0% | |
| 4283 | Playground & Gym Equipment | 1,940 | 4,000 | 2,060 | | 2,060 | 48.5% | |
| | Crouch Recreation Ground :- Indirect Expenditure | **47,146** | **49,592** | **2,446** | **0** | **2,446** | **95.1%** | **0** |
| | **Net Income over Expenditure** | **(28,077)** | **(31,857)** | **(3,780)** | | | | |
| 107 | Martello Fields | | | | | | | |
| 1050 | Income Rent | 1,648 | 5,351 | 3,703 | | | 30.8% | |
| | Martello Fields :- Income | **1,648** | **5,351** | **3,703** | | | **30.8%** | **0** |
| 4018 | Water Refill Maint | 114 | 0 | (114) | | (114) | 0.0% | 114 |
| 4115 | Insurance | 14 | 12 | (2) | | (2) | 114.3% | |
| 4251 | Dog Bin Emptying | 624 | 911 | 287 | | 287 | 68.5% | |
| 4260 | Grounds Maintenance Contract | 15,340 | 15,801 | 461 | | 461 | 97.1% | |
| 4261 | General Maintenance | 297 | 1,000 | 703 | | 703 | 29.7% | |
| | Martello Fields :- Indirect Expenditure | **16,388** | **17,724** | **1,336** | **0** | **1,336** | **92.5%** | **114** |
| | **Net Income over Expenditure** | **(14,740)** | **(12,373)** | **2,367** | | | | |
| 6000 | plus Transfer from EMR | 114 | 0 | (114) | | | | |
| | **Movement to/(from) Gen Reserve** | **(14,626)** | **(12,373)** | **2,253** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 108 | Other Open Spaces | | | | | | | |
| 1050 | Income Rent | 90 | 90 | 0 | | | 100.0% | |
| 1098 | Income Grass Cutting | 10,810 | 0 | (10,810) | | | 0.0% | |
| 1099 | Income BT Openreach Pole | 158 | 0 | (158) | | | 0.0% | |
| | Other Open Spaces :- Income | **11,058** | **90** | **(10,968)** | | | **12286.5%** | **0** |
| 4018 | Water Refill Maint | 261 | 0 | (261) | | (261) | 0.0% | 261 |
| 4052 | Water & Sewerage | 151 | 200 | 49 | | 49 | 75.3% | |
| 4115 | Insurance | 49 | 45 | (4) | | (4) | 109.2% | |
| 4154 | Land Registry Fees | 0 | 60 | 60 | | 60 | 0.0% | |
| 4251 | Dog Bin Emptying | 1,092 | 1,821 | 729 | | 729 | 60.0% | |
| 4260 | Grounds Maintenance Contract | 24,570 | 25,307 | 737 | | 737 | 97.1% | |
| 4261 | General Maintenance | 6,161 | 7,780 | 1,619 | | 1,619 | 79.2% | |
| 4262 | Trees for Seaford | 5,981 | 0 | (5,981) | | (5,981) | 0.0% | 5,981 |
| 4268 | Grass Verge Cutting | 18,681 | 25,000 | 6,319 | | 6,319 | 74.7% | |
| 4275 | Building Maintenance | 0 | 200 | 200 | | 200 | 0.0% | |
| | Other Open Spaces :- Indirect Expenditure | **56,947** | **60,413** | **3,466** | **0** | **3,466** | **94.3%** | **6,242** |
| | **Net Income over Expenditure** | **(45,889)** | **(60,323)** | **(14,434)** | | | | |
| 6000 | plus Transfer from EMR | 6,242 | 0 | (6,242) | | | | |
| | **Movement to/(from) Gen Reserve** | **(39,646)** | **(60,323)** | **(20,677)** | | | | |
| 116 | Seaford Head Estate | | | | | | | |
| 1011 | Income Filming | 35,213 | 20,000 | (15,213) | | | 176.1% | |
| 1021 | Income South Hill Barn | 0 | 300 | 300 | | | 0.0% | |
| 1050 | Income Rent | 10,000 | 10,000 | 0 | | | 100.0% | |
| 1200 | Income Nature Reserve | 660 | 0 | (660) | | | 0.0% | |
| | Seaford Head Estate :- Income | **45,872** | **30,300** | **(15,572)** | | | **151.4%** | **0** |
| 4115 | Insurance | 600 | 600 | (0) | | (0) | 100.1% | |
| 4155 | Professional Fees | 15,745 | 0 | (15,745) | | (15,745) | 0.0% | 9,585 |
| 4251 | Dog Bin Emptying | 936 | 911 | (25) | | (25) | 102.7% | |
| 4260 | Grounds Maintenance Contract | 1,249 | 1,285 | 36 | | 36 | 97.2% | |
| 4261 | General Maintenance | 4,692 | 1,445 | (3,247) | | (3,247) | 324.7% | 2,827 |
| 4274 | Projects Expenditure | 6,771 | 6,000 | (771) | | (771) | 112.8% | |
| 4275 | Building Maintenance | 7 | 1,000 | 993 | | 993 | 0.7% | |
| 4279 | Fire & Security | 0 | 245 | 245 | | 245 | 0.0% | |
| 4424 | South Hill Barn Development | 10,469 | 40,800 | 30,331 | | 30,331 | 25.7% | |
| 4500 | Nature Reserve Expenses | 22,352 | 22,343 | (9) | | (9) | 100.0% | |
| 4501 | Filming Expenses | 7,043 | 4,000 | (3,043) | | (3,043) | 176.1% | |
| 4502 | Toilet Hire | 720 | 0 | (720) | | (720) | 0.0% | |
| | Seaford Head Estate :- Indirect Expenditure | **70,584** | **78,629** | **8,045** | **0** | **8,045** | **89.8%** | **12,412** |
| | **Net Income over Expenditure** | **(24,712)** | **(48,329)** | **(23,617)** | | | | |
| 6000 | plus Transfer from EMR | 12,412 | 0 | (12,412) | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| | **Movement to/(from) Gen Reserve** | **(12,300)** | **(48,329)** | **(36,029)** | | | | |
| 117 | Seafront | | | | | | | |
| 1011 | Income Filming | 3,250 | 200 | (3,050) | | | 1625.0% | |
| 1025 | Income Sponsorship | 460 | 460 | 0 | | | 100.0% | 460 |
| 1066 | Income Concession | (685) | 0 | 685 | | | 0.0% | |
| 1084 | Income Promenade | 476 | 0 | (476) | | | 0.0% | |
| 1092 | Income General Maintenance | 414 | 0 | (414) | | | 0.0% | |
| | Seafront :- Income | **3,915** | **660** | **(3,255)** | | | **593.2%** | **460** |
| 4018 | Water Refill Maint | 35 | 0 | (35) | | (35) | 0.0% | 35 |
| 4022 | Telescope Expenditure | 0 | 200 | 200 | | 200 | 0.0% | |
| 4115 | Insurance | 318 | 318 | 0 | | 0 | 99.9% | |
| 4253 | Shelters | 2,398 | 3,000 | 602 | | 602 | 79.9% | |
| 4261 | General Maintenance | 6,966 | 6,605 | (361) | | (361) | 105.5% | |
| 4270 | Vehicles & Equipment Maint | 44 | 150 | 106 | | 106 | 29.3% | |
| 4501 | Filming Expenses | 650 | 40 | (610) | | (610) | 1625.0% | |
| | Seafront :- Indirect Expenditure | **10,410** | **10,313** | **(97)** | **0** | **(97)** | **100.9%** | **35** |
| | **Net Income over Expenditure** | **(6,494)** | **(9,653)** | **(3,159)** | | | | |
| 6000 | plus Transfer from EMR | 35 | 0 | (35) | | | | |
| 6001 | less Transfer to EMR | 460 | 0 | (460) | | | | |
| | **Movement to/(from) Gen Reserve** | **(6,919)** | **(9,653)** | **(2,734)** | | | | |
| 125 | Allotments | | | | | | | |
| 1050 | Income Rent | 1,355 | 1,350 | (5) | | | 100.4% | |
| | Allotments :- Income | **1,355** | **1,350** | **(5)** | | | **100.4%** | **0** |
| 4261 | General Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| | Allotments :- Indirect Expenditure | **0** | **500** | **500** | **0** | **500** | **0.0%** | **0** |
| | **Net Income over Expenditure** | **1,355** | **850** | **(505)** | | | | |
| | Golf, Open Spaces & Climate :- Income | **872,819** | **676,391** | **(196,428)** | | | **129.0%** | |
| | Expenditure | **884,980** | **906,365** | **21,385** | **0** | **21,385** | **97.6%** | |
| | **Net Income over Expenditure** | **(12,160)** | **(229,974)** | **(217,814)** | | | | |
| | plus Transfer from EMR | **42,301** | 0 | (42,301) | | | | |
| | less Transfer to EMR | **25,190** | 0 | (25,190) | | | | |
| | **Movement to/(from) Gen Reserve** | **4,951** | **(229,974)** | **(234,925)** | | | | |

**Finance & General Purposes**

Continued over page

*Return to Agenda*

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 201 | Administration | | | | | | | |
| 1062 | Income Telephone Recharge | 827 | 780 | (47) | | | 106.1% | |
| 1176 | Precept | 1,248,360 | 1,248,359 | (1) | | | 100.0% | |
| 1190 | Interest Received | 85,566 | 50,000 | (35,566) | | | 171.1% | |
| 1320 | Income Walk The Chalk | (3,280) | 0 | 3,280 | | | 0.0% | |
| | Administration :- Income | **1,331,474** | **1,299,139** | **(32,335)** | | | **102.5%** | **0** |
| 4000 | Salaries & Wages | 606,737 | 613,624 | 6,887 | | 6,887 | 98.9% | |
| 4001 | Employers NI | 72,147 | 76,731 | 4,584 | | 4,584 | 94.0% | |
| 4002 | Employers Superannuation | 102,647 | 105,605 | 2,958 | | 2,958 | 97.2% | |
| 4003 | Sub-contracted Staff | 28,663 | 1,500 | (27,163) | | (27,163) | 1910.9% | |
| 4009 | Recruitment Costs | 2,063 | 1,000 | (1,063) | | (1,063) | 206.3% | |
| 4010 | Staff Training | 2,831 | 3,000 | 169 | | 169 | 94.4% | |
| 4011 | Staff PPE / H&S | 322 | 0 | (322) | | (322) | 0.0% | |
| 4012 | Staff Expenses | 1,383 | 1,000 | (383) | | (383) | 138.3% | |
| 4015 | Office Refreshments | 224 | 100 | (124) | | (124) | 224.2% | |
| 4100 | Telecommunications | 5,290 | 4,635 | (655) | | (655) | 114.1% | |
| 4105 | Postage | 153 | 250 | 97 | | 97 | 61.3% | |
| 4106 | Stationery | 841 | 1,000 | 159 | | 159 | 84.1% | |
| 4107 | Photocopier | 1,071 | 1,350 | 279 | | 279 | 79.3% | |
| 4108 | Recycling & Shredding | 500 | 400 | (100) | | (100) | 125.0% | |
| 4110 | Advertising & Publicity | 1,442 | 1,500 | 58 | | 58 | 96.1% | |
| 4112 | Subscriptions | 5,047 | 5,397 | 350 | | 350 | 93.5% | |
| 4113 | Software Support | 11,470 | 11,000 | (470) | | (470) | 104.3% | |
| 4114 | Licence Fee | 73 | 77 | 4 | | 4 | 94.8% | |
| 4115 | Insurance | 1,933 | 1,895 | (38) | | (38) | 102.0% | |
| 4116 | Web Site | 1,643 | 1,000 | (643) | | (643) | 164.3% | |
| 4118 | IT Hardware | 6,230 | 4,000 | (2,230) | | (2,230) | 155.8% | |
| 4154 | Land Registry Fees | 273 | 100 | (173) | | (173) | 273.0% | |
| 4155 | Professional Fees | 25,078 | 10,500 | (14,578) | | (14,578) | 238.8% | |
| 4156 | Bank Charges | 1,147 | 1,339 | 192 | | 192 | 85.7% | |
| 4157 | Audit Fees | 3,240 | 10,000 | 6,760 | | 6,760 | 32.4% | |
| 4199 | Other Expenditure | 40 | 100 | 60 | | 60 | 40.0% | |
| 4201 | Cleaning & Hygiene | 4 | 0 | (4) | | (4) | 0.0% | |
| 4272 | Furniture & Equipment | 1,779 | 3,000 | 1,221 | | 1,221 | 59.3% | |
| 4284 | Maintenance Tools & Equipment | 2,700 | 0 | (2,700) | | (2,700) | 0.0% | |
| | Administration :- Indirect Expenditure | **886,970** | **860,103** | **(26,867)** | **0** | **(26,867)** | **103.1%** | **0** |
| | **Net Income over Expenditure** | **444,504** | **439,036** | **(5,468)** | | | | |

Continued over page

*Return to Agenda*

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 205 | Premises - Church Street | | | | | | | |
| 1050 | Income Rent | 7,786 | 7,715 | (71) | | | 100.9% | |
| | Premises - Church Street :- Income | **7,786** | **7,715** | **(71)** | | | **100.9%** | **0** |
| 4050 | Rent payable | 25,760 | 25,760 | 0 | | 0 | 100.0% | |
| 4051 | Rates | 8,451 | 8,601 | 150 | | 150 | 98.3% | |
| 4059 | Church Street Service Charges | 18,236 | 24,250 | 6,014 | | 6,014 | 75.2% | |
| 4115 | Insurance | 9 | 9 | 0 | | 0 | 97.1% | |
| 4270 | Vehicles & Equipment Maint | 437 | 444 | 7 | | 7 | 98.5% | |
| 4275 | Building Maintenance | 2,779 | 1,000 | (1,779) | | (1,779) | 277.9% | |
| | Premises - Church Street :- Indirect Expenditure | **55,673** | **60,064** | **4,391** | **0** | **4,391** | **92.7%** | **0** |
| | **Net Income over Expenditure** | **(47,887)** | **(52,349)** | **(4,462)** | | | | |
| 210 | Civic Expenses | | | | | | | |
| 4013 | Members Expenses | 0 | 100 | 100 | | 100 | 0.0% | |
| 4014 | Member Training | 991 | 1,500 | 509 | | 509 | 66.1% | |
| 4106 | Stationery | 0 | 50 | 50 | | 50 | 0.0% | |
| 4113 | Software Support | 2,504 | 2,607 | 103 | | 103 | 96.1% | |
| 4115 | Insurance | 64 | 64 | 0 | | 0 | 99.6% | |
| 4180 | Room Hire | 824 | 2,750 | 1,926 | | 1,926 | 30.0% | |
| 4181 | Civic - Mayors Allowance | 1,565 | 1,500 | (65) | | (65) | 104.3% | 100 |
| 4182 | Catering & Hospitality | (5) | 200 | 205 | | 205 | (2.7%) | |
| 4183 | Civic - Awards | 154 | 200 | 46 | | 46 | 76.8% | |
| 4184 | Civic - other | 1,987 | 1,000 | (987) | | (987) | 198.7% | 994 |
| 4188 | Town Crier Expenses | 40 | 200 | 160 | | 160 | 20.0% | |
| 4190 | Election Costs | 18,564 | 10,000 | (8,564) | | (8,564) | 185.6% | |
| | Civic Expenses :- Indirect Expenditure | **26,688** | **20,171** | **(6,517)** | **0** | **(6,517)** | **132.3%** | **1,094** |
| | **Net Expenditure** | **(26,688)** | **(20,171)** | **6,517** | | | | |
| 6000 | plus Transfer from EMR | 1,094 | 0 | (1,094) | | | | |
| | **Movement to/(from) Gen Reserve** | **(25,594)** | **(20,171)** | **5,423** | | | | |
| 215 | Grants | | | | | | | |
| 4401 | Grants | 20,528 | 26,000 | 5,472 | | 5,472 | 79.0% | |
| 4406 | Service Funding Agreements | 9,000 | 9,000 | 0 | | 0 | 100.0% | |
| | Grants :- Indirect Expenditure | **29,528** | **35,000** | **5,472** | **0** | **5,472** | **84.4%** | **0** |
| | **Net Expenditure** | **(29,528)** | **(35,000)** | **(5,472)** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 226 | CIL and S106 Receipts | | | | | | | |
| 1014 | CIL Receipts | 26,158 | 0 | (26,158) | | | 0.0% | 26,158 |
| | CIL and S106 Receipts :- Income | **26,158** | **0** | **(26,158)** | | | | **26,158** |
| | **Net Income** | **26,158** | **0** | **(26,158)** | | | | |
| 6001 | less Transfer to EMR | 26,158 | 0 | (26,158) | | | | |
| | **Movement to/(from) Gen Reserve** | **0** | **0** | **0** | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| Finance & General Purposes :- Income | **1,365,418** | **1,306,854** | **(58,564)** | | | **104.5%** | |
| Expenditure | **998,858** | **975,338** | **(23,520)** | **0** | **(23,520)** | **102.4%** | |
| **Net Income over Expenditure** | **366,560** | **331,516** | **(35,044)** | | | | |
| plus Transfer from EMR | **1,094** | 0 | (1,094) | | | | |
| less Transfer to EMR | **26,158** | 0 | (26,158) | | | | |
| **Movement to/(from) Gen Reserve** | **341,495** | **331,516** | **(9,979)** | | | | |

