



Seaford Town Council

Agenda

Assets & Facilities Committee Meeting

Thursday 24 September 2026

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

Meeting Date	Thursday 24 September 2026
Meeting Time	7.00pm
Meeting Venue	Council Chambers, 37 Church Street, Seaford, BN25 1HG
Members	Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, C Bristow, S Dubas, S Dunn, S Markwell, O Matthews, J Meek, and L Wallraven

Steve Quayle, Town Clerk
17 September 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.

In accordance with Section 85(1) of the Local Government Act 1972, to approve or not the reasons for absence.

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

2. Disclosure of Interests

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

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

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public physically in the meeting room, in accordance with relevant legislation and Town Council Policy.

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

To consider report 68/26 updating the Committee on progress and actions relating to the Town Council's assets and facilities (pages 5 to 15).

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

To consider report 85/26 presenting details of the income and expenditure position for this Committee for the period 1 April - 31 July 2026 (pages 16 to 25).

6. [Recommendations from the A&F Concessions Working Group](#)

To consider report 86/26 presenting recommendations from the A&F Concessions Working Group to the Assets & Facilities Committee for consideration (pages 26 to 35).

7. [Consideration of Public Toilet Provision within the Crouch](#)

To consider report 88/26 presenting initial officer findings on the viability of the reinstatement public toilets within The Crouch (pages 36 to 40).

8. [Seaford Head Swimming Pool Arrangements](#)

To consider report 87/26 updating the committee on the arrangements with, and support provided to Seaford Head Swimming Pool (pages 41 to 46).

9. [Memorials Policy – Proposed Final Policy, Pricing Structure and Implementation](#)

To consider report 89/26 updating the Committee on progress following Full Council's approval, and delegated authority to this Committee, of a revised memorials approach and to seek the Committee's approval of the necessary arrangements ahead of implementation (pages 47 to 66).

- 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.

Further guidance on public participation is available to view 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:

If councillors have any questions on the reports and you think that officers may require time to prepare a response, please send these through in writing via email at least 48 hours prior to the meeting. A verbal response will be given when the officer is introducing the item in 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. 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:	68/26
Agenda Item Number:	4
Meeting:	Assets & Facilities
Date:	24 September 2026
Title:	Assets & Facilities Update Report – September 2026
Strategy Programme Ref:	1.1, 1.3, 2.1, 2.3, 3.2, 3.3
Purpose of Report:	To update the Committee on progress and actions relating to the Town Council's assets and facilities
Contact Officer:	Peter Cousin, Head of Place Authored by: Sharan Brydon, Operations & Facilities Manager
Supporting Documents:	N/A

Officer Recommendations

1. To note the contents of the report.

1. Introduction

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

2. Asset Management System – Civic.ly

- 2.1** Following some initial snagging issues, officers continue to work closely with Civic.ly to implement the new IT system. At the Town Council's request, additional checklists have now been incorporated into the system to support officers using the platform more effectively.

3. Beach Huts

3.1 Bönningstedt Beach Huts

There are no specific updates for this meeting.

3.2 West View Seasonal Beach Huts

- (a)** All huts have remained open daily.
- (b)** Bookings have been particularly high throughout August. However, the high number of users per hut is beginning to affect the experience of other customers. Officers will look at options with stricter limits on the number of users per hut ahead of the next season.
- (c)** The huts are now showing signs of ageing, general wear and tear in appearance, and will need to have roofs and minor repairs undertaken to the doors for next season, along with repainting all units. With these repairs, the huts should stay operational for another one to two years, before consideration will need to be given to either sell, donate or dispose of these huts and potential replacement can be considered.

3.3 Lifeguard's Beach Hut

Reports have been investigated by the Town Council's Maintenance Officer in relation to an unpleasant smell. It is possible that the smell may have been caused by the leak that occurred in January, combined with the hut not having been aired regularly since then. During the inspection, the lifeguard hut floor was thoroughly cleaned, and the water systems were run through. This will need to be done regularly to help prevent stagnant water and associated odours. Officers will request that Seaford Lifeguards maintain this hut going forwards.

3.4 Martello Beach Huts

Following this Committee's decision to retain and continue to licence these huts, officers are waiting on quotes to replace the remaining eight doors and ten windows. From April 2027 onwards these will be licensed on an annual basis, instead of three-yearly and this will be reviewed in early 2028.

4. Bus Shelters

- 4.1** Repair and maintenance work for Town Council-owned shelters will commence in September, when temperatures are more suitable for the application of metal paint.
- 4.2** Officers have approached Lewes District Council to request timescales for the replacement bus shelters that the District Council is responsible for.

Should a timescale be shared prior to this meeting, officers will give a verbal update.

5. CCTV

- 5.1** Officers are updating the CCTV signage at Martello Toilets and Salts Recreation Ground.
- 5.2** The existing CCTV systems will be reviewed ahead of the budget-setting process, as both systems require several updates and improvements.

6. Concessions & Street Trading

6.1 A&F Concessions Working Group:

A separate paper presenting the recommendations of the A&F Concessions Working Group appears elsewhere on this agenda.

6.2 Street Trading Licence

Following the decision of this Committee to award a multi-year street market licence, officers have been working on an updated licence for the market operator, taking into account the views of the Committee. The revised licence will include clear key performance indicators to support performance monitoring and ensure that the agreed requirements and standards are being met.

7. Esplanade Car Park

- 7.1** There are no specific updates for this meeting.

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

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

- (a)** Martello Fields – 11 bookings – Car Boot Fairs, Circus, Seaford Bonfire Summer Fayre and Motorfest
- (b)** South Hill Barn – 0 bookings
- (c)** Promenade – 3 bookings – 10k Run MCC Promotions, Plastic Free Seaford Paddle Protest, and a Thanksgiving Ceremony
- (d)** The Crouch – 2 bookings – Seaford Town Football Club events
- (e)** The Salts – 0 bookings
- (f)** Street Markets – 6 bookings – Seaford Street Market

8.2 Seaford Christmas Magic

Seaford Christmas Magic is being held on Saturday 12 December 2026.

The Christmas Magic Committee meetings are continuing to be held each month and include representatives from Seaford Chamber of Commerce, Seaford Street Market, Seaford Traders Group and the Town Council working in partnership to build and deliver the event.

8.3 Remembrance Commemorations

The audit of lamppost poppies has now been completed, and officers have ordered additional poppies through the Royal British Legion. In preparation for this year's remembrance commemorations, an application to display the poppies on the lampposts is in the process of being submitted to the District Council.

8.4 Armed Forces Day

- (a)** The Town Council's Civic Team raised the Armed Forces Day flag as part of a ceremony at Sutton Road War Memorial on Saturday 27 June 2026.
- (b)** The flag remained in place for the duration of the week to thank and recognise serving personnel, reservists, and veterans who contribute to the protection of the UK's peace and prosperity.