## Assets and Facilities

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 103 | The View | | | | | | | |
| 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** | | | | |
| 104 | The View Capital Costs | | | | | | | |
| 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)** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 109 | Memorials | | | | | | | |
| 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** | | | | |
| 113 | Crypt | | | | | | | |
| 1057 | Income Electricity Recharge | 800 | 1,800 | 1,000 | | | 44.5% | |
| 1058 | Income Water Recharge | 398 | 315 | (83) | | | 126.5% | |
| 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)** | | | | |
| 114 | Public Toilets | | | | | | | |
| 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)** | | | | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 115 | Martello Tower | | | | | | | |
| 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)** | | | | |
| 118 | Beach Huts | | | | | | | |
| 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% | |
| 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)** | | | | |
| 119 | Old Town Hall | | | | | | | |
| 1066 | Income Concession | 229 | 0 | (229) | | | 0.0% | |
| | Old Town Hall :- Income | **229** | **0** | **(229)** | | | | **0** |
| | **Net Income** | **229** | **0** | **(229)** | | | | |
| 121 | Seaford in Bloom | | | | | | | |
| 1025 | Income Sponsorship | 500 | 500 | 0 | | | 100.0% | |
| | Seaford in Bloom :- Income | **500** | **500** | **0** | | | **100.0%** | **0** |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 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** | | | | |
| 130 | Other Recreation | | | | | | | |
| 4410 | Swimming Pool | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| | Other Recreation :- Indirect Expenditure | **0** | **10,000** | **10,000** | **0** | **10,000** | **0.0%** | **0** |
| | **Net Expenditure** | **0** | **(10,000)** | **(10,000)** | | | | |
| 134 | CCTV | | | | | | | |
| 4055 | Electricity | 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)** | | | | |
| 135 | Events | | | | | | | |
| 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** | | | | |
| 140 | Lifeguard Hut | | | | | | | |
| 4115 | Insurance | 51 | 51 | (0) | | (0) | 100.6% | |
| 4274 | Projects Expenditure | 6,032 | 5,000 | (1,032) | | (1,032) | 120.6% | |
| | Lifeguard Hut :- Indirect Expenditure | **6,083** | **5,051** | **(1,032)** | **0** | **(1,032)** | **120.4%** | **0** |
| | **Net Expenditure** | **(6,083)** | **(5,051)** | **1,032** | | | | |
| 145 | Concessions & Street Trading | | | | | | | |
| 1024 | Salts Cafe Concession | 21,606 | 24,000 | 2,394 | | | 90.0% | |

Continued over page

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 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 | Bonningstdt 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% | |
| 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** | | | | |
| 146 | Martello Changing Places | | | | | | | |
| 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)** | | | | |
| 206 | Premises - Hurdis House | | | | | | | |
| 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% | |

Continued over page

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| 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)** | | | | |
| 301 Planning & Highways | | | | | | | |
| 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)** | | | | |
| Grand Totals:- Income | **2,464,601** | **2,214,238** | **(250,363)** | | | **111.3%** | |
| Expenditure | **2,244,251** | **2,214,237** | **(30,014)** | **0** | **(30,014)** | **101.4%** | |
| **Net Income over Expenditure** | **220,350** | **1** | **(220,349)** | | | | |
| plus Transfer from EMR | **108,166** | 0 | (108,166) | | | | |
| less Transfer to EMR | **51,348** | 0 | (51,348) | | | | |
| **Movement to/(from) Gen Reserve** | **277,168** | **1** | **(277,167)** | | | | |

**Finance & General Purposes Committee**
**2025 - 2026**

**1000 Codes = Income**
**4000 Codes = Expenditure**

## Financial Variance Report for F&GP Meetings

| | | 25th September | 18th December | 26th March 2026 | Year End |
|---|---|---|---|---|---|
| 201 | Administration | (Apr-July) - 33% | (Aug - Oct) - 58% | (Dec - Jan) - 83% | (April - Mar) - 100% |
| 1176 | Precept | This income is the first half of the Precept. The balance will be paid in September. | The second half of the Precept was received in early September. | As previously reported | As previously reported. |
| 1190 | Interest Received | The interest income from the CCLA PSDF was budgeted prudently. To date, the actual income reflects a stronger than budgeted yield. Total interest for the year will also depend on the average balance held in the account, but if current trends continue, it is likely to exceed the original estimate. | The interest income from the CCLA PSDF stands at £44,231 (88.5% of budget) which therefore looks on track to exceed budget by the year end. | The interest income from the CCLA Public Sector Deposit Fund now stands at £67,316 (134.6% of budget). With two more months of interest ahead, it is anticipated to reach just over £77,000 by the year end. | Income from the CCLA Public Sector Deposit Fund totalled £85,566, representing 171.1% of the approved budget. The 2026/27 budget has been increased to better reflect the anticipated level of investment income. |
| 1320 | Income Walk the Chalk | | | | The negative balance within the Walk the Chalk income code reflects the debt written off by the Committee earlier in the financial year, following extensive but unsuccessful attempts to recover the outstanding amount. |
| 4000 | Salaries & Wages | | | | Whilst the 4000-4002 codes show an underspend, when the overspend within cost centre 4003 is taken into account, there is an overall overspend on salaries and on-costs of £12,734. This is due to temporary overlapping staffing arrangements required to maintain service delivery |
| 4001 | Employers NI | | | | |
| 4002 | Employers Superannuation | | | | |
| 4003 | Sub Contracted Staff | | This account is has significantly exceeded budget due to the HR & OD position currently being covered by a temporary agency worker. | As previously reported, however the position changed to permanent in early February. | |
| 4009 | Recruitment Costs | Following the staffing review, additional recruitment costs have arisen due to the new roles added to the staffing structure. While the majority of positions have now been filled, further recruitment activity is expected later in the year, which will result in the account exceeding budget. These costs will, however, be met from the Recruitment EMR. | As previously reported | As previously reported | As previously reported, it had been anticipated that the additional recruitment costs arising from the staffing review would be funded from the Recruitment EMR. However, due to the overall year-end surplus, the use of the reserve was not required |
| 4010 | Staff Training | | The account is showing a high % of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy). | Staff Skills Academy payments relating to the next financial year have been accrued, bringing the account slightly below the expected level for this time of year. | As previously reported |
| 4011 | Staff PPE / H&S | Following the introduction of the new staffing structure and the appointment of a Maintenance Officer, it has been necessary to provide appropriate PPE and health & safety equipment to support the role. As this post was established after the budget was set, the associated costs will be met from the General Reserve | As previously reported | As previously reported | As previously reported |
| 4012 | Staff Expenses | | This account is showing a high % of budget due to an increase claim for eye test and glasses contributions where the staffing numbers have increased. | As previously reported | As previously reported. The 2026/27 budget has been increased to reflect the increase in staffing levels. |
| 4015 | Office Refreshments | The office refreshment budget will be overspent due to increased number of staff, in-office working and in-house meetings, leading to higher tea, coffee, and milk usage. | As previously reported | As previously reported | As previously reported. The 2026/27 budget has been increased to reflect the increase in staffing levels. |
| 4100 | Telephone | | | | The telephone budget has been overspent due to higher-than-anticipated service costs, together with the purchase of a replacement mobile phone. |
| 4108 | Recycling & Shredding | | | This account is over budget due to the necessary clearance and disposal of historic files stored in the garage to ensure appropriate data control and compliance with AGAR Assertion 10. | As previously reported |
| 4112 | Subscriptions | This is showing a high % of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year. | As previously reported | As previously reported | As previously reported |
| 4113 | Software Support | This is showing a high % of expenditure due to the half the Microsoft annual fee already accounted for by an accrual at the beginning of the year. | As previously reported | As previously reported | As previously reported |
| 4115 | Insurance | Insurance costs are paid annually in advance. | As previously reported | As previously reported | As previously reported |
| 4116 | Website | | The account has exceeded its budget due to the necessary amendments that needed to make our website compliant with the new Assertion 10 on the Annual Governance Accountability Return (AGAR) | As previously reported | As previously reported |
| 4118 | IT Hardware | Following the introduction of the new staffing structure, it has been necessary to provide appropriate IT hardware to support the roles. As the approved staffing restructure was established after the budget was set, the associated costs will be met from the Recruitment EMR Reserve. | As previously reported | As previously reported | As previously reported, it had been anticipated that the additional IT Hardware costs arising from new staff would be funded from the Recruitment EMR. However, due to the overall year-end surplus, the use of the reserve was not required |
| 4154 | Land Registry Fees | | | More work than anticipated has required Land Registry checks, resulting in higher costs than originally budgeted. | As previously reported. |
| 4155 | Professional Fees | | This account is showing a high % of budget due to necessary legal advice on various matters. | As previously reported | As previously reported |
| 4157 | Audit Fees | The minus figure relates to an accrual - i.e. where an invoice is still waiting to be received for the year end audit relating to the 23/24 financial year. The figure also takes into account the additional costs of the ongoing investigation. | As previously reported | As previously reported | Following the year-end accruals for the anticipated External Audit and Internal Audit fees, a surplus of £6,760 remained within the budget. This has been transferred to an Earmarked Reserve (EMR) to help meet the additional costs associated with the external audit work relating to the 2023/24 and 2025/26 AGARs. |

| | | 25th September | 18th December | 26th March 2026 | Year End |
|---|---|---|---|---|---|
| **4284** | Maintenance Tools & Equipment | Following the introduction of the new staffing structure and the appointment of a Maintenance Officer, it has been necessary to provide appropriate My equipment to support the role. As this post was established after the budget was set, the associated costs will be met from the General Reserve. | As previously reported | As previously reported | As previously reported, the costs associated with the new Maintenance Officer post were met from the General Reserve, as the role was established after the 2025/26 budget had been approved. Appropriate budget provision has now been included within the 2026/27 budget. |
| | | | | | |
| **205** | **Premises Church Street** | | | | |
| **4059** | Church Street Service Charges | | | | The underspend of £6,014 within this budget has been approved to be transferred to an EMR to help offset future utility costs, thereby reducing the funding requirement for the Church Street Service Charges budget in 2026/2027. |
| **4115** | Insurance | Insurance costs are paid annually in advance. | As previously reported | As previously reported | As previously reported |
| **4275** | Building Maintenance | This account has been overspent due to the unbudgeted but necessary clear out of hazardous waste in the garage which in itself cost just over the whole budget. Other costs relating to the garage clearance have totalled £413 adding to the additional spend. | As previously reported | As previously reported | As previously reported |
| | | | | | |
| **210** | **Civic Expenses** | | | | |
| **4013** | Members Expenses | | | | As at the year-end, no expenditure had been incurred against this budget. |
| **4014** | Member Training | | The account is showing a high % of the budget being spent due to the introduction of the new online training programme (Staff Skills Academy). | | As previously reported, expenditure on this account reflected the introduction of the new online training programme (Staff Skills Academy). No significant additional expenditure was incurred during the remainder of the financial year. |
| **4106** | Stationery | | | | As at the year-end, no expenditure had been incurred against this budget. |
| **4113** | Software Support | | This account relates to the Microsoft licences which have now been accounted for up to the year end and no further costs are expected. | | As previously reported, expenditure on this account related to the Microsoft licences. No significant additional expenditure was incurred during the remainder of the financial year. |
| **4115** | Insurance | Insurance costs are paid annually in advance. | As previously reported | As previously reported | As previously reported |
| **4180** | Room Hire | | | | It has been approved that the underspend of £1,926 within the Room Hire budget be transferred to an EMR to provide funding for future liabilities and any civic meetings that may need to be held at alternative venues away from the Council Office. |
| **4181** | Civic - Mayors Allowance | | | | Whilst this account is showing an overspend, £100 should have been accrued at the end of the previous financial year and therefore formed part of the budget available to the 2025/26 Mayor. Of this amount, £65 was utilised during the year. |
| **4182** | Catering & Hospitality | The minus figure relates to an accrual from the previous year. | As previously reported | As previously reported | As previously reported, the negative balance relates to an accrual brought forward from the previous financial year. Although expenditure has since been incurred, the accrued balance has not been fully utilised and a credit balance remains. A further accrual of £10 has also been made at year end to account for costs relating to the 2026/27 financial year. |
| **4184** | Civic - Other | | | | The additional expenditure relates to the purchase of two silver Past Mayor's badges. The cost of the badges (£994) was funded from an Earmarked Reserve (EMR), meaning that despite the total expenditure exceeding the approved revenue budget, only 99.3% of this budget was utilised. |
| **4190** | Election Costs | | Whilst this account is now showing any expenditure, the full amount is expected to be spent on the by-election earlier this year. Officers have chased LDC for the cost which is likely to be known in January. | | The costs recharged by Lewes District Council for the by-election totalled £18,564, resulting in an overspend against the approved budget. Consequently, there was no surplus available to transfer to an EMR. However, the 2026/27 budget has been increased to £20,000 to enable funding to be earmarked in advance of the local elections in 2027. |
| | | | | | |
| **215** | **Grants** | | | | |
| **4401** | Grants | All approved grant monies were paid out in July with the balance being transferred to the EMR as previously approved by this committee. | As previously reported | As previously reported | As previously reported |
| **4406** | Service Funding Agreements | The full budget has been allocated accordingly and paid out in July 2025. | As previously reported | As previously reported | As previously reported |
| | | | | | |
| **226** | **CIL and S106 Receipts** | | | | |
| **1014** | CIL Receipts | This income relates to the 25% of CIL passed on by Lewes District Council, which was received in May. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR. | As previously reported with the October amount now having been received. | As previously reported | As previously reported |
| | | | | | |

*Return to Agenda*

**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 |
|---|---|---|---|---|---|---|---|---|---|
| **320** | Elections | Funds built up each year to spread the cost of local elections which take place every four years. | F&GP | **£ 34,646.10** | £ - | The 2025/2026 budget of £10,000 to tranfser into the EMR was spent due to the by-election in July 2025. This cost of £18,000 utilsed the whole budget with the remainder coming from GRs. Therefore, no amount was added to the EMR in 2025/2026. | £ - | N/a | **£34,646.10** |
| **321** | Building Maintenance | Contingency to meet unexpected liability on all buildings reflecting the Town Council's responsibility for major assets and ensures funding is available for both planned and emergency maintenance to avoid budget disruption or asset devaluation. | Shared | **£ 66,000.00** | £ 9,912.50 | Transfer of the 2025/2026 Martello Tower Building Maintenance underspend. This is specifically set aside along with the previous £12,000 for works to the Martello Tower. | £ 9,028.00 | Remedial works at Salts Cafe - £3,150<br>Martello Beach Hut Door replacement - £5,878 | **£66,884.50** |
| **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** |
| **329** | Discretionary Grants | Unspent discretionary grant funds agreed to be allocated this EMR to help with future budgets as agreed by the F&GP Committee | F&GP | **£ 3,282.00** | £ 5,472.00 | Transfer of the 2025/2026 Discretionary Grants underspend. This has been budgeted to be utilised in 2026 | £ - | N/a | **£8,754.00** |
| **334** | Seaford Head/ South Hill Barn | Reserve built up to fund works at South Hill Barn and Hope Gap Steps | GOSCA | **£ 51,476.95** | £ 32,818.00 | Transfer of the 2025/2026 South Hill Barn project underspend. | £ 14,899.44 | Parking / access feasibilty for South Hill Barn - £6,709<br>Hope Gap Steps - £5,703.44 | **£69,395.51** |
| **335** | Recruitment Costs | To fund unknown recruitment costs | F&GP | **£ 5,000.00** | £ - | N/a | £ - | N/a | **£5,000.00** |
| **340** | Vehicles & Equipment | Contingency to meet unexpected liability for vehicles & equipment.<br>Reserve built up to fund replacements | Shared | **£ 25,000.00** | £ - | N/a | £ - | N/a | **£25,000.00** |

| 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 |
|---|---|---|---|---|---|---|---|---|---|
| 342 | Trees for Seaford | Income received from resident donations and grants applied for by the Trees for Seaford. (Seaford Town Council previously held these funds on behalf of Trees For Seaford, but they have now been returned to the group). | GOSCA | £ 5,981.49 | £ - | N/a | £ 5,981.49 | Following Trees For Seaford becoming independent of the Town Council, the Town Council no longer holds the funds on their behalf. Their balance was returned in full. | £0.00 |
| 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 |
| * 349 | Golf Machinery - Capital | Purchase and sale of capital machinery.<br><br>Use is restricted to capital purchases only | GOSCA | £ 7,900.00 | £ 24,500.00 | Transfer of the 2025/2026 income from sale of golf machinery | £ 11,855.00 | Purchase of new golf machinery | £20,545.00 |
| 355 | Civic Expenses | From Civic underspends Contingency for unknown liabilities e.g.for Mayor's chain/ Freedom of the Town | F&GP | £ 7,685.00 | £ - | N/a | £ 994.00 | To fund the recruitment and onboarding of a new Deputy Town Crier | £6,691.00 |
| 356 | Playgrounds | Phased replacement and upgrading of ageing play equipment, ensuring compliance with safety standards and responding to high levels of public use and expectation. | GOSCA | £ 51,319.00 | £ - | N/a | £ 11,545.00 | Rubber safety surface at Salts Playround | £39,774.00 |
| 357 | Seafront Maintenance | Seafront maintenance | GOSCA | £ 10,000.00 | £ - | N/a | £ - | N/a | £10,000.00 |
| 358 | Community Projects | Beach Access Platform - to be used for maintenance & repairs. | GOSCA | £ 1,469.75 | £ - | N/a | £ - | N/a | £1,469.75 |
| * 361 | * CIL Receipts * | Income received from Community Infrastructure Levies received.<br>Restricted use to be agreed by Full Council / Approved Budget | Shared | £ 267,702.65 | £ 26,158.49 | Transfer of 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 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|
| 367 | Water Refill Stations | Water Refill Station Maintenance | GOSCA | £ 3,641.95 | £ 1,150.00 | Transfer of the 2025/2026 sponsorship income relating to the Water Refill Stations | £ 967.14 | Maintenance works | £3,824.81 |
| 368 | Tennis Courts | Contingency of £5,400 to be budgeted annually as per the LTA Loan stipulations | GOSCA | £ 25,730.84 | £ 5,400.00 | Transfer of the £5,400 of the 2025/2026 Tennis Court budget as per the LTA Loan stipulations | £ - | N/a | £31,130.84 |
| 369 | VAT PE Calculation | Sum received after partial exemption calculations set aside for future VAT liabilities | F&GP | £ 58,365.56 | £ - | N/a | £ - | N/a | £58,365.56 |
| 370 | Training | Surplus budget for future liability | Shared | £ 3,000.00 | £ - | N/a | £ - | N/a | £3,000.00 |
| 371 | Mayors Allowance | Due to the financial year ending before the mayoral term, remaining budget is moved to EMR for continued use without affecting the new mayor's funds. | F&GP | £ 101.66 | £ - | N/a | £ 100.00 | 2024/2025 Mayor's Charity Event | £1.66 |
| 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 unforseen liabilities. | A&F | £ 5,749.82 | £ - | N/a | £ - | N/a | £5,749.82 |
| 374 | 17th Green Relocation | For future costs involved in the relocation fo the 17th Green at Seaford Head Golf Course. | GOSCA | £ 20,000.00 | £ 13,075.00 | Transfer of the underspend of the 2025/2026 Professional Fee budget within Golf Course Capital Costs that will be required as the project moves on. | £ - | N/a | £33,075.00 |
| 375 | Bonningstedt Wall | As agreed by Full Council, £50,000 was approved to be spent from GRs in 2024/2025. The works moved to 2025/2026 resulting in the amount being earmarked. | GOSCA / A&F | £ 50,000.00 | £ - | N/a | £ 45,973.14 | Remainder of the Bonningstedt Wall rebuild costs | £4,026.86 |
| 376 | Grass Verge Contingency | Contingency for Grass Verge Costs | GOSCA | £ - | £ 6,319.00 | Transfer of the 2025/2026 underspend of the Grass Verge Cutting budget for future liabilities | £ - | N/a | £6,319.00 |
| 378 | Martello Memorial Refund | Set up for balance of unclaimed refunds that were to come from GRs in 2025/2026 | GOSCA | £ - | £ 7,200.00 | Transfer total of unclaimed refunds for the Martello Memorial Plaques from GRs | £ - | N/a | £7,200.00 |
| 379 | Audit Fees | Contingency of potential costs from the 2023/2024 AGAR investigation by the External Auditors | F&GP | £ - | £ 6,760.20 | Transfer of the 2025/2026 Audit Fee budget underspend which will be required following the ongoing investigation | £ - | N/a | £6,760.20 |

| 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 toilet cleaning budget following the amended scope of work that is being tendered for 2026/2027 | 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 | 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** | | | **£ 762,191.39** | **£ 167,482.19** | | **£ 111,113.21** | | **£818,560.37** |

**Glossary**

| | |
|---|---|
| A&F | Assets & Facilities Committee |
| CIL | Community Infrastructure Levy |
| EMR | Earmarked Reserves |
| F&GP | Finance & General Purposes Committee |
| GOSCA | Golf, Open Spaces & Climate Action Committee |
| GR | General Reserves |
| LTA | Lawn Tennis Association |

**Seaford Town Council - Approved Transfers into Earmarked Reserves**

| A/C code | Reserve Details | Purpose | Committee | Closing Balance 31/03/2026 | Proposed EMR Transfer | Description | EMR Balance following Transfer |
|---|---|---|---|---|---|---|---|
| **326** | General Maintenance / Open Spaces | Contingency to meet unexpected liability on all grounds and open spaces | Shared | **£18,950.00** | **£3,980.00** | It is approved that the cumulative underspend of £3,980 across the General Maintenance budget headings within the GOSCA Committee be transferred into this EMR. This reserve is shared across all Committees and will support future responsive and unforeseen maintenance works across Council assets, facilities and open spaces. | **£3,980.00** |
| **334** | Seaford Head/ South Hill Barn | Reserve built up to fund works at South Hill Barn and Hope Gap Steps | GOSCA | **£69,395.51** | **£12,170.00** | It is approved that the additional net filming income of £12,170 generated at Seaford Head Estate above the approved budget be transferred into this existing EMR. The additional contribution will provide a prudent funding provision towards future liabilities, maintenance requirements and associated costs relating to Seaford Head Estate and South Hill Barn. | **£81,565.51** |
| **340** | Vehicles, Furniture & Equipment | Contingency to meet unexpected liability for vehicles & equipment.<br>Reserve built up to fund replacements | Shared | **£25,000.00** | **£3,256.00** | It is approved that the underspend of £2,035 within the Golf Course Furniture and Equipment budget and £1,221 within the F&GP Committee be transferred into this existing EMR to provide a prudent funding provision towards future liabilities and replacement requirements. | **£28,256.00** |
| **355** | Civic Expenses | From Civic underspends Contingency for unknown liabilities e.g.for Mayors chain/ Freedom of the Town | F&GP | **£7,685.00** | **£1,926.00** | It is approved that the underspend of £1,926 within the Room Hire budget be transferred to this EMR to provide funding for future liabilities and any civic meetings that may need to be held at alternative venues away from the Council Office | **£9,611.00** |
| **356** | Playgrounds | Phased replacement and upgrading of ageing play equipment, ensuring compliance with safety standards and responding to high levels of public use and expectation. | GOSCA | **£39,774.00** | **£4,466.00** | It is approved that the cumulative underspend of £4,466 across the Playground & Gym Equipment budget headings within the GOSCA Committee be transferred into this EMR. This will support future responsive and unforeseen maintenance works across Council assets, facilities and open spaces. | **£44,240.00** |
| **357** | Seafront Maintenance | Seafront maintenance | GOSCA | **£10,000.00** | **£2,440.00** | It is approved that the additional net filming income of £2,440 received at the Seafront above the approved budget be transferred into this existing EMR. The additional contribution will provide a prudent funding provision towards future liabilities, maintenance requirements and associated costs relating to the Seafront.<br><br>*Note: This EMR's balance will increase further to £16,466.86 following the additional transfer from EMR375 as below* | **£12,440.00** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **370** | Training | Surplus budget for future liability | Shared | **£3,000.00** | **£1,874.00** | It is approved that the underspend of £1,874 within the Golf Course Training budget be transferred into this existing EMR to support future staff training and development requirements across all Committees. | **£4,874.00** |
| **372** | Utilities | For future liabilities due to uncertain electricity and gas costs | Shared | **£5,000.00** | **£6,014.00** | It is approved that the underspend of £6,014 within the F&GP Church Street Service Charges budget be transferred to this existing EMR to help offset future utility costs, thereby reducing the funding requirement for the Church Street Service Charges budget in 2026/2027. | **£11,014.00** |
| **375** | Bonningstedt Wall | As agreed by Full Council, £50,00 was approved to be spent from GRs in 2024/2025. The works moved to 2025/2026 resulting in the amount being earmarked. | GOSCA / A&F | **£4,026.86** | **-£4,026.86** | It is approved that following the completion of works, the remaining balance be transferred into EMR357-Seafront Maintenance to support future maintenance and repair requirements across the seafront assets and infrastructure. | **£0.00** |
| **376** | Grass Verge Contingency | Contingency for Grass Verge Costs | GOSCA | **£6,319.00** | **£10,810.00** | It is approved that the ESCC grass cutting contribution be transferred into this EMR. Whilst the associated underspend within the grass verge cutting budget was transferred to the reserve at year end, the corresponding ESCC contribution was not included within the original reserve movement. The approved transfer will therefore ensure the external funding received is appropriately retained to support future grass verge cutting expenditure and associated commitments. | **£17,129.00** |
| **TBA** | Beach Huts (Including Seasonal) | To provide funding for future maintenance relating to the Martello and Seasonal Beach Huts. | A&F | **£0.00** | **£4,227.00** | It is approved that the underspend of £4,227 within the Seasonal Beach Hut Expenditure account be transferred to this new EMR to provide funding for future maintenance and contingency works relating to the Martello and Seasonal Beach Huts, including the phased replacement of hut doors as they reach the end of their useful life | **£4,227.00** |
| **TBA** | CCTV | To provide funding for the installation of additional CCTV cameras at locations identified by the Town Council, together with the maintenance and enhancement of the existing CCTV. | A&F | **£0.00** | **£5,167.00** | It is approved that the underspend of £5,167 within the CCTV Maintenance budget be transferred to this new EMR to assist with future budgeting for maintenance of existing CCTV and potential installation of additional cameras at the Salts Recreation Ground and seafront, subject to future approval. | **£5,167.00** |

| | |
|---|---|
| **Total Approved Amount to Earmark** | **£52,303.14** |

**Glossary**

| | |
|---|---|
| A&F | Assets & Facilities Committee |
| EMR | Earmarked Reserves |
| F&GP | Finance & General Purposes Committee |
| GOSCA | Golf, Open Spaces & Climate Action Committee |
| GR | General Reserves |

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **45/26** |
| **Agenda Item Number:** | **7** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Finance & General Purposes Update Report – July 2026** |
| **Strategy Programme Ref:** | **1.2, 4.1, 4.3, 5.2, 5.3, 5.4** |
| **Purpose of Report:** | **To update the Committee on progress and actions relating to the areas of responsibility for the Finance & General Purposes Committee** |
| **Contact Officer:** | **Darryl Keech Deputy Town Clerk & RFO** |
| Supporting Documents: | Appendix A – Postcard from Seaford |

| **Officer Recommendations** |
|---|
| 1. To note the contents of the report. |

## 1. Introduction

**1.1** Presented below is the Finance & General Purposes update, incorporating the non-finance related areas of responsibility detailed in the Committee's Terms of Reference, in alphabetical order.

**1.2** Officers will continue to ensure the Committee receives an update across its areas of responsibility.

**1.3** All updates are for noting, but any questions or comments from the Committee are welcomed.

## 2. Approval and Award of Grants and Donations

**2.1** A report appears elsewhere on this agenda providing an update on the proposed award of Discretionary Grants for 2026 – 2027.