9. Hurdis House

9.1 Unfortunately, following a recently accepted offer on Hurdis House, the sale has now fallen through. The estate agent continues to advertise the property, and officers will bring back a set of proposals for next steps to the October Full Council meeting.

9.2 Officers continue to inspect the building while it remains unoccupied.

10. Martello Café

10.1 A review and inspection of the decking under the outside seating area at Martello Café has been undertaken, with urgent minor repair works required in several areas for health and safety reasons. These works will be completed shortly.

10.2 Officers will, in due course, be obtaining quotations for the decking's replacement with more suitable and durable materials. This will be considered as part of the 2027 - 2028 budget setting process.

11. Martello Tower

11.1 The analysis of the slab over the museum has been undertaken. The report is highly complex and technical and identifies a number of issues with the slab that require further investigation. Officers will arrange for a structural engineer to undertake a more detailed assessment in the autumn. In the

interim, following advice from the report, officers will be undertaking weekly inspections of the slabs for visible signs of deterioration.

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

12.1 Jon Freeman Memorial Bench

The bench, agreed by Full Council as an exception, has now been installed and is in place. Payment arrangements are being finalised.

13. Old Town Hall

13.1 The fireplace was showing signs of dampness, which is believed to be due to inadequate ventilation. A passive vent will therefore be installed in the lower area to improve natural airflow and reduce the likelihood of condensation.

13.2 The investigations into insulation at the Old Town Hall, aimed at improving the building's thermal performance and helping to retain heat, will now be considered alongside the Energy Performance Certificate (EPC) assessment currently being undertaken and the forthcoming energy audit.

13.3 This forms part of a wider review of the Town Council assets, using the EPC findings and recommendations to identify and prioritise future energy efficiency improvements and investment for any future works.

14. Policies

14.1 There are no specific updates for this meeting.

15. Public Toilets

15.1 Martello Toilets

- (a)** All toilets have remained open during the 2026 peak season.
- (b)** Additional summer facilities have been installed directly opposite the Martello toilets, including 4 Portaloo's and 1 urinal, with signage directing the public to these facilities.
- (c)** Cleaning schedules have been increased at this site over the summer holidays to three times a day, with no issues reported.
- (d)** The transition to the new cleaning services company has been smooth, with no missed cleans known to date.
- (e)** Campervans continue to cause blockages through the irresponsible disposal of waste, which has been reported to the Police with investigations ongoing. The Town Council's Maintenance Officer continues to undertake the majority of repairs, including clearing

blockages. Since having a dedicated Maintenance Officer, repair and resolution times have improved significantly.

15.2 Salts Toilets

15.3 Officers have obtained quotes for the installation of new metal gates at the main entrance to the facilities. Quotes have been received and are currently under review.

15.4 The Salts Toilets continue to experience regular vandalism. The Town Council has issued a public statement highlighting this anti-social behaviour and the impact this is having on both service provision and Town Council resources. The statement is available to view on the [Town Council's website](#). Officers continue to report incidents to the Police and are aware that the Police carry out impromptu site visits as a deterrent.

15.5 At the recent Golf, Open Spaces & Climate Action Committee, the Committee discussed other incidences of anti-social behaviour and the need for this to be looked at holistically if this is increasing across the town. Officers will continue to work with the Police and other relevant partners and stakeholders to identify the best way forward with this.

15.6 South Street Toilets

The ladies' main entrance door has been badly vandalised, leaving it unable to be securely locked overnight. Repairs are currently underway and are expected to be completed by the time of this meeting.

15.7 Eco Toilets

- (a) The bi-weekly emptying schedule during the peak summer season is working well and will return to an as-needed basis from mid-September.
- (b) The Town Council's Maintenance Officer continues to address minor issues, including door realignment.
- (c) The concession team located at South Hill Barn are responsible for locking the facilities each evening, with no issues reported to date.

15.8 Changing Places Facility

- (a) The Changing Places equipment within the facility has been fully serviced, with no issues reported.
- (b) An issue has however been identified with the maglock, which is preventing access via an access code meaning access can only be

gained via a radar key. Due to the recent prolonged hot weather however, the door appears to have become misaligned, preventing access via radar key, so officers have asked the door fitter to revisit and adjust the door to resolve this. Until these works are undertaken, the facilities will unfortunately have to remain closed.

15.9 Toilet Cleaning Tender

- (a) The transition to the new cleaning service company has now been completed successfully. The changeover was very smooth, and during the busy summer peak season there have been minimal complaints.
- (b) Importantly, none of the complaints received have related to cleaning standards; they have instead referenced the facilities themselves, such as drainage and ventilation.
- (c) Officers are holding bi-weekly alignment meetings with the contractor, and a positive working relationship is developing.
- (d) Access for cleaners to the golf clubhouse outside of opening hours has been slightly delayed while security keys are being ordered and the required fire and alarm training is completed. In the meantime, cleaning is being carried out during opening hours, generally later in the afternoon when there are fewer members on site. No complaints have been received regarding this arrangement, and positive feedback has been received regarding the introduction of regular cleaning at this important asset.

16. Sponsorship

16.1 There are no specific updates for this meeting.

17. Tennis Courts

17.1 There are no specific updates for this meeting.

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

18.1 Big Belly Bin Trial

- (a) The Big Belly Bin trial is progressing well, with Lewes District Council now managing daily emptying, including weekends.
- (b) An additional Saturday and Sunday afternoon collection has also been introduced through a separate contractor.

- (c) Contractors report a significant reduction in litter scattered along the promenade and much quicker emptying times due to the closed-style design.
- (d) The compaction function is also proving particularly effective in managing large volumes of food waste, including fish and chip boxes and other takeaway packaging.
- (e) However, large numbers of household size rubbish bags continue to be left beside bins, and particularly around Martello Fields and other areas without litter bins. General littering has increased during this season. Signage to each bin has been installed, but this has had limited impact to date.
- (f) Feedback from waste contractors and voluntary litter-picking groups supports the closed-bin approach. Officers are revisiting the use of larger Eurobins during peak season only for bulk waste, alongside budget provision, for twice-daily bag sweep collections.
- (g) Officers are also reviewing alternative larger bins recently installed by Lewes District Council at West Quay, Newhaven, currently awaiting the full specification and any additional recommendations.

18.2 South Hill Barn Bins

Four new bins have been installed at South Hill Barn for the summer.

Immediately after installation, large amounts of litter and rubbish bags have been left on a daily basis, increasing emptying and litter picking costs. However, there has been less reports of excessive littering in the surrounding area

19. The Crypt

19.1 The Crypt floor has some minor deterioration around the perimeter, likely due to age and general wear and tear. This does not currently constitute a significant hazard, but the condition will continue to be monitored.