## 3. Civic & Ceremonial Activities

**3.1** Mayoral

**(a)** The Civic Office has been actively settling into the 2026 – 2027 civic year with the appointment of the new Mayor of Seaford, Councillor L Stirton, and Deputy Mayor, Councillor R Buchanan.

**(b)** Induction meetings have been successfully completed. Both the Mayor and Deputy Mayor are already developing busy diaries of engagements and preparing to represent the Town Council at a range of community events and meetings.

**(c)** Throughout the year, the Mayor and Deputy Mayor will work collaboratively to ensure consistent representation of the Town Council, while also recognising and balancing personal and professional commitments.

**(d)** The Mayor is currently in the process of selecting a charity to support during his term of office. It is anticipated that this will be a local autism charity, with discussions ongoing. Further details will be shared once confirmed.

**(e)** Members of the public and councillors are encouraged to listen to the Mayor’s interview with Seahaven FM at 7.00 pm on 4 August, where he will speak with local community presenter Kathy Harding about his chosen charity, plans for the year, and the forthcoming Civic Reception.

**(f)** The Mayor’s Civic Reception is scheduled to take place at 6.00pm on Wednesday 16 September 2026 at St Leonard’s Church. Further details will be announced and invitations issued in due course.

**3.2** Sussex Day

**(a)** The Town Council extends its thanks to all those who attended the Sussex Day flag-raising ceremony on Tuesday 16 June.

**(b)** The ceremony was led by the Deputy Mayor of Seaford, followed by the Deputy Town Crier, Ben Robinson, who delivered the traditional Sussex Day proclamation. Attendees then joined together in a rendition of “Sussex by the Sea”.

**(c)** In parallel, the Mayor marked Sussex Day by sharing a message via the newly launched @Mayor.of.Seaford Instagram account, as well as the established Mayor of Seaford Facebook page.

**3.3** Armed Forces Day

**(a)** At the time of writing, this event has not yet taken place.

**(b)** On Saturday 27 June, from 10.15am, the Town Council will host a flag-raising ceremony at the War Memorial, with the flag scheduled to be raised at 10.30am.

**(c)** The Town Council has also supported wider awareness by promoting related local events, including Eastbourne Armed Forces Day and Seahaven Armed Forces Day, via its website and social media channels.

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

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

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

## 5. Considering and Agreeing Actions to all Internal Audit Reports

**5.1** A report was presented to Full Council on 25 June 2026 which included the final Internal Audit Report required for the 2025 - 2026 AGAR. This agenda item can be found **here** (page 15 onwards).

## 6. Electoral Matters

**6.1** The East Sussex County Council elections took place on 7 May 2026. Jane Reeves was elected to serve as Councillor for Seaford North Division, Carolyn Lambert was elected for Seaford South Division and Lesley Boniface was elected to serve as Councillor for Newhaven and Bishopstone Division.

**6.2** Elections for the new East Sussex Unitary Authority are now scheduled for May 2027, aligning with Town Council elections. This allows the cost of the elections process to be shared with the County Council/Unitary Authority rather than being funded entirely by Town Council.

## 7. Oversight of External Funding Performance

**7.1** This area of responsibility relates to the external funding work that is coordinated and carried out by the Funding & Contracts Officer post.

**7.2** As part of their role, funding bids totalling £61,000 have been made to Lewes District Council and South Downs National Park Authority for Community Infrastructure Levy (CIL) funding. This is for a project in partnership with the National Trust at High & Over to provide fencing and gates to allow grazing, improve paths and clear foliage, in order to increase accessibility, provide new signage and improve the habitat and sustainability of this important Town Council-owned area.

**7.3** A further funding bid has placed with Sport England's Movement Fund to replace the rugby posts at The Salts. The application includes the replacement of all four posts as well as providing a piece of equipment to assist the ground maintenance contractors with the lifting and lowering of the new posts. The value of this application totals £13,000.

**7.4** Officers are yet to receive the outcome and response from each application at the point of writing this report, but we will update members of any successful outcomes.

**7.5** The Funding & Contracts Officer has also been leading the Discretionary Grants application and awards process, the details of which appear elsewhere on this agenda.

**7.6** The Funding & Contracts Officer is also leading on the Town Council's 2028 Town of Culture (TOC) bid. Due to the volume of applicants received, the confirmation of those shortlisted will not now be confirmed until July 2026. Whilst gathering and assessing applications TOC organisers have encouraged towns to produce postcard messages and imagery to define what makes the town special. Officers are very grateful to Seaford Contemporary Illustrators & Printmakers (SCIP) for their assistance in the production of the excellent Seaford postcard. This can be found in **Appendix A** of this report.

## 8. Review of Full Council Budget Position

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

## 9. Risk Management Strategy

**9.1** Officers have recently completed and updated the General & Financial Risk Assessment, which was reported to Full Council on 25 June 2026

**9.2** Officers have also completed and updated the annual review of the Local Council Risk System (LCRS) Risk Review, which formed part of the report to Full Council on 25 June 2026.

**9.3** There are no significant issues to report as a result of these reviews.

**9.4** It should be highlighted however that, as reported to Full Council on 18 March 2026, the annual review of the risk arrangements in place is going to be undertaken every June going forwards i.e. towards the start of the financial year it relates to, rather than the end of the year as per previous arrangements. A report reviewing risk arrangements was presented to Full Council on 25 June 2026, alongside the approval of the 2025 – 2026 Annual Governance & Accountability Return and review of the Town Council's Internal Controls.

## 10. Town Council Leases

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

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

## 11. Town Council Litigation

**11.1** Officers continue to pursue a debtor who is in the process of bankruptcy proceedings. More detail is provided in an exempt report elsewhere on this agenda.

**11.2** Representatives of the Town Council's insurers are continuing to investigate a personal injury claim after an alleged injury on the Golf Course. No further update is available at this time.

## 12. Town Council Offices (37 Church Street)

**12.1** An exempt report providing an update on the Town Council offices was presented to the Assets & Facilities Committee on 2 July 2026.

## 13. Town Council Policy Programme

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

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

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

## 15. Finance & General Purposes – Strategy Programme Update

**15.1** The Committee will be aware there are six strategies detailed within the Strategy Programme 2025 – 2027 that Finance & General Purposes Committee has oversight of. Whilst the formal RAG ratings are evaluated at each quarterly Full Council meeting, officers provide each Committee with an update on their specific strategies and goals at each Committee meeting.

**15.2** The Town Council's Strategy Programme 2025 – 2027 is available to view on the **Town Council's website**

**15.3** Strategy 1.2 – Accessibility of Websites - the work on the Golf Course website is complete and is a huge improvement of the previous website. The existing Town Council website underwent work in October 2025 to ensure it meets the Web Content Accessibility Guidelines 2.2 AA standard for accessibility. Officers are working on the production of the new Town Council website and anticipate this being completed by September 2026. This is later than originally anticipated, but is due to the delivery of a host of new software and projects for April/May 2026 that have meant this project has been pushed back.

**15.4** Strategy 4.1 – Communications Strategy & Working Digitally –

**(a)** Much of this area crosses over with Strategy 1.2 with regards to the websites.

**(b)** The other area of focus is the review of communications methods. The officers leading this piece of work have completed the initial Communications Strategy working plan, the next stage of the project was to collate feedback from councillors, officers, and residents, which has now been completed, collated and reviewed. This will now form the basis of the Communication Strategy moving forward along with an updated complaints policy, a new social media policy and a review of the notice boards policy. Officers will bring this body of work to Full Council in October 2026 for feedback and implementation.

**15.5** Strategy 4.2 – Youth Ambassador Board (YAB) – the YAB is working extremely well with a really positive and enthusiastic group. The YAB members are currently working on reviewing existing green spaces which includes gaining feedback from primary schools via workshops, Seaford Head School and public engagement to shape the views of this generation. The YAB have also started the initial review of Seaford Christmas Magic. The YAB is proving to be a valuable group to gain much needed feedback about the town and the changes this generation would like to see to make Seaford a better town for them to live and grow up in.

**15.6** Strategy 5.2 – Financial Management –

**(a)** *See section 5 above (Considering and Agreeing Action to all Internal Audit Reports).*

**(b)** CIL funding is being utilised as per the 2026 - 2027 budget, with the Town Council to consider in due course how the remaining CIL funds will be used.

**15.7** Strategy 5.3 – Policy & Risk Management –

**(a)** *See the separate reports elsewhere on this agenda providing an update on policies and a draft Business Continuity Plan.*

**(b)** *See section 9 of this report for an update on risk management*.

**15.8** Strategy 5.4 – Back Office Digitalisation –

**(a)** Officers have introduced new HR and Payroll systems that are proving more efficient in managing and processing payroll and have moved officers away from manual spreadsheets for recording and processing HR data, such as leave, time off in lieu, and sickness.

**(b)** The new booking and invoicing system for pitch hire has been in place since 1 April 2026 and is bedding in well. The system provides officers with full management control of booking, hire and invoicing of Town Council sports pitches. Positive relationships are building with the clubs whilst ensuring visibility, transparency and clarity around all sports pitch bookings. Residents and stakeholders can now see which pitch has been hired at what times via the **online bookings calendar**.

**(c)** The same system is used to book and hire the West View Beach Huts from the Town Council. Generally, officers have found this has worked well. Anyone unable to book online has been signposted to contact one of the office team who have assisted with either supporting them through their booking journey or making the booking for them. Officers have also introduced paid advert campaigns on social media to positively drive Beach Hut hire.

**(d)** The next stages of development are the booking, membership and handicap system at the Golf Course along with a review of the existing finance software. Upgrades to the golf system will be completed by December 2026. A review of the existing finance package will be completed by October 2026 to allow for implementation from April 2027, if required.

## 16. Financial Appraisal

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


wish you were here...

*Seaford is more than a seaside escape, it's where heritage, creativity, and coastal beauty meet. From the dramatic Seven Sisters cliffs to the town below, every corner holds a story. Explore centuries of history at the Martello Tower museum, discover art in the medieval Crypt Gallery, and take in the stunning landscapes that surround. Come experience the rich past, sweeping views, and warm welcome.*

*A place where every visit feels unforgettable.*

Seaford Town Council

Charity Reg 1186726


*Sir Phil Redmond*

*Chair of UK Town of Culture 2028*

*Co/ Liverpool Museums*

*Pier Head*

*Liverpool*

*L3 1DG*

Illustrated by Seadford based Josie Jo

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **46/26** |
| **Agenda Item Number:** | **8** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Policy Review Update – July 2026** |
| **Strategy Programme Ref:** | **5.3** |
| **Purpose of Report:** | **To provide the Committee with an update on the review of the Town Council's suite of policies** |
| **Contact Officer:** | **Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)** |
| Supporting Documents: | N/A |

| **Officer Recommendations** |
|---|
| 1. To note the contents of the report. |

## 1. Introduction

**1.1** This report is presenting an update on the progress of policy reviews in accordance with the risk-rated policy review schedule that was presented to this Committee in December 2025. The schedule aims to complete a review of all policies, as well as introducing those new policies that were deemed required, by December 2027.

## 2. Information

**2.1** Since the last F&GP meeting in March 2026, officers have been working hard to bring forward new or revised policies at pace.

**2.2** Seven new/revised policies have been approved by the relevant committee/s and adopted by Full Council:

- Mayor and Deputy Mayor Roles and Responsibilities Policy (superseded the Mayor's Portfolio)

- Mayoral Role Guidance and Expectations Policy (superseded the Mayor's Portfolio)
- Interim Scheme of Delegation to Officers Policy
- Display Screen Equipment Users Policy
- Staff Travel Expenses Policy
- Bookings, Hire and Events Policy
- Discretionary Grants Policy

**2.3** Three new/revised policies were considered by the Personnel Committee at its meeting on 21 May 2026 and are recommended for adoption by Full Council at its meeting on 23 July 2026:

- The updated Sexual Harassment Policy (addressing the issues raised previously at Full Council)
- Performance Management Policy
- Capability Policy

**2.4** Other policies currently anticipated to be presented to Full Council on 23 July 2026 are:

- Standing Orders
- Memorials Policy

**2.5** By Full Council on 23 July 2026, officers will have either reviewed and updated, or created from new, a total of 29 policies since September 2025, which represents just over 40% of the Town Council's policies. The Town Council therefore remains on target for a full review of all policies by December 2027.

**2.6** Officers are currently working on, as a priority, the following policies which will all come to their respective committees and/or to Full Council for October 2026:

- Business Continuity Policy
- Safeguarding Policy
- Pay, Rewards and Benefits Policy
- Communications Strategy with the three policies below linked to the Strategy
    - Complaints Policy (to include vexatious complaints)
    - Social Media Policy
    - Notice Boards Policy

- Climate Emergency Policy

**2.7** Officers have had to consistently re-evaluate the priority for policies, and this has meant that some policy reviews have been brought forward and others delayed due to the demands and requirements of the organisation.

**2.8** All the policies that are brand newly created are due for review within 12 months of approval to ensure that these meet the requirements of the Town Council and remain valuable policies. Thereafter their ongoing review will be changed to a less frequent cycle.

## 3. Financial Appraisal

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

*Return to Agenda*

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **45/26** |
| **Agenda Item Number:** | **9** |
| **Meeting:** | **Finance & General Purposes Committee** |
| **Date:** | **9 July 2026** |
| **Title:** | **2026 - 2027 Discretionary Grants Scheme Outcome** |
| **Strategy Programme Ref:** | **N/A** |
| **Purpose of Report:** | **To present details of the 2026 – 2027 grant applications and the recommended outcomes of the Grants Working Group** |
| **Contact Officer:** | **Darryl Keech – Deputy Town Clerk & RFO**<br>Authored by: Cat Croft, Funding & Contracts Officer |
| Supporting Documents: | Appendix A – Large Grant Applicants & Recommended Outcomes<br>Appendix B – Small Grants Applicants & Recommended Outcomes |

| **Recommendations from Grants Working Group** |
|---|
| 1. To approve the successful grant applicants in the 2026 - 2027 scheme and amounts awarded. |

| **Officer Recommendations** |
|---|
| None in addition to the Working Group recommendations above. |

## 1. Information

**2.1** The Town Council's Discretionary Grant Scheme for 2026 - 2027 opened on 1 May 2026, offering local community groups, charities or voluntary organisations the opportunity to apply for a financial grant from the Town Council.

**2.2** There are two types of grants available: small grants for up to £500, and large grants for £501 and over, up to a maximum of £3,000.

**2.3** The closing date for all applications and supporting documents was 7 June 2026.

**2.4** The grants scheme was promoted via press releases, the Town Council's website and Facebook, and by the Funding & Contracts Officer emailing local organisations directly, advising those who wished to apply to download an application form direct from the Town Council's website. Town, District and County Councillors representing Seaford were also encouraged to share with their connections and partner groups.

**2.5** The 2026 - 2027 approved budget for both small and large grants is £26,500.

**2.6** 38 applications were received in total, with a combined grant request of £65,497.64. Further grant applications have been received after the deadline that have not been considered due to the policy being clear that late submissions cannot be accepted.

**2.7** The Grants Working Group, open to all members of this Committee, met on 18 June to review the applications received. A key points breakdown of all applications was made available to group members prior to the meeting, with full applications and supporting documents made available for consideration on the day.

**2.8** The Grants Working Group was careful to consider each application individually, alongside the Town Council's Discretionary Grants Policy to ensure a consistent approach.

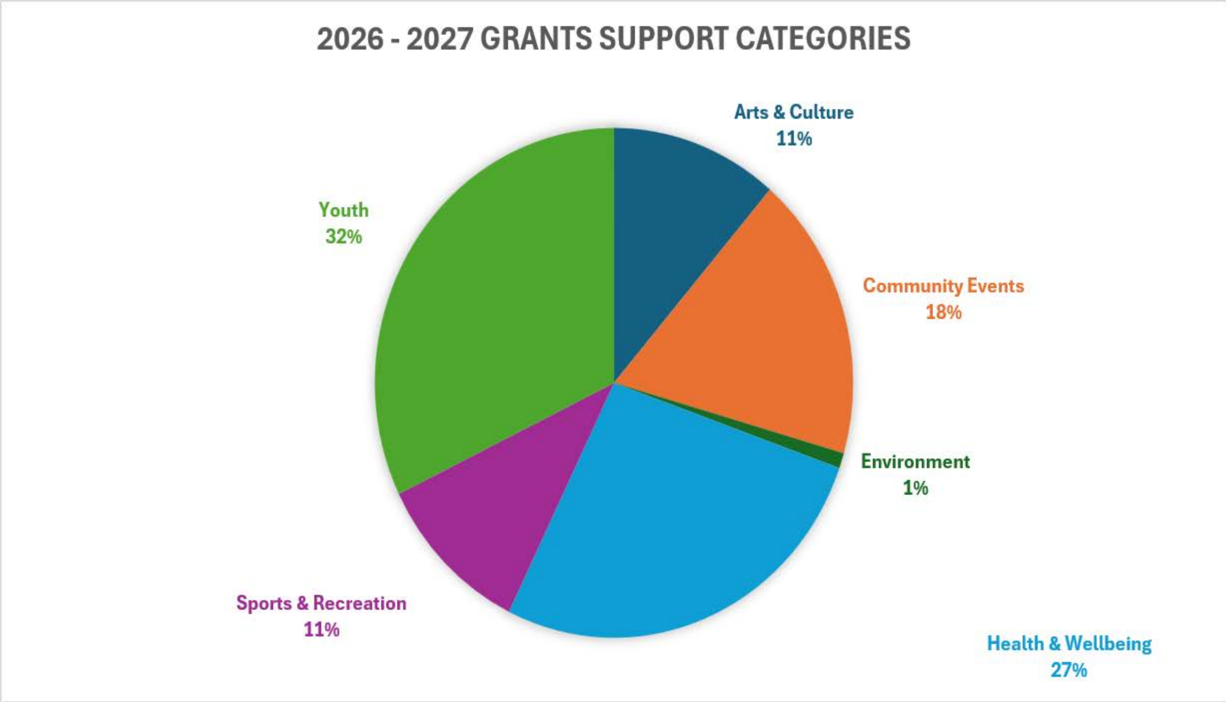
**2.9** Due to the increase in the number of applicants for 2026 - 2027, all but £8.79 of the grant budget was allocated.

## 2. Grants Working Group Recommendations

**2.1** The Working Group recommends that the large grants are awarded as per **Appendix A** and the small grants are awarded as per **Appendix B**.

**2.2** The recommendations from the Working Group are that 20 grants be awarded, utilising a combined total of £26,491.21.

**2.3** The chart below provides an indication of the categories of grants that the Working Group has recommended be awarded:




**2.4** All applicants will receive feedback on their applications where the amount awarded has been reduced or, in some case, no award has been made. The feedback will be informed by the Working Group's comments as set out within the appendices to this report, save where this Committee makes any changes and feedback will be updated as appropriate.

## 3. Service Funding Agreements

**2.1** The Town Council has two Service Funding Agreements (SFA) in place, with Lewes District Citizens Advice (LDCA) and Cuckmere Community Buses (CCB) both of which are due to be reviewed ahead of the 2027 - 2028 budget setting process.

**2.2** For this financial year, in addition to the discretionary grants budget, a further £9,000 was separately budgeted for the two SFAs.

**2.3** LDCA is in the final year of a three-year agreement, being awarded £6,500 each year.

**2.4** CCB is also in the final year of a three-year agreement, being awarded £2,500 each year.

**2.5** This allocation is intended to cover the financial needs of these two organisations from the Town Council, thereby eliminating the need to draw funds from the discretionary grants budget for these purposes.

## 4. Financial Appraisal

**2.1** The discretionary grants budget for 2026 - 2027 is £26,500.

**2.2** The recommendation from the Grants Working Group is to utilise £26,491.21 of the £26,500 available budget, leaving an unallocated balance of £8.79.

# Returned Large Grant Applications (£501- £3,000) for 2026-27

| Name of Organisation | Summarised Purpose of Grant | Amount Requested 2026 | Grants WG Recommended Amount to Award 2026 | WG Comments |
|---|---|---|---|---|
| Family Support Work | To pay for activities and trips, a Christmas party and the provision of foodbank parcels for approximately 12 Seaford families. | £ 1,800.00 | £ 900.00 | The working group continue to recognise the great work that the charity does, however due to demand for funds this year the group suggest a partial award matching last years contribution would support with paying for a large proportion of their activities and trips for children cost. |
| Just Friends | To pay for activities and trips for the 60 members of the Newhaven Hub (where the events are held) - 21 of which are Seaford residents. | £ 3,000.00 | £ - | This is a Newhaven based group and all activities funded would take place in Newhaven. There was no clear breakdown of how the funds would be spent on Seaford residents. The working group therefore argued that the benefit to Seaford residents is lower than other applicants preferring to distribute funds to offer groups. |
| SCIP (Sussex Contemporary Illustrators & Printmakers) | To part fund the implementation of a 12-week Creative Wellbeing pilot project for 8 adult residents in Seaford. Learning from the pilot will be used to support a regular service moving forward. | £ 2,567.00 | £ 2,000.00 | The working group were particularly impressed with this application, but felt that refreshment and overhead costs should be omitted from the overall award. The total was then rounded down from £2,071 to £2,000. |
| St James' Trust | To pay for transport to their weekly lunch club for 25 Seaford residents for 46 weeks and fund weekly coffee morning for 20 residents for 46 weeks. | £ 3,000.00 | £ 2,000.00 | The working group continue to recognise the great work that the charity does. However due to demand for funds inconsistent costing this year the working group suggest a partial award. |
| East Sussex Vision Support | To contribute towards the running of services that support people with visual impairments. Services currently support 203 Seaford members. | £ 3,000.00 | £ 2,000.00 | The working group were interested to receive a grant request from this new applicant. However, some costs were queried to be operational, therefore the working group suggest a partial award of £2,000 to fund the continuation of two specific services; Low Visions service and IT & Tech Visits that Seaford residents currently benefit from. |
| Friends of Bishopstone Station (FOBS) | To pay for the launch of a new project that is to be run alongside their existing project (Meet Up Mondays). Project has been running on a pilot basis since April. Costs include volunteer expenses, equipment, marketing and venue running costs. Seek to benefit 50+ Seaford residents. | £ 2,534.00 | £ - | The working group agreed that if the sessions are already running alongside another project successfully, the costs to cover items and sessions must already be in place. |

| Name of Organisation | Summarised Purpose of Grant | Amount Requested 2026 | Grants WG Recommended Amount to Award 2026 | WG Comments |
|---|---|---|---|---|
| Seaford Community Events Committee (MOTORFEST) | To contribute towards traffic management and security costs on the day of the event. | £ 2,000.00 | £ - | The F&GP Committee previously asked for a breakdown of how the group would mitigate the impact of Motorfest given the current climate emergency. No mitigation information was provided with the application or previous feedback forms. The working group agreed to offer free hire of the Martello field rather than grant funds towards traffic management and security costs.<br><br>The working group makes a further request for how Seaford Community Events Committee will mitigate their environmental impact with any further applications. |
| Seaford Bonfire Society | To pay for qualified medical professionals and contribute towards the costs of event security. | £ 3,000.00 | £ 1,800.00 | The working group recognise the impact and reach of Seaford Bonfire Night on local businesses and residents. However due to demand for funds it was agreed to fund the full cost of the medical emergency presence aspect of the application £1,800.<br><br>The working group makes a request for how the Seaford Bonfire Society will mitigate their environmental impact with any further applications. |
| Care for the Carers | To pay for two, one-day water sport activity days at Cuckmere for 8 young people each (16 total) | £ 1,750.00 | £ - | The working group were concerned by the lack of learning from previous attempts to engage young carers as described in their feedback form from an STC grant in 2024 - 2025 to do a similar thing. Also they did not make clear whether they had 16 young carers currently engaged that wanted to take part in their imitative. |
| Rotary Club of Seaford | To pay for staging, lighting and event management for a new paid-for music event. | £ 3,000.00 | £ 1,000.00 | The working group recognised that a great deal of work had been done to establish the event, however poor completion of the application form made finding relevant information difficult. As there was good community support and funds secured elsewhere, the working group agreed on a partial grant of £1,000 toward the purchase of low noise fireworks only. |
| RE:SNEEK CIC | To purchase items that will enable those less physically able to participant in community garden activities. To purchase items that reduce water stress. Aim to reach 200+ local residents over time. | £ 2,335.67 | £ 1,420.21 | The working group were interested to hear that the Peverells Community Garden had been taken over, and agreed to a partial grant for the purchase of irrigation and water capture items only. |
| Seahaven Poets | To pay for 2027 LitFest (literary festival). Contributor costs, venue hire, insurance, refreshments, administration and marketing. | £ 2,685.00 | £ 910.00 | The working group felt that some costs were operational and agreed to a partial grant of £910 for venue hire and insurance costs only. |
| Rhapsody Artist Development | To pay for yearly venue hire of St James' Trust for rehearsal space. | £ 2,880.00 | £ 2,630.00 | The working group agreed to a partial award due to competition for funds. |

| Name of Organisation | Summarised Purpose of Grant | Amount Requested 2026 | Grants WG Recommended Amount to Award 2026 | WG Comments |
|---|---|---|---|---|
| Seaford Community Garden | To pay for materials required to repair their summerhouse. | £ 1,000.00 | £ 760.00 | The working group agreed to fund the lower of the two quotes for material costs provided with the application totalling £760 |
| St Wilfrid's Hospice (Eastbourne) | To pay for annual fuel budget for their Community Team to support Seaford residents. | £ 2,000.00 | £ 1,000.00 | The working group recognise the great work done by the charity, however due to competition for funds it was agreed to offer a partial award. |
| Trunks and Hunks | To pay for refreshments, equipment and promotional materials. | £ 852.97 | £ 501.00 | The working group agreed to a partial grant of £501 towards purchasing flasks, cups and a gazebo only. |
| Seaford Cricket Club | To contribute towards the purchase of a second hand cricket square mower. | £ 3,000.00 | £ 2,470.00 | The working group agreed to a partial award due to competition for funds. |
| Seaford Primary School PTA | To contribute towards the installation of new activity equipment at the local primary school. | £ 3,000.00 | £ 2,750.00 | The working group agreed to a partial award due to competition for funds. |
| Mercread Youth Centre | To pay for refurbishment of their 'Quiet Corner' to support young people. | £ 2,973.00 | £ - | The applicant failed to provide a breakdown of costs or demonstrate how these purchases would create a 'Quiet Corner'. The applicant also failed to provide a secondary quote for comparison. |
| Community Health Collective CIC | To contribute towards the purchase of 12-15 second-hand bell tents and associated equipment. | £ 3,000.00 | £ - | The working group were unable to identify the applicants target group(s) from their application. They also felt that this was a very ambitious purchase that lacked a detailed explanation of how it would be driven forward. The applicant was unable to provide bank account details due to being so newly formed which fails to meet the Grant Policy. The working group concluded that it is too soon for this group. |
| The Youth Counselling Project | To contribute towards a 10 week pilot counselling project for 5 children and young people in Seaford who are able to access support. | £ 3,000.00 | £ - | The working group were concerned that the applicant failed to demonstrate a follow-on pathway from the initial sessions for the young people that would be involved. |
| SED Connective | To pay for a regular wellbeing support group meet-ups for residents of Seaford with hypermobility and neurodivergence, and their carers. | £ 2,070.00 | £ - | The applicant asked for funding towards admin and travel costs which does not meet the Grants Policy. They are also a 'global charity' and therefore have the potential to access alternative funding that other local groups may not. |
| Life Church Seaford | To contribute towards installation of disability access to church from Steyne Court entrance. | £ 3,000.00 | £ - | This is a religious group and the funding requested is for the benefit of the religious congregation rather than the local community. The applicant states that current impact will only affect 10 people. The working group agreed that the application did not meet the Grants policy. |
| Teddy Treats Children's Charity | To pay for extra curricular activities for children, Christmas gifts, and reprinting of their book on bullying. | £ 3,000.00 | £ 2,000.00 | The working group continue to recognise the great work that this local charity does, however due to demand for funds this year the working group suggest a partial fund of £2,000 for the children's activities and Christmas toy campaign only. |
| | | | | |
| | Totals | £ 60,447.64 | £ 24,141.21 | |

# Returned Small Grant Applications (>£500) for 2026-27

| Name of Organisation | Summarised Purpose of Grant | Amount Requested 2026 | Grants WG Recommended Amount to Award 2025 | WG Comments |
|---|---|---|---|---|
| Air Ambulance Charity Kent Surrey Sussex | A contribution to the operating costs of HEMS (Helicopters, Rapid Response Vehicles, Medical Equipment, Fuel & Highly Trained Crews) | £ 500.00 | £ 500.00 | Full amount awarded. |
| Seaford Dementia Café (Forget-Me-Not) | To purchase equipment and contribute to the hire of entertainers/singers - physical and musical activities most impactful to attendees. | £ 400.00 | £ 400.00 | Full amount awarded. |
| Willett Charitable Trust Bishopstone | To pay for the strimming of the bank and steps of the village green to maintain accessible footpaths. | £ 250.00 | £ 250.00 | Full amount awarded. |
| Seaford Parish Church | To purchase food to make packed lunches for up to 100 children during October Half Term. | £ 450.00 | £ 450.00 | Full amount awarded. |
| Seaford Natural History Society | To contribute to a Biodiversity Audit. | £ 500.00 | £ - | The working group were concerned as this group had previously stated in a GOSCA meeting that this project would not incur any financial costs to STC. The Seaford Natural History Society bank account has also been used in another application which is a conflict. The working group agreed to reject this application due to these inconsistencies. |
| Cuckmere Valley Canoe Club | To contribute towards the costs of Sea Kayak Leader training to expand the area in which coaches can safely take members and non-members beyond the river mouth at Cuckmere Haven. | £ 500.00 | £ 250.00 | The working group recognise that although out of the area of STC this club have a high proportion of Seaford residents benefiting from their activities (72%). However, due to fund demand the working group suggest granting an award for the training of one person only, in the hope that alternative funding can be found for the other. |
| Lewes Pilot Gig Club | To pay for five sets of ground tackle - essential equipment for Seaford Bay Regatta. | £ 450.00 | £ - | This is a Newhaven based group and therefore the benefit to Seaford residents is lower than other applicants. |
| Seaford Chamber of Commerce | To contribute towards hiring a cherry picker, paying artists and materials. For murals to be painted on private properties within Seaford | £ 500.00 | £ - | The working group are concerned that the application is lacking a full project plan. The working group agreed to reject this application on this basis. |
| Bishopstone Table Tennis Club | To contribute towards purchasing a new competition approved table tennis table. | £ 500.00 | £ - | This application is a duplication of part of the project awarded under last year's grant scheme and therefore isn't allowable under the Grants Policy |
| Seahaven FM Broadcasting | To contribute towards purchase of one Uninterruptable Power Supply Unit. | £ 500.00 | £ 500.00 | Full amount awarded. |
| Save Seaford Swifts | To contribute towards swifts boxes for Cradle Hill School and promotion of other projects and Swift Awareness week. | £ 500.00 | £ - | This group does not have a constitution or bank account and does not therefore meet the Grants Policy. |
| | | | | |
| | Total Requested for 11 Grant Applications | £ 5,050.00 | £ 2,350.00 | |

Seaford Town Council

| | |
|---|---|
| **Report Number:** | **44/26** |
| **Agenda Item Number:** | **10** |
| **Meeting:** | **Finance & General Purposes** |
| **Date:** | **9 July 2026** |
| **Title:** | **Introduction of a Business Continuity Policy** |
| **Strategy Programme Ref:** | **5.3D** |
| **Purpose of Report:** | **To present the Business Continuity Policy for review by the Committee, and to recommend to Full Council for adoption** |
| **Contact Officer:** | **Darryl Keech, Deputy Town Clerk & RFO** |
| Supporting Documents: | Appendix A – Business Continuity Policy |

| **Officer Recommendations** |
|---|
| 1. To note the contents of the report.<br>2. To recommend that Full Council adopts the Business Continuity Policy. |

## 1. Introduction

**1.1** As part of the ongoing review of policies and risk management, officers identified that the Town Council does not have in place a Business Continuity Plan or Policy.