19.2 The Crypt also experiences condensation, particularly during the winter months. A building surveyor's report recommends the installation of mechanical extract ventilation would help improve airflow and reduce condensation. This will be considered as part of future maintenance planning.

20. The View

- 20.1** Works have been completed and full redecoration of the downstairs changing rooms at The View (the area retained by the Town Council) have now been finished.
- 20.2** Further work is required for the mechanical ventilation system; however, this has currently been put on hold while negotiations continue with the tenant regarding the sharing of the associated costs.
- 20.3** The boiler is now operational and running at the required temperature, able to provide the necessary heating within the venue. Officers are investigating the viability of the underfloor heating system and will review its use as part of the upcoming energy audit.

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

21.1 Bönningstedt Wall

The entrance gates have now been repaired and can be opened with ease.

21.2 Christmas Lights

There are no specific updates for this meeting.

21.3 Promenade Lighting

There are no specific updates for this meeting.

21.4 Promenade Shelters

Officers have been working with the Community Service Team, who will be attending the seafront shelters at the beginning of September to carry out the required works. The necessary materials have already been purchased.

21.5 Graffiti Vandalism

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

22. Assets & Facilities – Strategic Programme Update

- 22.1** The Committee will be aware there are six strategies detailed within the Strategic Programme 2025 – 2027 that Assets & Facilities (A&F) Committee has oversight of. Whilst the formal RAG ratings are evaluated at each quarterly Full Council meeting, officers aim to provide the

Committee with an update on the A&F specific strategies and goals as part of this update.

- 22.2** The Town Council's Strategic Programme 2025 – 2027 is available to view on the [Town Council's website](#).
- 22.3** Strategy 1.1 - Concession, License, Lease Management – *see separate report elsewhere on this agenda.*
- 22.4** Strategy 1.3, Goal A – Refresh Heritage Board Signage – there is no further update for this meeting.
- 22.5** Strategy 1.3, Goal B – Undertake signage audit across STC sites – Officers are developing final designs for a signage suite, these will be shared with councillors prior to roll out.
- 22.6** Strategy 2.1 - Evidence Base for new Community Centre – the consultation has now concluded, however, due to other areas of work developing, this work has now been paused.
- 22.7** Strategy 2.3, Goal A – Work to acquire appropriate LDC assets –
- (a)** In spring 2026, the Town Council nominated a number of sites for transfer of ownership from Lewes District Council, through a process known as Local Control Transfer.
 - (b)** Two of the sites have been ruled out – Buckle Car Park (as all car parks within the district are being retained for transfer to the new unitary authority) and the Walmer Road Recreation Ground (as this site forms part of the District Council's Housing Revenue Account and therefore is excluded from transfer). Officers are liaising with the District Council on the other nominated sites (Mercread Youth Centre, Flint Barn on Sutton Road, Chalvington Recreation Ground, the Old Brickfield Site, Valley Dip Play Area, Land at Alfriston Road and Last Woods, Buckle Toilets, and Place Lane Toilets), However the Government's announcement on 7 September that Local Government Reorganisation is being placed on pause means it is unclear at the time of writing whether the Local Transfer Control agenda will continue as planned, be placed on pause, or scrapped altogether.
 - (c)** Officers have written to tenants/lessees of the above nominated sites to inform them of the nomination and open a communication channel, should they have any queries for the Town Council.

- (d) If the process continues, a full due diligence process would be required before the final decision is made by both parties on whether to transfer any of the assets.
- (e) The largest unknown at this stage is timescales for the above. The Government's original announcement confirming that East Sussex would undergo Local Government Reorganisation from April 2028 created a greater sense of urgency, as this would have seen legislative restrictions on asset transfers from early 2027. Clearly, the pause on the whole process now means that officers are unaware of planned timeframes.
- (f) A further update will be presented to Full Council in October 2026 of all information that officers have been able to obtain by that meeting.

22.8 Strategy 2.3, Goal B – Reach a final decision on future of Hurdis House - then action decision - see section 9 above (*Hurdis House*).

22.9 Strategy 2.3, Goal C – Devise plan for future office location of Town Council (including the option to remain at Church Street, if appropriate) – this Committee considered an exempt report on this matter at its extraordinary meeting on 17 August 2026. Officers are progressing this as per the Committee's resolutions.

22.10 Strategy 3.2, Goal A – Review and run tender for toilet cleaning and maintenance – completed. See section 15.6 above (*Toilet Cleaning Tender*).

22.11 Strategy 3.2, Goal D - Establish viability of the reinstatement of public toilet at The Crouch – see separate report elsewhere on this agenda.

22.12 Strategy 3.3 - Seafront Bin Provision – see section 18 above (*street furniture*).

23. Financial Appraisal

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



Seaford Town Council

Report Number:	85/26
Agenda Item Number:	5
Meeting:	Assets & Facilities
Date:	24 September 2026
Title:	Assets & Facilities Income and Expenditure Report for the period of 1 April - 31 July 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 July 2026
Contact Officer:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer Authored by: Lucy Clark, Finance Manager
Supporting Documents:	Appendix A – Income & Expenditure Figures 1 April to 31 July 2026 Appendix B – Significant Financial Variance Details

Officer Recommendations

1. To note the contents of the report.

1. Income & Expenditure Information

- 1.1** Attached at **Appendix A** is the detailed income and expenditure report for the period of 1 April to 31 July 2026 for the Assets & Facilities Committee, compared against the approved annual budget.
- 1.2** Details of the significant variances are attached at **Appendix B**.
- 1.3** Income currently stands at £151,989, representing 62.5% of the annual income budget. This continues to be primarily derive from beach hut annual rents and site licences, along with concession income.
- 1.4** The Beach Huts income budget is currently 91.7% achieved, with income of £50,521 against an annual budget of £55,114. As reported previously, this

reflects the annual beach hut rents and site licence fees having been invoiced and collected at the beginning of the financial year. Seasonal beach hut income has increased from £4,525 at the end of May to £7,204 at the end of July, against an annual budget of £12,000. Bookings remain open until shortly before the huts are dismantled in mid-September and therefore further income is expected; however, it is currently anticipated that the full annual income budget may not quite be achieved.

- 1.5** Concessions & Street Trading income currently stands at £62,395 against an annual budget of £114,750 (54.4%). As previously reported, concession agreements operate under a range of payment schedules, including monthly, quarterly and seasonal arrangements, and therefore income will continue to be received throughout the financial year. Income from the Marine Parade and Bönningstedt Promenade concessions is expected to exceed the respective annual budgets, as the budgets were set prior to the new concession contracts being awarded and the final contract values being known.
- 1.6** Expenditure currently stands at £104,940, representing 32.3% of the annual expenditure budget. Whilst a number of individual budget headings show high percentages at this stage of the year, this continues to be partly due to annual charges, such as insurance, being invoiced and paid in full at the start of the financial year. The more significant areas to note are The View, Martello Tower, CCTV, and Hurdis House.
- 1.7** Within The View, expenditure currently stands at £11,294 against an annual budget of £18,275 (61.8%). Building maintenance expenditure is currently £4,515 against an annual budget of £5,000 (90.3%). This includes expenditure relating to the annual servicing of the air conditioning and extractor fan units, together with other building maintenance costs. As further routine repairs and maintenance are likely to be required during the remainder of the financial year, this budget heading will continue to be monitored.
- 1.8** The Martello Tower cost centre currently shows expenditure of £9,807 against an annual budget of £4,805 (204.1%). As reported previously, a £6,000 contribution was received from the Seaford Museum & Heritage Society towards specific maintenance works. The associated building

maintenance expenditure has now been incurred, with £5,780 charged against the £1,000 annual building maintenance budget. The contribution received therefore offsets the additional expenditure associated with these works.

- 1.9** CCTV expenditure currently stands at £6,724 against an annual budget of £10,086 (66.7%). Electricity expenditure is currently £3,353 against an annual budget of £4,969 (67.5%). Following receipt and review of the electricity invoices, there appears to have been a change in the charging arrangements from around August 2025, which coincides with a significant increase in costs. Officers are investigating the reason for the change in charges and whether the current charges are correct. CCTV maintenance expenditure currently stands at £3,255 against an annual budget of £5,000 (65.1%). This includes monthly maintenance fees, an annual fee and a one-off cost for the installation of BNC connectors to the office.
- 1.10** Premises – Hurdis House currently shows expenditure of £17,573 against an annual budget of £3,072. As reported previously, this position is primarily due to business rates and utility costs associated with the building remaining vacant. At the time the budget was prepared, the level of future business rates liability could not be accurately determined due to uncertainty regarding the Town Council's longer-term plans for the property. These ongoing property costs have resulted in expenditure exceeding the approved budget.

2. Financial Appraisal

- 2.1** This report represents the income and expenditure figures from 1 April 2026 to 31 July 2026.
- 2.2** Overall income currently stands at £151,989, representing 62.5% of the annual budget.
- 2.3** Overall expenditure currently stands at £104,940, representing 32.3% of the annual budget.
- 2.4** The financial position will continue to be monitored as the financial year progresses, with any significant emerging variances reported to the Committee.

28/08/2026

Seaford Town Council 2026/2027 Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report

Assets and Facilities

103 The View

1050	Income Rent	0	30,000	60,000	30,000			50.0%	
1093	Income Rates	653	2,611	8,212	5,601			31.8%	

The View :- Income	653	32,611	68,212	35,601			47.8%	0
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4051	Rates	853	2,811	8,212	5,401	5,401		34.2%	
4115	Insurance	0	3,407	3,255	(152)	(152)		104.7%	
4261	General Maintenance	0	25	1,000	975	975		2.5%	
4270	Vehicles & Equipment Maint	41	82	0	(82)	(82)		0.0%	
4275	Building Maintenance	839	4,515	5,000	485	485		90.3%	
4276	Maintenance - CCTV	0	71	0	(71)	(71)		0.0%	
4279	Fire & Security	204	383	808	425	425		47.4%	

The View :- Indirect Expenditure	1,937	11,294	18,275	6,981	0	6,981	61.8%	0
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Net Income over Expenditure	(1,284)	21,317	49,937	28,620
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104 The View Capital Costs

4301	Public Works Loan Payment	0	17,103	105,000	87,897	87,897		16.3%	
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The View Capital Costs :- Indirect Expenditure	0	17,103	105,000	87,897	0	87,897	16.3%	0
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Net Expenditure	0	(17,103)	(105,000)	(87,897)
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109 Memorials

4052	Water & Sewerage	0	(1)	163	164	164		(0.6%)	
4115	Insurance	0	280	282	2	2		99.3%	
4204	War Memorial (Sutton Road)	0	0	400	400	400		0.0%	
4250	Memorial Bench	0	935	1,000	65	65		93.5%	
4254	Martello Entertainments Area	0	800	0	(800)	(800)		0.0%	800
4255	The Shoal Maintenance	0	0	500	500	500		0.0%	

Memorials :- Indirect Expenditure	0	2,014	2,345	331	0	331	85.9%	800
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Net Expenditure	0	(2,014)	(2,345)	(331)
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6000	plus Transfer from EMR	0	800	0	(800)
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Movement to/(from) Gen Reserve	0	(1,214)	(2,345)	(1,131)
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113 Crypt

1057	Income Electricity Recharge	85	242	917	675			26.3%	
1058	Income Water Recharge	54	54	395	341			13.7%	
1063	Income Gas Recharge	17	167	679	512			24.6%	