**1.2** This places the Town Council at risk with no clearly defined assessment of risks to the operation, nor a plan of action to negate such risks.

**1.3** As a result, when creating the Town Council's 2025 – 2027 Strategy Programme, strategic goal 5.3D was set as "develop / test a Business Continuity Plan for continued operation of the Town Council in the event of fire, flood, building loss, cyber-attack etc".

**1.4** Officers have created a proposed Business Continuity Policy, which is presented for review by this Committee and recommendation to Full Council for adoption.

## 2. Information

**2.1** The proposed Business Continuity Policy can be found in **Appendix A**.

*Return to Agenda*

**2.2** The policy is designed to ensure that the Town Council can continue to deliver critical services, meet statutory duties, legal requirements and community needs following any disruption or interruption to the business.

**2.3** The policy outlines the key officers and identifies the largest risks to the operation, and the management of business continuity.

**2.4** It provides a planned strategy to the loss of high-risk services/functions and allows the Town Council to continue to operate until full functionality is returned.

**2.5** Officers at this stage have not fully tested the policy as this remains in a draft format for feedback from members.

**2.6** Once feedback is received, officers will test the policy to ensure that they have not failed to identify specific areas of the operation.

**2.7** The policy document contains a number of appendices. For the purpose of this report, the appendix within the Business Continuity Policy has been removed, and will remain confidential, due to the inclusion of officer's and councillor's personal contact information.

## 3. Financial Appraisal

**3.1** As a result of the introduction of the policy, a number of smaller cost items would need to be purchased, such as the off-site emergency pack. Officers do not anticipate the cost of this exceeding £500.

SEAFORD TOWN COUNCIL



# Business Continuity Policy

This Business Continuity Policy (BCP) outlines Seaford Town Council's approach to maintaining critical services during and after a disruption. It provides a structured framework to ensure the continued delivery of essential functions, protection of staff, assets, and information, and the timely restoration of normal operations

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

## Policy Status

| | | | |
|---|---|---|---|
| **Version** | 0.1 | **Last Review Date** | June 2026 |
| **Adopted Date** | TBC | **Next Review Date** | One year from adoption |
| **Review Period** | Annually | **Approving Body / Owner** | Full Council / Town Clerk |

## Version History

| Date | Version | Approval | Status |
|---|---|---|---|
| n/a - new policy | | | |

## Related Policies and Other References

| Policy Reference Code | Policy Name |
|---|---|
| C14 | Seaford Town Council Strategy Programme 2025 - 2027 |
| CE5 | IT & Cyber Security Policy |
| CE3 | Data Protection Policy |
| F8 | General & Financial Risk Assessment 2025 - 2026 |
| C9 | Scheme of Delegation to Officers Policy |

## Table of Contents



## Appendices

| | Title |
|---|---|
| A | Contact Directory – (Confidential) |
| B | Critical Services Profiles |
| C | Risk Register |
| D | IT & Data Recovery Procedures |
| E | Premises & Relocations Plans |
| F | Communication Templates & Holding Statements |
| G | Test & Exercise Records |
| H | Change Record & Version History |

# 1. INTRODUCTION

## 1.1. Purpose

This Business Continuity Policy (BCP) sets out how Seaford Town Council will maintain and/or restore critical services, functions, and activities during and after any disruption or emergency. It defines the arrangements to protect public safety, meet statutory duties, safeguard assets, maintain public confidence, and resume normal operations as quickly as possible.

## 1.2. Scope

The BCP covers all Council premises, staff, elected members, services, assets, and key partners. It applies to all types of disruption including, but not limited to, severe weather, fire, flooding, power or IT failure, loss of premises, pandemic, supply chain failure, or civil emergency.

## 1.3. Legal & Policy Context

The BCP aligns with relevant legislation and guidance, including:

- Civil Contingencies Act 2004
- Local Government Act 1972
- Health and Safety at Work etc. Act 1974
- Freedom of Information Act 2000
- Data Protection Act 2018
- Links to East Sussex Resilience Forum and local emergency planning frameworks.

## 1.4. Definitions

**Business Continuity:** The capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruption.

**Critical Service:** Activity that must be maintained to meet statutory obligations, legal requirements, or essential community needs.

**Recovery Time Objective (RTO):** Maximum acceptable time within which a service or function must be restored after disruption.

**Recovery Point Objective (RPO):** Maximum acceptable amount of data loss measured in time.

**Disruption:** Any event that causes an unplanned interruption to services, premises, or systems.

# 2. GOVERNANCE & RESPONSIBILITIES

## 2.1. Roles and Responsibilities

**Town Clerk**

- Overall accountability for Business Continuity Management
- Authorise activation and stand-down of the BCP
- Approve resource allocation and key decisions
- Act as primary point of contact for external agencies and the media

**Deputy Town Clerk**

- Lead on development, maintenance, testing, and training of the BCP
- Coordinate the initial response and assessment of incidents
- Liaise with service owners to ensure continuity measures are implemented
- Maintain all appendices and contact lists
- Deputise for the Town Clerk's role and responsibilities within the BCP in their absence

**Head of Place**

- Deputise for the Town Clerk and Deputy Town Clerk in their absence
- Lead on recovery for all place-based assets and services

**Operational Management Team**

- Ensure continuity arrangements are in place for their specific services
- Identify dependencies and critical tasks within their area
- Ensure staff are trained and aware of procedures
- Lead recovery for their service area following disruption

**All Staff**

- Make themselves aware of this Policy
- Follow procedures and instructions during disruption
- Report incidents or potential risks immediately
- Participate in training and exercises

**Elected Members**

- Provide strategic oversight and decision-making
- Support communication with the community and residents

### 2.2. Business Continuity Management Policy

**Statement of Policy**

Seaford Town Council is committed to ensuring the resilience of its services and operations. The Council will take all reasonable steps to identify risks, plan for disruptions, and ensure that essential services can continue or be restored quickly to protect the interests of residents, staff, and the community. This plan is a key part of the Council's duty of care and governance responsibilities.

## 3. RISK ASSESSMENT & BUSINESS IMPACT ANALYSIS

### 3.1. Risk Assessment

A full risk assessment has been conducted to identify threats and vulnerabilities. The key risks facing the Council are:

- Flooding (high risk due to coastal location)
- Loss of main premises (fire, structural damage, gas leak)
- IT and communication systems failure
- Staff unavailability / shortage
- Severe weather events
- Supplier / contractor failure *(full details are contained in **Appendix C: Risk Register**)*

### 3.2. Business Impact Analysis (BIA)

An analysis has been undertaken to understand the impact of losing specific services and to define recovery priorities.

***Table: Critical Services & Prioritisation***

| Priority | Service / Function | Description | Recovery Time Objective (RTO) | Recovery Point Objective (RPO) |
|---|---|---|---|---|
| 1 – HIGH | Council Meetings & Decision Making | Preparation and holding of meetings, decision making, publishing minutes, governance | 24 Hours | No loss of data / records |
| 1 – HIGH | Town Council Offices – Administration & Front Office | Enquiries, finance, payments, correspondence, records management, general administration | 24 Hours | No loss of data / records |
| 1 – HIGH | Public Open Spaces, Parks, Golf Course & Grounds Maintenance | Safety, maintenance, cleaning, inspection, and access to parks, golf course, gardens, and public spaces | 24 Hours | Service to resume either in full or part |
| 2 – MEDIUM | Events Management | Organisation and delivery of community events, markets, and celebrations | 72 Hours | Service to resume either in full or part |
| 2 - MEDIUM | Licenced and Leased Facilities | Operation of third party leased of licenced facilities | 72 Hours | Service to resume either in full or part |

| Priority | Service / Function | Description | Recovery Time Objective (RTO) | Recovery Point Objective (RPO) |
|---|---|---|---|---|
| 3 – LOW | Routine Projects & Non-Essential Services | Long-term projects, non-statutory consultancy, minor improvements | 7 Days | Project continued with minimal delays |

***Impact Criteria:***

- **Financial:** Cost of recovery, loss of income, penalties
- **Legal***:* Breach of statutory duty, legal claims, fines
- **Reputational***:* Loss of public trust, negative media, community dissatisfaction
- **Operational***:* Inability to deliver services, impact on other agencies

## 4. CONTINUITY STRATEGIES

### 4.1. Premises & Facilities

**Alternative Locations:** Alternative Council meeting venues include Crossways Church, The View, and Seaford Baptist Church. Alternative office space can be hired as required from Seaford Library utilising their meeting room.

**Remote Working:** All key staff are equipped to work from home with secure access to systems via the Cloud and VPN.

**Evacuation:** There are clear procedures for safe evacuation, securing of assets, and roll call

### 4.2. People & Resources

**Cross-Training:** Key roles have trained deputies identified

**Contact Lists:** Comprehensive directory held in multiple formats and locations

**Support Organisations:** Lewes District Council and East Sussex County Council

**On-Call Arrangements:** Emergency on-call arrangements established for critical functions led by the Strategic Management Team.

### 4.3. Information & Technology

**Backup Strategy:** Cloud and physical backups held securely

**Remote Access:** Secure connection to email, finance, and document systems enabled

**Manual Fallbacks:** Manual Fallback Bag stored in Golf Course Greenkeeper’s Office for finance essentials, such as purchase order books and paying in slips.

**Data Security:** Compliance with Data Protection Act; encryption and access controls in place.

### 4.4. Supply Chain & Partners

**Key Suppliers:** Critical contractors identified (IT, maintenance, grounds care, bin emptying)

**Alternatives:** Secondary suppliers identified and qualified for essential services

**Communication Protocols:** Pre-defined channels for emergency communication with East Sussex County Council, Lewes District Council, Sussex Police, East Sussex Fire & Rescue Service, and the NHS

### 4.5. Communication

**Internal:** Email, SMS, and instant messaging for staff and members

**External:** Website, social media, noticeboards, local press, and direct mail (where appropriate).

**Templates:** Pre-approved template messages and holding statements available for immediate use.

**Media:** Designated spokesperson/s with procedures in place for press enquiries

## 5. RESPONSE & ACTIVATION PROCEDURES

### 5.1. Triggers for Activation

This plan will be activated if any one of the following occurs:

- Disruption is expected to last longer than **4 hours**
- Any Priority 1 service is affected or at risk
- Premises are unsafe or inaccessible
- IT or communication failure prevents normal operation
- Directed by emergency services or external agencies

Authorisation: Activation may be authorised by the Town Clerk or Deputy Town Clerk, or in their absence the Head of Place.

### 5.2. Incident Response Steps (and responsible person/s)

**Step 1: Detection & Reporting (Any staff member or councillor)**

- Any staff member identifying an incident must report it immediately to their line manager, and the Senior Management Team (SMT) made up of the Town Clerk, Deputy Town Clerk and Head of Place
- Provide details: What happened? Where? Impact? Timescale? Safety risks?

**Step 2: Assessment & Decision (SMT)**

- Coordinator assesses information and determines if plan activation is required

- Define scope: Which services are affected? What is the likely duration?

**Step 3: Activation (SMT)**

- Declare the incident and activate relevant sections of the plan
- Notify all staff, members, and key partners
- Establish communication channels

**Step 4: Implement Continuity Measures (SMT)**

- Move to alternative premises or enable home working
- Switch to manual procedures if systems are down
- Deploy emergency resources
- Prioritise safety and critical service delivery

**Step 5: Communication & Monitoring (SMT)**

- Issue public updates using approved templates
- Hold regular coordination meetings (minimum every 4 hours during major incidents)
- Review situation and adjust actions as required

**Step 6: Recovery Planning (SMT)**

- Begin planning for restoration of normal operations while maintaining continuity.
- Assess damage, costs, and requirements for recovery.

### 5.3. Stand-Down Procedure (SMT)

- Stand-down authorised by Town Clerk when services are restored and risks resolved.
- Notify all stakeholders of return to normal operations
- Confirm all systems, records, and facilities are fully functional
- Begin debriefing and review process.

## 6. RECOVERY & RESTORATION

### 6.1. Recovery Priorities

- Safety and security of people and assets
- Restoration of IT and communication systems
- Recovery of administrative and finance functions
- Reinstatement of public access and enquiry services
- Resumption of meetings and governance functions
- Full restoration of grounds maintenance, golf course and open spaces
- Full restoration of third party leased and licenced services

### 6.2. Process

- **Damage Assessment:** Inspect premises, systems, and assets to identify repairs or replacements needed

- **Data Validation:** Ensure all records, transactions, and decisions made during disruption are captured and accurate
- **Catch-Up:** Process backlog of work, payments, and correspondence
- **Return to Premises:** Ensure building is safe, clean, and services reconnected before reoccupation
- **Review:** Conduct a "Lessons Learned" review to identify improvements to the plan or procedures

## 7. PLAN MAINTENANCE, TESTING & TRAINING

### 7.1. Maintenance

This plan is a living document and will be reviewed annually. Updates will also be made immediately following:

- Any incident or activation of the plan
- Changes to services, premises, or key staff
- Changes to legislation or guidance.
- Version control is maintained (see **Appendix H**).

### 7.2. Testing

Testing ensures the plan works in practice and staff know their roles.