Crypt :- Income	156	462	1,991	1,529			23.2%	0
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Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	54	54	395	341		341	13.7%	
4055 Electricity	85	242	917	675		675	26.3%	
4056 Gas	17	167	679	512		512	24.6%	
4115 Insurance	0	358	338	(20)		(20)	105.9%	
4261 General Maintenance	0	25	0	(25)		(25)	0.0%	
4275 Building Maintenance	1,313	1,342	0	(1,342)		(1,342)	0.0%	
4279 Fire & Security	331	411	300	(111)		(111)	137.0%	
Crypt :- Indirect Expenditure	1,800	2,599	2,629	30	0	30	98.8%	0
Net Income over Expenditure	(1,643)	(2,136)	(638)	1,498				
114 Public Toilets								
4115 Insurance	0	690	664	(26)		(26)	103.9%	
4203 Public Toilet Cleaning	2,937	14,447	45,000	30,553		30,553	32.1%	
4275 Building Maintenance	234	703	6,500	5,797		5,797	10.8%	
4502 Toilet Hire	924	924	10,000	9,076		9,076	9.2%	
Public Toilets :- Indirect Expenditure	4,094	16,764	62,164	45,400	0	45,400	27.0%	0
Net Expenditure	(4,094)	(16,764)	(62,164)	(45,400)				
115 Martello Tower								
1091 Income Building Maintenance	0	6,000	0	(6,000)			0.0%	
Martello Tower :- Income	0	6,000	0	(6,000)				0
4115 Insurance	0	4,027	3,805	(222)		(222)	105.8%	
4275 Building Maintenance	5,780	5,780	1,000	(4,780)		(4,780)	578.0%	
Martello Tower :- Indirect Expenditure	5,780	9,807	4,805	(5,002)	0	(5,002)	204.1%	0
Net Income over Expenditure	(5,780)	(3,807)	(4,805)	(998)				
118 Beach Huts								
1054 Income Other	239	856	0	(856)			0.0%	
1057 Income Electricity Recharge	0	0	43	43			0.0%	
1058 Income Water Recharge	0	0	609	609			0.0%	
1060 Beach Huts Site Licence	0	30,107	30,107	0			100.0%	
1061 Beach Hut Annual Rent	0	12,355	12,355	0			100.0%	
1094 Income Seasonal Beach Huts	1,155	7,204	12,000	4,796			60.0%	
Beach Huts :- Income	1,394	50,521	55,114	4,593			91.7%	0
4051 Rates	490	1,922	5,309	3,387		3,387	36.2%	
4052 Water & Sewerage	0	170	1,218	1,048		1,048	13.9%	
4055 Electricity	26	76	311	235		235	24.6%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	709	719	10		10	98.6%	
4156 Bank Charges	33	145	11	(134)		(134)	1315.9%	
4258 Seasonal Beach Hut Revenue Exp	689	5,934	9,269	3,335		3,335	64.0%	
4275 Building Maintenance	0	689	30,812	30,123		30,123	2.2%	
4502 Toilet Hire	250	633	1,510	877		877	41.9%	
Beach Huts :- Indirect Expenditure	1,489	10,279	49,159	38,880	0	38,880	20.9%	0
Net Income over Expenditure	(95)	40,242	5,955	(34,287)				
121 Seaford in Bloom								
1025 Income Sponsorship	0	0	500	500			0.0%	
Seaford in Bloom :- Income	0	0	500	500			0.0%	0
4402 Seaford in Bloom	1,640	1,640	9,840	8,200		8,200	16.7%	
Seaford in Bloom :- Indirect Expenditure	1,640	1,640	9,840	8,200	0	8,200	16.7%	0
Net Income over Expenditure	(1,640)	(1,640)	(9,340)	(7,700)				
130 Other Recreation								
4410 Swimming Pool	0	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
134 CCTV								
4055 Electricity	648	3,353	4,969	1,616		1,616	67.5%	
4115 Insurance	0	116	117	1		1	99.2%	
4276 Maintenance - CCTV	397	3,255	5,000	1,745		1,745	65.1%	
CCTV :- Indirect Expenditure	1,045	6,724	10,086	3,362	0	3,362	66.7%	0
Net Expenditure	(1,045)	(6,724)	(10,086)	(3,362)				
135 Events								
1075 Income Christmas Event	0	0	2,750	2,750			0.0%	
Events :- Income	0	0	2,750	2,750			0.0%	0
4115 Insurance	0	71	71	(0)		(0)	100.1%	
4195 Events Expenditure	0	0	1,500	1,500		1,500	0.0%	
4273 Christmas Lights	0	0	12,000	12,000		12,000	0.0%	
4281 Christmas Event Expenses	0	0	10,000	10,000		10,000	0.0%	
4282 Armed Forces Day Expenditure	0	0	500	500		500	0.0%	
Events :- Indirect Expenditure	0	71	24,071	24,000	0	24,000	0.3%	0
Net Income over Expenditure	0	(71)	(21,321)	(21,250)				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Lifeguard Hut								
4115 Insurance	0	54	54	(0)		(0)	100.2%	
Lifeguard Hut :- Indirect Expenditure	0	54	54	(0)	0	(0)	100.2%	0
Net Expenditure	0	(54)	(54)	0				
145 Concessions & Street Trading								
1024 Salts Cafe Concession	0	12,750	25,500	12,750			50.0%	
1026 South Hill Barn Concession	0	2,700	5,400	2,700			50.0%	
1027 Splash Point Concession	985	4,926	6,896	1,970			71.4%	
1028 Martello Cafe Concession	1,309	6,508	15,710	9,202			41.4%	
1029 West View Kiosk Concession	0	4,295	8,590	4,295			50.0%	
1031 Dane Road Concession	0	5,500	11,000	5,500			50.0%	
1032 Marine Parade Concession	0	13,250	21,500	8,250			61.6%	
1033 Bonningstedt Prom Concession	0	5,400	8,400	3,000			64.3%	
1034 Bonningstedt Steps Concession	0	3,429	4,000	571			85.7%	
1035 Old Town Hall Concession	236	1,171	2,826	1,655			41.4%	
1036 West View Beach Hut Concession	167	667	0	(667)			0.0%	
1057 Income Electricity Recharge	402	1,244	3,487	2,243			35.7%	
1058 Income Water Recharge	142	67	952	885			7.1%	
1083 Income Street Market	0	489	489	0			100.0%	
Concessions & Street Trading :- Income	3,241	62,395	114,750	52,355			54.4%	0
4052 Water & Sewerage	142	67	1,289	1,222		1,222	5.2%	
4055 Electricity	402	1,244	4,743	3,499		3,499	26.2%	
4115 Insurance	0	568	570	2		2	99.7%	
4275 Building Maintenance	810	992	10,000	9,008		9,008	9.9%	
Concessions & Street Trading :- Indirect Expenditure	1,354	2,872	16,602	13,730	0	13,730	17.3%	0
Net Income over Expenditure	1,887	59,523	98,148	38,625				
146 Martello Changing Places								
4055 Electricity	0	53	278	225		225	19.1%	
4115 Insurance	0	112	119	7		7	94.1%	
4270 Vehicles & Equipment Maint	0	494	0	(494)		(494)	0.0%	
4275 Building Maintenance	427	3,228	3,000	(228)		(228)	107.6%	
Martello Changing Places :- Indirect Expenditure	427	3,886	3,397	(489)	0	(489)	114.4%	0
Net Expenditure	(427)	(3,886)	(3,397)	489				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Premises - Hurdis House</u>								
4051 Rates	791	11,352	0	(11,352)		(11,352)	0.0%	
4055 Electricity	109	2,108	0	(2,108)		(2,108)	0.0%	
4056 Gas	822	822	0	(822)		(822)	0.0%	
4115 Insurance	0	3,292	572	(2,720)		(2,720)	575.5%	
4155 Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4275 Building Maintenance	0	0	500	500		500	0.0%	
Premises - Hurdis House :- Indirect Expenditure	<u>1,721</u>	<u>17,573</u>	<u>3,072</u>	<u>(14,501)</u>	<u>0</u>	<u>(14,501)</u>	<u>572.0%</u>	<u>0</u>
Net Expenditure	<u>(1,721)</u>	<u>(17,573)</u>	<u>(3,072)</u>	<u>14,501</u>				
<u>225 Projects Pool - A&F</u>								
4274 Projects Expenditure	0	0	2,500	2,500		2,500	0.0%	
4436 New Bin Provision	2,141	2,141	0	(2,141)		(2,141)	0.0%	2,141
Projects Pool - A&F :- Indirect Expenditure	<u>2,141</u>	<u>2,141</u>	<u>2,500</u>	<u>359</u>	<u>0</u>	<u>359</u>	<u>85.6%</u>	<u>2,141</u>
Net Expenditure	<u>(2,141)</u>	<u>(2,141)</u>	<u>(2,500)</u>	<u>(359)</u>				
6000 plus Transfer from EMR	2,141	2,141	0	(2,141)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<u>301 Planning & Highways</u>								
4263 Bus Shelter Maintenance/Clean	60	120	1,000	880		880	12.0%	
Planning & Highways :- Indirect Expenditure	<u>60</u>	<u>120</u>	<u>1,000</u>	<u>880</u>	<u>0</u>	<u>880</u>	<u>12.0%</u>	<u>0</u>
Net Expenditure	<u>(60)</u>	<u>(120)</u>	<u>(1,000)</u>	<u>(880)</u>				
Assets and Facilities :- Income	5,444	151,989	243,317	91,328			62.5%	
Expenditure	23,488	104,940	324,999	220,059	0	220,059	32.3%	
Net Income over Expenditure	<u>(18,045)</u>	<u>47,050</u>	<u>(81,682)</u>	<u>(128,732)</u>				
plus Transfer from EMR	2,141	2,941	0	(2,941)				
Movement to/(from) Gen Reserve	<u>(15,903)</u>	<u>49,991</u>	<u>(81,682)</u>	<u>(131,673)</u>				
Grand Totals:- Income	5,444	151,989	243,317	91,328			62.5%	
Expenditure	23,488	104,940	324,999	220,059	0	220,059	32.3%	
Net Income over Expenditure	<u>(18,045)</u>	<u>47,050</u>	<u>(81,682)</u>	<u>(128,732)</u>				
plus Transfer from EMR	2,141	2,941	0	(2,941)				
Movement to/(from) Gen Reserve	<u>(15,903)</u>	<u>49,991</u>	<u>(81,682)</u>	<u>(131,673)</u>				

Assets & Facilities 2026 - 2027

1000 Codes = Income
4000 Codes = Expenditure

Financial Variance Report for Assets & Facilities			
		2 July 2026 (Report 38-26)	24 September 2026 (Report 85-26)
103	The View		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
4270	Vehicles & Equipment Maintenance	The unbudgeted expenditure relates to replacement batteries for the defibrillator located at The View	As previously reported.
4275	Building Maintenance	The expenditure relates primarily to the annual servicing of the air conditioning and extractor fan units at The View. As these costs are incurred annually and invoiced early in the financial year, expenditure appears higher than might otherwise be expected at this stage	Expenditure is currently at 90.3% of the annual budget. This includes the annual servicing of the air conditioning and extractor fan units, together with a number of additional building maintenance costs including boiler and air conditioning repairs, fire exit door repairs, the Energy Performance Certificate and annual inspection of the roof safety system. Further routine repairs and maintenance costs are expected during the remainder of the financial year and the budget is therefore likely to be exceeded. Officers are currently reviewing whether any of these costs may appropriately be met from The View Transfer EMR.
4276	CCTV	The expenditure relates to the annual maintenance of the CCTV system. As no budget provision was included within this budget heading, the expenditure has resulted in a small overspend.	As previously reported.
109	Memorials		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year.	As previously reported.
4250	Memorial Bench		The cost within this account will be fully covered by the corresponding recharge invoice, which will be reflected in the August accounts.
4254	Martello Entertainment Area	The unbudgeted expenditure relates to a further plaque refund being issued but which will be covered by the Martello Memorial Refund EMR.	The cost within this account will be fully covered by the corresponding recharge invoice, which will be reflected in the August accounts.
113	The Crypt		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
4261	General Maintenance	The expenditure relates to the removal of an old humidifier. As no budget provision was included within this budget heading, the expenditure has resulted in a small overspend.	As previously reported.
4275	Building Maintenance	No budget provision was allocated to this account code for 2026/27 as underspends from previous years had been transferred to the Building Maintenance Earmarked Reserve for future maintenance works. This reduced the requirement for a revenue budget and helped minimise the precept requirement for the current financial year.	As previously reported, no budget provision was allocated to this account code for 2026/27 as underspends from previous years had been transferred to the Building Maintenance EMR for future maintenance works. Expenditure has now been incurred for Energy Performance Certificates (EPCs) for the Crypt, which can be met from the Building Maintenance EMR.
4279	Fire & Security		Expenditure is currently above the annual budget due to additional fire and security works, including the replacement of a self-actuating bell and interlinkable devices, alongside the routine annual servicing and alarm costs. These additional works were not anticipated when the budget was set.
114	Public Toilets		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
115	Martello Tower		
1091	Income Building Maintenance	This income relates to a contribution from the Seaford Museum and Heritage Society towards specific maintenance works due to be carried out later in the financial year. The associated expenditure is expected to exceed the approved budget provision and this contribution will help offset that overspend.	The contribution received from the Seaford Museum and Heritage Society relates specifically to survey works at the Martello Tower, rather than general maintenance works as previously reported. The survey works have now been undertaken and, whilst the associated expenditure exceeds the approved budget provision, this is offset by the contribution received towards the cost of the works.
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
4275	Building Maintenance		The overspend has been offset by the contribution as explained above.
118	Beach Huts		
1054	Income Other	The unbudgeted income relates to admin fees received following the sale of beach huts.	As previously reported.
1060	Beach Hut Site Licence		Beach hut site licence fees are invoiced annually in advance, therefore the full annual income is received at the beginning of the financial year.
1061	Beach Hut Annual Rent		Beach hut annual rental income is invoiced annually in advance, therefore the full annual income is received at the beginning of the financial year.
1094	Income Seasonal Beach Huts	Income currently stands at £4,525 against an annual budget of £12,000. From 2026, seasonal beach hut bookings have been managed through a new online booking system available via the Council's website. Bookings remain open until shortly before the season ends in mid-September, when the huts are dismantled, and therefore further income is expected to be generated throughout the remainder of the season.	Income has increased to £7,204 against an annual budget of £12,000 as bookings have continued throughout the summer season. Bookings remain open until shortly before the huts are dismantled in mid-September and therefore further income is expected. However, given the limited period of the season remaining, it is currently anticipated that the full annual income budget may not be achieved.
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
4156	Bank Charges	The bank charges budget was based on the charges incurred under the previous booking system. Following the introduction of the Council's new online booking system, transaction charges are now being incurred on each booking. Expenditure currently stands at £67 against an annual budget of £11 and, based on current booking levels, is forecast to reach approximately £170 by the end of the season.	Expenditure has increased to £145 against an annual budget of £11, reflecting the transaction charges associated with the new online booking system. This remains broadly in line with the previously forecast seasonal cost of approximately £170, with further charges expected as bookings continue until mid-September.
4258	Seasonal Beach Hut Expenditure		Expenditure currently stands at 64% of the annual budget. As the beach huts operate on a seasonal basis, the majority of expenditure is incurred during the summer months, with further costs expected until the end of the season in mid-September.
134	CCTV		
4055	Electricity	The negative expenditure relates to a 2025/26 year-end accrual. The balance will be offset once the associated invoice is received and processed during the current financial year.	Expenditure is currently at 67.5% of the annual budget. No invoices had been received from EDF since June 2025 despite repeated attempts by officers to obtain them, with the outstanding invoices eventually received in June 2026. The budget provision and year-end accrual had therefore been based on the previous quarterly charges, which averaged approximately £1,185. On receipt of the outstanding invoices, it became apparent that charges from July 2025 had increased significantly to approximately £600-£700 per month. Officers are continuing to investigate the reason for the increased charges and whether a more suitable tariff or contract is available, as the current level of expenditure is likely to result in the annual budget being exceeded.