- **Table Exercises:** Scenario-based discussions held annually.
- **Relocation Drills:** Practical test of moving to alternative premises.
- **IT Recovery Tests:** Regular restoration tests to verify backups.
- **Full Exercise:** Comprehensive test of all elements at least every 2 years.
- All tests recorded in ***Appendix G: Test & Exercise Records.***

### 7.3. Training & Awareness

- **Induction:** Business continuity awareness included in new staff starter packs.
- **Refresher:** Annual training for all staff on their roles and procedures.
- **Member Awareness:** Briefing sessions for Councillors on their role during emergencies.

## 8. APPENDICES

**8.1.** Appendix A: Contact Directory
**8.2.** Appendix B: Critical Service Profiles
**8.3.** Appendix C: Risk Register
**8.4.** Appendix D: IT & Data Recovery Procedures
**8.5.** Appendix E: Premises & Relocation Plans
**8.6.** Appendix F: Communication Templates & Holding Statements

**8.7.** Appendix G: Test & Exercise Records

**8.8.** Appendix H: Change Record & Version History

# APPENDICES

## Appendix A: Contact Directory

**Document Owner:** Town Clerk / Business Continuity Coordinator
**Date Prepared:** [DD/MM/YYYY] | Last Reviewed: [DD/MM/YYYY]
**Held in:** Office hard copy, cloud storage, mobile devices, alternative premises

[removed from published version of draft policy due to containing personal contact details]

# Appendix B: Critical Service Profiles

***Service 1: Council Meetings & Decision Making***

**Document Owner:** Town Clerk / Deputy Town Clerk
**TRO:** 24 Hours **| RPO:** No loss of data / records
**Priority Level:** 1 (Highest – Statutory & Governance Duty)

**1.Service Description**

- The service covers all formal meetings of Seaford Town Council including Full Council, Committees, Sub-Committees, and Working Groups. It includes preparation and publication of agendas, reports, and minutes; convening and conducting meetings (in-person, hybrid, or virtual); recording decisions; and processing decisions into actions and payments.

**2.Statutory & Legal Obligations**

- Local Government Act 1972 – Duty to hold meetings and make decisions lawfully
- Local Government (Access to Information) Act 1985 – Public access requirements
- Standing Orders of Seaford Town Council – Formal rules of procedure
- Openness of Local Government Bodies Regulations 2014
- Data Protection Act 2018 – Handling of sensitive information

**3.Impact of Disruption**

- **0–24 Hours:** Scheduled meetings cannot take place; decisions delayed; inability to approve payments, grants, or contracts; risk of legal challenge.
- **24–72 Hours:** Critical approvals overdue; grants or services put at risk; public concern; potential breach of statutory timescales.
- **Over 72 Hours:** Severe governance failure; inability to operate legally; funding or contract penalties; loss of public trust.

**4.Key Dependencies**

- Staff (Town Clerk, Committee Services), Premises (Chamber / meeting rooms), IT/AV equipment, Systems (agenda software, website), Elected Members

**5.Continuity Strategies**

- **People:** Cross-trained deputies; contact lists held in multiple formats.
- **Premises:** Alternative venues available to book for meetings (Crossways Church, The View, Seaford Baptist Church); virtual meeting capability (Teams) fully tested. Seaford Library meeting room available for hire as back up working space for officers.
- **Information:** Documents stored in cloud; paper packs available; fallback publication methods.
- **Procedures:** Emergency decision protocol.
- **Communication**: Direct alerts to members; public notices via website/social media.

**6.Response Steps**

- Detect issue and assess if meeting can proceed legally
- Activate alternative venue or virtual platform

- Issue revised notice immediately
- Use backup staff/methods to prepare documents
- Record and publish decisions accurately
- Return to normal procedures

***Service 2: Town Council Offices - Administration***

**Document Owner:** Town Clerk / Deputy Town Clerk / HR & OD Manager
**TRO:** 4 Hours **| RPO:** No loss of data / records
**Priority Level:** 1 (Critical Enabler for all services)

**1.Service Description**

- The Council Offices are the central hub for all operations, providing: administration, finance, and HR support; document storage; meeting preparation; receipt of payments and correspondence; and base for all staff and member support.

**2.Statutory & Legal Obligations**

- Local Government Act 1972 – Duty to maintain administrative arrangements
- Freedom of Information Act 2000 / EIR 2004 – Access to records
- Health and Safety at Work etc. Act 1974 – Safe working environment
- Data Protection Act 2018 – Secure storage and handling
- Statutory requirement to have a registered office address

**3.Impact of Disruption**

- **0–24 Hours:** No face-to-face service; mail/phone unanswered; payments delayed; enquiries unprocessed; inability to access records.
- **24–72 Hours:** Critical correspondence missed; deadlines breached; financial transactions halted; backlog builds rapidly; complaints.
- **Over 72 Hours:** All Council services severely affected; legal risks from missed deadlines; inability to function as a statutory body.

**4.Key Dependencies**

- Premises, electricity, water, IT, telephones, broadband, staff, computers, servers, filing systems, postal service.

**5.Continuity Strategies**

- **People:** All key staff equipped for home working, all staff must ensure laptops are taken home daily.
- **Premises:** Alternative venues available to book for meetings (Crossways Church, The View, Seaford Baptist Church); virtual meeting capability (Teams) fully tested. Seaford Library meeting room available for hire as back up working space for officers.
- **Information:** Cloud-based systems accessible remotely; telephone call forwarding; offline backups.
- **Supplies:** Emergency stock held offsite; backup power/lighting.

- **Communication:** Website/social media updates; message on main line; partner notifications.

**6.Response Steps**

- Identify issue and assess usability/duration
- Evacuate and secure building if unsafe
- Redirect phones (and mail if identified as a long-term issue) immediately
- Activate home working or temporary base
- Notify all stakeholders
- Recover and return to normal when safe

## ***Service 3: Public Open Spaces, Seaford Head Estate, Golf Course, Parks & Grounds Maintenance***

**Document Owner:** Head of Place
**TRO:** 24 Hours **| RPO:** N/A
**Priority Level:** 1 (Safety & Community Duty)

**1.Service Description**

- Management and maintenance of all Council-owned parks, gardens, recreation grounds, open spaces and the golf course. Includes grass cutting, planting, cleaning, repairs, safety inspections, litter collection, and ensuring public access and safety.

**2.Statutory & Legal Obligations**

- Health and Safety at Work etc. Act 1974
- Occupiers' Liability Act 1957 – Duty of care to visitors
- Environmental Protection Act 1990 – Litter and waste duties
- Public safety and nuisance legislation

**3.Impact of Disruption**

- **0–24 Hours:** Safety hazards unaddressed; complaints; reputation damage.
- **24–72 Hours:** Risk of accidents/injury; legal liability; areas becoming unsafe or unusable.
- **Over 72 Hours:** Significant deterioration; potential closure; public concern and loss of confidence.

**4.Key Dependencies**

- Staff, contractors, equipment, vehicles, fuel, materials, access routes, safety signage

**5.Continuity Strategies**

- **People:** Cross-cover between teams; standby contractors agreed.
- **Equipment:** Spare tools and machinery held; alternative suppliers available to support.
- **Access:** Alternative routes identified; barriers/signage available.

- **Safety:** Priority inspection regime; immediate closure of unsafe areas.
- **Communication:** Public notices; social media updates; partner alerts.

**6.Response Steps**

- Report hazard or issue immediately
- Secure/close area if risk to safety
- Deploy Health and Safety Officers, standby staff or contractor
- Advise public of restrictions
- Remediate issue and monitor
- Reopen when safe

# Appendix C: Risk Register

**Document Owner:** Town Clerk / Head of Place/ Deputy Town Clerk
**Date Prepared:** [DD/MM/YYYY] | Last Reviewed: [DD/MM/YYYY]
**Guidance:** Likelihood 1–5, Impact 1–5, Score = L × I

***Table 1: Risk Register***

| Ref | Risk Description | Affected Services | Likelihood | Impact | Score | Level | Existing Controls | Additional Actions Required |
|---|---|---|---|---|---|---|---|---|
| **R1** | **Flooding of Council Offices / Grounds** Coastal / heavy rain / burst water main risk. Disrupts access, damages assets, prevents work | All Services | 4 | 5 | **20** | **CRITICAL** | Flood risk assessment; sandbags/ barriers; records stored above floor level; cloud backups; flood warnings | Update flood plan annually; formalise alternative premises agreement; train staff on response |
| **R2** | **Loss of Council Offices / Premises** Fire, structural damage, gas leak, long-term closure. No base for operations | All Services | 3 | 5 | **15** | **HIGH** | Fire risk assessment; alarms; remote IT access; offsite backups; evacuation plan | Hire agreement for temporary space; create portable emergency office kit; register alternative address |
| **R3** | **IT / Communications Failure** Broadband, server, phone, or cyber incident. Cannot work or communicate | All Services | 4 | 4 | **16** | **HIGH** | Managed support; daily backups; anti-virus; call forwarding; manual fallback procedures | Install 4G/5G backup internet; maintain offline contact lists; test recovery twice yearly |
| **R4** | **Staff Shortage / Unavailability** | All Services | 3 | 4 | **12** | **HIGH** | Cross-training; defined | Update contact list monthly; train |

| Ref | Risk Description | Affected Services | Likelihood | Impact | Score | Level | Existing Controls | Additional Actions Required |
|---|---|---|---|---|---|---|---|---|
| | Illness, absence, recruitment gap. Cannot deliver services | | | | | | deputies; mutual aid agreement; flexible working | more staff in critical tasks |
| **R5** | **Inability to Hold Council Meetings** Loss of venue, IT failure, lack of quorum. Cannot make decisions | Governance | 2 | 5 | **10** | **HIGH** | Alternative venues identified; virtual capability tested; Constitution allows emergency procedures | Formalise venue bookings; train all members on virtual meetings; publish emergency procedures |
| **R6** | **Severe Weather / Environmental Event** Storms, flood, snow, high winds. Disrupts travel, damages property | All Services | 3 | 3 | **9** | **MEDIUM** | Weather alerts; gritting arrangements; safety policy | Update checklist annually; identify home-working staff in advance |
| **R7** | **Supply Chain / Key Supplier Failure** Loss of contractor (grounds, IT, waste). Stops service delivery | Open Spaces / Admin | 3 | 3 | **9** | **MEDIUM** | Approved supplier list; performance reviews; contracts in place | Identify/qualify alternative suppliers; include continuity clauses in new contracts |
| **R8** | **Data Loss or Breach** Loss, theft, or leak of personal data. Breach of law | All Services | 2 | 4 | **8** | **MEDIUM** | DPA policy; training; encryption; access controls; | Annual data audit; test breach response; review paper security |

| Ref | Risk Description | Affected Services | Likelihood | Impact | Score | Level | Existing Controls | Additional Actions Required |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | retention schedule | |
| **R9** | **Public Safety Incident** Accident or hazard on Council land. Liability and disruption | Open Spaces / Events | 2 | 4 | **8** | **MEDIUM** | Regular inspections; risk assessments; insurance; accident reporting | Increase inspection frequency; improve safety signage; update incident procedures |

# Appendix D: IT & Data Recovery Procedures

**Document Owner:** Town Clerk / IT Support Provider
**Date Prepared:** [DD/MM/YYYY] | **Last Reviewed:** [DD/MM/YYYY]
**Purpose:** Define how to maintain access to information, systems, and communications during failure, and how to restore services
**RTO:** Critical systems = 4 hours. All systems = 24 hours
**RPO:** Max data loss = 15 mins – 24 hours

### 1.Backup Strategy & Data Protection

- Encryption: All backups and portable storage are encrypted.
- Paper Records: Key documents have duplicates stored online.

| System / Data Type | Backup Frequency | Storage Location | Retention Period |
|---|---|---|---|
| Finance & Payments | Real-time / Hourly | Cloud | 7 years |
| Committee Documents & Minutes | Daily | Cloud + On site server back up of site | Permanent |
| General Admin & Correspondence | Daily | Cloud + On site server back up of site | 3–7 years |
| Emails | Continuous / Daily | Cloud Hosted | 1–7 years |
| Website Content | Weekly + Before updates | Cloud | Ongoing |

### 2.Remote Access & Alternative Working

- All key staff have secure remote access via VPN / Microsoft 365 / Cloud platform
- Laptops must be taken home at the end of each day
- Multi-Factor Authentication (MFA): Mandatory for all accounts
- Mobile Broadband: 4G/5G dongles available as backup for internet failure
- Telephony: Main numbers divert to mobiles or temporary line within 15 minutes

### 3.Response Procedures by Incident Type

**Scenario A: Partial System Failure**

1. Report to IT Support and Coordinator
2. Diagnose and estimate recovery time
3. If > 2 hours: switch to manual/paper process (where applicable)
4. Communicate impact to staff and service owners

5. Restore from last valid backup
6. Verify data integrity

**Scenario B: Total IT / Network Failure**

1. Activate Continuity Plan
2. Use mobile phones and offline contact lists
3. Update website/social media via partner organisation
4. Work from home or alternative location using offline files
5. Keep manual records; input later when restored

**Scenario C: Cyber Security Incident**

1. Isolate: Disconnect affected systems immediately – do not turn off
2. Report: Inform Town Clerk, Deputy Town Clerk, Data Protection Officer and Information Commissioner's Office (if personal data involved)
3. Investigate: Do not restore until safe
4. Recover: Only from clean, confirmed secure backups
5. Review: Update security before return to normal

**Scenario D: Loss of Office / Infrastructure**

1. Activate remote working immediately
2. Retrieve offsite backups

### 4.Manual / Paper Fallback Procedures

- **Finance:** Pre-printed payment forms, duplicate cash book
- **Meetings:** Paper agendas/minutes, manual recording
- **Enquiries:** Logbooks, offline templates

### 5.Key Contacts

- IT Provider, Cloud Provider, Telecoms, Data Protection Officer – See Appendix A

### 6.Testing

- Backup restoration: every 6 months
- Full disaster recovery: annually

# Appendix E: IT & Premises & Relocation Plans

**Document Owner:** Town Clerk / Office Manager
**Date Prepared:** [DD/MM/YYYY] | **Last Reviewed:** [DD/MM/YYYY]
**Purpose:** Arrangements to secure, evacuate, relocate, and continue operations if premises are damaged or unsafe.

### 1.Key Premises Overview

- Seaford Town Council Offices: Main administration, reception, finance, records.
- Council Chamber / Meeting Rooms: Formal meetings and committees.
- Public Open Spaces / Parks: Managed grounds and recreation areas.
- Requirements for Alternative Space: Secure, heating, power, broadband, disabled access, meeting space, close proximity (ideally within Seaford).

### 2.Pre-Agreed Alternative Premises

- **Primary Temporary Base: Seaford Library – Use:** temporary working space for officers, administration through hire of their meeting room and use of public space.
- **Secondary Venue: The View**: temporary working space for officers, administration and potential meeting venue.
- **Large Venue**: Crossways Church - Meetings only

**Triggers for Relocation**

- Building declared unsafe.
- Disruption expected to exceed 5 working days, (work from home in this short term period)
- Risk to records, equipment, or staff safety.
- Authorisation: Town Clerk or Deputy Town Clerk.

**Step-by-Step Process**

**<u>Phase 1: Evacuation & Securing Premises</u>**

1. Evacuate safely; roll call.
2. If safe: Lock doors, shut down systems, secure cash/keys, protect records.
3. Assess cause and likely duration.