		2 July 2026 (Report 38-26)	24 September 2026 (Report 85-26)
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year.	As previously reported.
4676	Maintenance - CCTV		CCTV maintenance expenditure is currently at 65.1% of the annual budget as the majority of the annual maintenance costs have already been invoiced. Only a further £450 is expected during the remainder of the year and expenditure is therefore expected to remain within budget.
135	Events		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year.	As previously reported.
4282	Armed Forces Day		Armed Forces Day was marked with a flag raising ceremony and small gathering at Seaford War Memorial, which was managed in-house and incurred no additional costs. The £500 budget therefore remains unspent and, as previously agreed, the underspend will be earmarked at year end for future Armed Forces Day requirements.
140	Lifeguard Hut		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year.	As previously reported.
145	Concessions & Street Trading		
1024	Salts Café Concession	Invoices are being invoiced quarterly over the year.	As previously reported.
1026	South Hill Barn Concession	Invoices are being invoiced quarterly over the year.	As previously reported.
1027	Splash Point Concession	The income received appears higher than expected at this stage in the year as invoicing is spread across a 7-month period, rather than evenly throughout the year.	As previously reported.
1028	Martello Café Concession	Invoices are being invoiced quarterly over the year.	Martello Café concession income is invoiced monthly rather than quarterly as previously reported. As the invoices are raised one month in advance, this accounts for 41.4% of the annual income budget having been received at the end of July.
1029	West View Kiosk Concession	Invoices are being invoiced quarterly over the year.	Invoices are being invoiced quarterly over the year.
1031	Dane Road Concession	Invoices are being invoiced quarterly over the year.	Invoices are being invoiced quarterly over the year.
1032	Marine Parade Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported, the income budget was set prior to the concession contract being awarded. The successful contract provides annual income of £26,500 for 26/27, payable quarterly, with 50% of the annual income received to date.
1033	Bonningstedt Prom Concession	Income is invoiced quarterly throughout the financial year. The higher-than-expected percentage of budget achieved to date reflects the fact that the annual budget was based on the Year 1 licence fee, whereas the 2026/27 income is being received at the higher Year 2 fee specified within the agreement.	As previously reported.
1034	Bonningstedt Steps Concession	Income is invoiced in three instalments throughout the season (April to September), with two equal instalments followed by a final balancing payment. This approach ensures that the Council remains in receipt of concession income in advance of the trading period.	As previously reported.
1035	Old Town Hall Concession	Invoices are being invoiced quarterly over the year.	The Old Town Hall concession income is invoiced monthly rather than quarterly as previously reported. As the invoices are raised one month in advance, this accounts for 41.4% of the annual income budget having been received at the end of July.
1036	West View Beach Hut Concession	No income budget was included for this concession as it was uncertain whether suitable tenders would be received for the four West View Beach Hut concession opportunities. One suitable tender was subsequently received and awarded, resulting in an unbudgeted income stream which is received monthly in advance.	As previously reported. The annual income for this concession hut is expected to be £779.
1058	Income Water Recharge	The negative income relates to a 2025/26 year-end accrual. The balance will be offset once the associated recharge is invoiced during the current financial year.	As previously reported, the associated invoice was invoiced and has offset the negative balance.
1083	Income Street Market	This has been fully invoiced for the year.	As previously reported.
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year.	As previously reported.
146	Martello Changing Places		
4115	Insurance	The annual insurance premium has been paid in full at the start of the financial year. The actual premium was slightly different to the budget provision.	As previously reported.
4275	Building Maintenance	The expenditure relates to repairs to the entrance door of the Changing Places facility, which had remained out of service for several months and prevented the facility from reopening. The repair has now been completed and the facility is operational. Any future significant maintenance requirements can be funded from the Building Maintenance Earmarked Reserve.	The budget has been overspent due to additional repairs required to the water heater. As previously reported, additional funds can be used from the Building Maintenance EMR.
206	Hurdis House		
4051	Rates	The expenditure relates to both backdated and current year business rates liabilities following the previous tenant vacating the property in December 2024. The Council remains liable for business rates whilst the building remains vacant. As no budget provision was included for these costs, expenditure has resulted in the approved budget provision for this cost centre being exceeded.	As previously reported.
4055	Electricity	The expenditure primarily relates to backdated electricity charges arising following the previous tenant vacating the property in December 2024. As no budget provision was included for these costs, expenditure has contributed to the approved budget provision within this cost centre being exceeded.	As previously reported.
4056	Gas		The expenditure primarily relates to backdated electricity charges arising following the previous tenant vacating the property in December 2024. As no budget provision was included for these costs, expenditure has contributed to the approved budget provision within this cost centre being exceeded.
4115	Insurance	Insurance costs exceed budget due to the building remaining vacant. Vacant properties attract higher insurance premiums than occupied buildings, resulting in expenditure exceeding the original budget provision.	As previously reported.