**<u>Phase 2: Activate Alternative Base</u>**

1. Notify: Staff, members, suppliers, public, Royal Mail (redirection if considered long term).
2. Activate: Contact Seaford Library to hire meeting space
3. Set Up: Temporary location for office staff and internal staff meetings

**<u>Phase 3: Resume Operations</u>**

1. Re-establish phone/email cover.

2. Process urgent payments and enquiries.
3. Maintain safety and grounds operations.
4. Log all actions and transactions.

**Phase 4: Return to Normal Premises**

1. Inspect and confirm safe.
2. Agree return date; notify stakeholders.
3. Move back; reinstate services; cancel redirection.
4. Debrief and update plan

## 3.Utility Failure Procedures

- Power Cut: UPS for IT; Report to UK Power Networks.
- Water Failure / Leak: Locate stopcock; call emergency plumber/Sussex Police Estates Team; bottled water purchased to cover failure period, alternative toilet facilities available in 2x public toilet locations within short distance in town (less than 2 minute walk)
- Heating Failure: Portable heaters to be purchased/hired; relocate staff if long-term.

## 4.Key Contacts

- Maintenance, Sussex Police Estates Team, electrician, plumber, utilities – See Appendix A.

## Appendix F: Communication Templates & Holding Statements

**Document Owner:** Town Clerk/ Community Engagement & Democratic Services Manager
All messages pre-approved for immediate use. Insert details in [brackets].

📢 **GENERAL HOLDING STATEMENT**
Website / Noticeboard / Social Media
IMPORTANT UPDATE – SEAFORD TOWN COUNCIL
Time/Date: [HH:MM, DD/MM/YYYY]
We are currently responding to an incident affecting [Council Offices / Services / Meetings].
At this stage, we are working to establish the full impact and will provide further information as soon as possible. We apologise for any inconvenience or concern this may cause.
What you should know now:

- [e.g. Offices are closed / Phone lines are temporarily down]
- [e.g. Please use email: info@seafordtowncouncil.gov.uk for urgent enquiries]

Updates will be posted here and at [locations].
Thank you for your patience.

**EMAIL / INTERNAL**
Subject: URGENT: Incident Update – [Topic]
Time/Date: [HH:MM, DD/MM/YYYY]
Dear Colleagues / Councillors,
Please be advised that we are currently managing an incident affecting [service/premises].
We are assessing the situation and will issue full instructions and updates as soon as information is available.
Immediate action required:

- [e.g. Do not attend the main office / Work from home]

Please keep your mobile phones switched on and monitor your email.
Regards,
[Name], Town Clerk

📞 **TELEPHONE RECORDED MESSAGE**
"Thank you for calling Seaford Town Council.
Please note that due to [brief reason: e.g. severe weather / building issue / IT disruption], our offices are currently [closed / operating with limited services / experiencing telephone difficulties].
Current Status: [e.g. We hope to reopen by 2pm today / We are operating from Seaford Community Centre]
For urgent enquiries only:

- Please call [Emergency Mobile Number: 07XXXX XXXXXX]
- Email: [urgent@seafordtowncouncil.gov.uk]

- Visit our website: www.seafordtowncouncil.gov.uk for live updates

We apologise for the inconvenience and thank you for your patience."

🌊 **SCENARIO: FLOODING / SEVERE WEATHER**

Website / Social Media

⚠️ WEATHER / FLOOD ALERT – SEAFORD TOWN COUNCIL

Updated: [HH:MM, DD/MM/YYYY]

Following [heavy rain / high tides / storm conditions], we have taken the following action to ensure safety:

✅ Council Offices: [Closed / Open with limited access]

✅ Parks & Open Spaces: [Closed / Some paths closed due to flooding]

Advice for residents:

- Avoid low-lying areas, the seafront, and footpaths near watercourses
- Do not walk or drive through flood water
- Monitor Environment Agency flood alerts: www.gov.uk/check-flood-risk

Services update:

- Enquiries: Please use email or phone [alternative number]

We will reassess the situation at [Time]. Further updates will follow.

🏢 **SCENARIO: LOSS OF OFFICES / BUILDING CLOSURE**

Public Notice

⚠️ IMPORTANT: COUNCIL OFFICES TEMPORARILY CLOSED

Updated: [HH:MM, DD/MM/YYYY]

Please note that Seaford Town Council Offices at [Address] are closed until further notice due to [reason: e.g. structural safety / fire damage / gas leak].

CONTACT US:

📞 Phone: 01323 894870 (calls are being diverted)

📧 Email: info@seafordtowncouncil.gov.uk

🌐 Website: www.seafordtowncouncil.gov.uk

All scheduled meetings, appointments, and services will go ahead – please check the website or contact us for exact location details.

We will update you when we are able to return to our main offices. Thank you for your understanding.

💻 **SCENARIO: IT / COMMUNICATIONS FAILURE**

Website / Social Media

⚠️ SERVICE UPDATE: IT & PHONE DISRUPTION

Updated: [HH:MM, DD/MM/YYYY]

We are currently experiencing a major technical fault affecting our telephones, email, and computer systems.

WHAT IS AFFECTED:

- Main telephone lines
- Email communication
- Online payments and forms

- Access to some records

WORKAROUND / HOW TO CONTACT US:

- ✅ URGENT enquiries only: Call 01323 894870 calls are being diverted
- ✅ Visit us in person at the Council Offices (open as normal)
- ✅ Letters / Post: Deliver to [Address] as usual

Service Status:

- Parks & Grounds Maintenance: Running normally – manual checks in use
- Council Meetings: Proceeding as planned
- Payments: Please use cash or cheque where possible

Our IT provider is working urgently to resolve the issue. We expect systems to be restored by [Time/Date].
We apologise for the delay in responding to messages during this time.

**📅 SCENARIO: MEETING CHANGE / CANCELLATION**
Public Notice
NOTICE OF CHANGE: COUNCIL MEETING
Meeting: [e.g. Full Council / Planning Committee]
Original Date/Time: [Date] at [Time]
Original Venue: Council Chamber
CHANGE OF ARRANGEMENTS:
Due to [reason: e.g. building closure / severe weather / technical issue], this meeting will now:
✅ Take place at: [New Venue Name & Address]
OR
✅ Be held virtually: Join via [Zoom / Teams] – Link: [URL]
OR
✅ Be postponed to: [New Date/Time]
Agendas and reports remain available [online / at the venue / at the Library].
Please share this notice with anyone you know who intended to attend.

**📰 MEDIA / PRESS RELEASE TEMPLATE**
FOR IMMEDIATE RELEASE
SEAFORD TOWN COUNCIL RESPONDS TO [INCIDENT TYPE]
Date: [DD/MM/YYYY] | Time: [HH:MM]
Seaford Town Council is currently responding to an incident affecting [location/service].
What has happened:
[Brief factual summary: e.g. "Earlier today, heavy rainfall caused flooding affecting the lower part of our grounds."]
What we are doing:

- Emergency services and contractors have been notified
- Safety checks are underway
- Alternative arrangements are in place to ensure critical services continue
- Residents and partners have been notified

Impact on services:
[Clear list: e.g. "Offices closed today; parks closed due to safety risk."]

| |
|---|
| Message to residents:<br>"Our priority is the safety of residents, staff, and visitors, and ensuring we can continue to deliver essential services. We are working hard to resolve this and will provide further updates as soon as we can." – [Name], Town Clerk / Mayor of Seaford<br>Further information:<br>Updates will be published on the Council website and social media channels. For urgent enquiries, contact [Number]. |

## Appendix G: Test & Exercise Records

**Document Owner:** Business Continuity Coordinator

| Date | Type of Test / Exercise | Scenario / Scope | Participants | Outcomes / Issues Identified | Actions Required | Completed |
|---|---|---|---|---|---|---|
| [DD/MM/YYYY] | Tabletop Exercise | Flooding + office closure | Staff + Members | Manual procedures worked; comms delay noted | Add SMS alert group | [Date] |
| [DD/MM/YYYY] | Relocation Drill | Move to Community Centre | Admin Team | Kit complete; broadband setup slow | Pre-configure router | [Date] |
| [DD/MM/YYYY] | IT Recovery Test | System failure / Restore | IT + Finance | Backup restored successfully | None | – |
| [DD/MM/YYYY] | Full Exercise | Severe weather + staff shortage | All Teams | Mutual aid process clear; forms need updating | Revise paper forms | [Date] |

*Guidance: Test at least annually; record all issues; track actions to completion*

📄 **ONE-PAGE SUMMARY PLAN**
Seaford Town Council
Emergency Response & Business Continuity

🚨 **STEP 1: DETECT & REPORT**

- WHO: Any staff / member
- ACTION: Report immediately to Town Clerk or Deputy Town Clerk
- INFORMATION NEEDED:
- What happened?
- Where?
- Who is affected?
- Is anyone in danger?
- Likely duration?

⚖️ **STEP 2: ASSESS & DECIDE**
TRIGGERS FOR ACTIVATION:

- Disruption > 4 hours
- Priority 1 Service affected
- Premises unsafe / inaccessible
- IT / Comms down

AUTHORISATION:
✅ Town Clerk OR Deputy Town Clerk

🛡️ **STEP 3: KEY ACTIONS BY SCENARIO**
🔴 LOSS OF OFFICES / BUILDING

- Evacuate safely – roll call
- Secure building – lock, shut down systems
- REDIRECT: Phones + Mail (Royal Mail longer term closure)
- NOTIFY: Staff, Members, Public, Suppliers

🔴 IT / PHONES / SYSTEMS DOWN

- ACTIVATE: Mobile phones + offline contact lists
- WORKAROUND: Manual paper forms / logbooks
- COMMUNICATE: Update website via partner / social media
- REMOTE: Home working via mobile broadband
- PRIORITISE: Payments, Enquiries, Safety

🔴 **FLOOD / SEVERE WEATHER**

- SAFETY FIRST: Close unsafe areas / buildings
- PROTECT: Records / assets / equipment
- ADVISE: Residents via website / notices / media
- MAINTAIN: Safety inspections / open spaces
- MONITOR: Environment Agency alerts

🔴 **MEETING DISRUPTION**

- ALTERNATIVE VENUEs: Crossways Church, The View, The Baptist Church
- VIRTUAL: Teams – links pre-set
- NOTIFY: Members + Public immediately

- EMERGENCY DECISIONS: Use Constitution protocol

📞 **STEP 4: COMMUNICATE**

INTERNAL: Staff / Members → Phone / SMS / Email

EXTERNAL:

- Website / social media – FIRST update within 1 hour
- Noticeboards – Offices / Library
- Local Press – Sussex Express
- Partners: ESCC / Police / Fire

KEY MESSAGES:

- What happened?
- What are we doing?
- What should people do?
- When next update?

📌 **PRIORITY 1 SERVICES TO MAINTAIN**

- Council Meetings & Governance
- Administration / Finance / Payments
- Public Open Spaces – Safety & Maintenance

📍 **KEY LOCATIONS**

- Main Office: [Address]
- TEMPORARY BASE: Seaford Library
- Emergency Kit: Main Office + Community Centre

📞 **EMERGENCY NUMBERS**

- Town Clerk: 07XXXX XXXXXX
- Deputy Town Clerk : 07XXXX XXXXXX
- Emergency Services: 999
- Floodline: 0345 988 1188
- IT Support: 0XXXX XXXXXX
- Building Maintenance: 07XXXX XXXXXX

✅ **STEP 5: RECOVER & REVIEW**

- Confirm safe to return
- Restore systems / data
- Process backlog
- LESSONS LEARNED: Update plan within 1 week

## Appendix H: Change Record & Version History

**Document Owner:** Deputy Town Clerk

[TO BE ADDED UPON FIRST CHANGE]

# N.B. this is Report 55/26 - Appendix B (following on from agenda pages 10 - 23)

**Finance & General Purposes Committee**
**2026 - 2027**

**1000 Codes = Income**
**4000 Codes = Expenditure**

| | | Financial Variance Report for Finance & General Purposes |
|---|---|---|
| | | **9-Jul - Report 55/26** |
| **201** | **Administration** | April to May - representing 16.67% of the year |
| **1176** | Precept | This income is the first half of the precept. The balance will be paid in September. |
| **4009** | Recruitment Costs | This expenditure is higher than the expected year-to-date percentage due to recruitment costs incurred for the recruitment of Parking Attendants at South Hill Barn, which had not yet been approved at the time of budget setting |
| **4010** | Staff Training | This expenditure is higher than the expected year-to-date percentage due to the upfront cost of CiLCA training for two members of staff, however the annual budget will cover these costs |
| **4112** | Subscriptions | This expenditure is higher than the expected year-to-date percentage due to the timing of annual subscription payments, with the majority being paid in full at the start of the financial year. |
| **4113** | Software Support | This expenditure is higher than the expected year-to-date percentage due to the timing of annual software payments with half the costs being paid in April. |
| **4115** | Insurance | This expenditure is higher than the expected year-to-date percentage as the Council's insurance premium is paid in full at the start of the financial year. The premium is also slightly higher than the approved budget following the transition from a three-year insurance agreement to a new one-year contract and the impact of the insurance requirements for Hurdis House |
| **4157** | Audit Fees | The negative expenditure balance of £10,435 relates to accruals made for the 2023 - 2024 and 2024 - 2025 external audit fees. As the AGARs for both years remain on pause by the external auditor while they deal with Objections raised in 2023/24, the audits have not yet been concluded and additional costs are anticipated. These investigations are expected to conclude within the next couple of months, at which point the accrued funds are expected to be utilised. The remaining budget provision relates to the 2026 - 2027 AGAR external audit, for which costs are not expected to be incurred until the next financial year. A year-end accrual will therefore be required to reflect these anticipated costs. |
| **4201** | Cleaning & Hygiene | Expenditure to date is minimal and relates to the purchase of washing-up liquid. Further ad hoc cleaning supply costs may be incurred during the financial year but are not expected to be significant. The requirement for a dedicated budget provision will be considered as part of the 2027 - 2028 budget-setting process. |
| **205** | **Premises Church Street** | |
| **1050** | Income Rent | Income is currently higher than the expected year-to-date percentage as 75% of the annual rental income has been recognised. This reflects an accrual made at the start of the financial year for the period April to December, with the annual rental invoice being issued each December. |
| **4115** | Insurance | This expenditure is higher than the expected year-to-date percentage as the Council's insurance premium is paid in full at the start of the financial year. |
| **210** | **Civic Expenses** | |
| **4182** | Catering & Hospitality | The negative expenditure balance of £10 relates to an accrual brought forward from the previous financial year. This balance will be offset once the associated expenditure is incurred. |
| **226** | **CIL and S106 Receipts** | |
| **1014** | CIL Receipts | This income relates to the 25% of CIL passed on by Lewes District Council, which was received in April. A further amount will be received in October dependent on the developments that have taken place in the area. All CIL receipts are transferred into the CIL EMR. |

**Glossay**

| | |
|---|---|
| AGAR | Annual Governance & Accountability Return |
| CIL | Community Infrastructure Levy |
| CiLCA | Certificate in Local Council Administration |
| EMR | Earmarked Reserves |