Seaford Town Council

Report Number:	86/26
Agenda Item Number:	6
Meeting:	Assets and Facilities
Date:	24 September 2026
Title:	Recommendations from the A&F Concessions Working Group
Strategy Programme Ref:	1.1
Purpose of Report:	To bring recommendations from the A&F Concessions Working Group to the Assets & Facilities Committee for consideration
Contact Officers:	Peter Cousin, Head of Place, and Steve Quayle, Town Clerk
Supporting Documents:	N/A

Recommendations from Working Group

Recommendations A – E = recommendations for this Committee to make to Full Council

Recommendations F – H = to be determined by this Committee **but** are subject to Full Council's approval of the above recommendation A

Recommendations I = to be determined by this Committee **but** is subject to Full Council's approval of the above recommendation B

Recommendations J – O = to be determined by this Committee

- A. To recommend to Full Council for delegated authority to be granted to the Assets & Facilities Committee to agree the location of concessions.
- B. To recommend to Full Council that decisions relating to accepting or rejecting new concession proposals be delegated to the Assets & Facilities Committee
- C. To recommend to Full Council that any requests for approval to serve and/or sell alcohol from a concession be delegated to the Assets & Facilities Committee.

- D. To recommend to Full Council to approve that any individual, business or group of businesses with common controlling interests be limited to holding a maximum of 2 licences and/or leases with the Town Council at any one time, unless no other tenders are received, with effect from the 2027 concessions process onwards.
- E. To recommend to Full Council that any other changes to a concession's permitted use is delegated to the Assets & Facilities Committee to approve/reject.
- F. Subject to Full Council's approval of recommendation A, to approve a new concession location at High & Over Car Park for a mobile unit operating between April (or Easter Weekend if earlier) to September be tendered in the 2027 round of concessions tenders.
- G. Subject to Full Council's approval of recommendation A; for this Committee to approve the general principle of exploring the possibility of a new concession location at The Crouch for a mobile unit be tendered, if and when a new public toilet facility is opened within the Crouch, with detailed consideration to be undertaken and Committee approval to be revisited in the future.
- H. Subject to Full Council's approval of recommendation A; for this Committee to approve/reject for The Old Town Hall to continue as a concession opportunity at the conclusion of the current licence in March 2027.
- I. Subject to Full Council's approval of Recommendation B; for this Committee to delegate power to the Town Clerk to reject speculative enquiries related to new concession opportunities.
- J. For this Committee to delegate power to the Town Clerk to extend a license's timeframe, by up to one year, if felt to be operationally and/or financially beneficial to the Town Council.
- K. For this Committee to delegate power to the Town Clerk to decide whether to re-tender a concession opportunity immediately upon eviction, revocation or surrender of a concession license, or whether to wait for the next round of concession tendering, based on all the facts of the situation
- L. For the duration of concession 'fixed' sites to be extended to 5 years instead of the current 3 years, whilst 'non-fixed' sites would remain at 3-years, and that these changes apply to concessions awarded from the 2027 tendering process onwards.

- M. For concession licensees to be encouraged to move to wholly renewable energy sources; any licensee from the 2027 process onwards, who switches their concession to a wholly renewable energy source within one year of their licence commencement, will be offered to extend their licence (by mutual consent) to 6 years and 364 days from its commencement, and delegated power be granted to the Town Clerk to effect this license extension.
- N. For the Town Clerk to be instructed to amend the Quality scoring mechanism within the tendering process to incentivise and encourage a variety of different offer propositions amongst the concessions provided.
- O. For a non-disparagement clause to be added to all concession licenses (with effect from those awarded in the 2027 tendering process), and to leases entered into (with immediate effect), and for such activity to be treated as a breach of licence or lease contract.

Officer Recommendations

1. To note the contents of the report.
2. To move to vote on the above lettered Working Group recommendations *{Each recommendation to be considered and voted on separately}*.
3. To delegate power to the Town Clerk to update and amend the Concessions Policy to reflect any decisions made by this Committee as a result of this report and any recommendations that are subsequently approved by Full Council.

1. Caveat

- 1.1** Due to the variety and extent of recommendations contained within this report, officers have pre-agreed with the Chair of this Committee that the motion for each of the 15 recommendations detailed below should be considered and voted upon by councillors in turn, one at a time, before moving onto the discussion for the next recommendation. This is to avoid confusion and complication, and to assist in efficient decision making.

2. Introduction

- 2.1** At the Assets & Facilities Committee meeting on the 20 November 2025, it was resolved to establish an A&F Concessions Working Group.
- 2.2** The full report from the November meeting, including the terms of reference for the working group, can be found [here](#).

- 2.3** Following some initial teething difficulties, the working group of five councillors was established, and has since met five times between March and July 2026, formulating the recommendations contained within this report.
- 2.4** The Working Group's recommendations are set out below.

3. Recommendation A

- 3.1 To recommend to Full Council for delegated authority to be granted to the Assets & Facilities Committee to agree the locations of concessions.**
- 3.2** It is currently unclear and uncertain how much delegation this Committee holds in relation to the location of concessions. This recommendation seeks to codify the situation and set on record that this activity is ceded to this Committee

4. Recommendation B

- 4.1 To recommend to Full Council that decisions relating to accepting or rejecting new concession proposals be delegated to the Assets & Facilities Committee**
- 4.2** It is currently unclear and uncertain how much delegation this Committee holds in relation to new concession proposals. This recommendation seeks to codify the situation and set on record that this activity is ceded to this Committee

5. Recommendation C

- 5.1 To recommend to Full Council that any requests for approval to serve and/or sell alcohol from a concession be delegated to the Assets & Facilities Committee.**
- 5.2** It is currently unclear and uncertain how much delegation this Committee holds in relation to the approval or rejection to serve and/or sell alcohol from a concession. This recommendation seeks to codify the situation and set on record that this activity is ceded to this Committee.
- 5.3** It is noted that a Temporary Event Notice or Premises Licence will also be required from the District Council for any such request, in addition to the Committee's approval.

6. Recommendation D

- 6.1 To recommend to Full Council that any individual, business, or group of businesses with common controlling interests be limited to holding a maximum of 2 licences and/or leases with the Town Council at any one time, unless no other tenders are received, with effect from the 2027 concessions process onwards.**
- 6.2** This measure is to protect the plurality of control across concessions, and to retain competitiveness amongst concessions. The Working Group were concerned by experiences of other towns experiencing many or all of their concession opportunities being awarded to one single operator, which reduces choice and increases prices for residents, whilst generating more risk to the Town Council should that operator fail.

7. Recommendation E

- 7.1 To recommend to Full Council that any changes to a concession's permitted use is delegated to the Assets & Facilities Committee to approve or reject.**
- 7.2** It is currently unclear and uncertain how much delegation this Committee holds in relation to the approval or rejection of changes to a concession's permitted use, for example its hours or days of operation or its authorised products for sale. This recommendation seeks to codify the situation and set on record that this activity is ceded to this Committee.

8. Recommendation F

- 8.1 Subject to Full Council's approval of recommendation A, to approve that a new concession location at High & Over Car Park for a mobile unit operating between April (or Easter Weekend if earlier) to September be tendered in the 2027 round of concessions tenders.**
- 8.2** For a one-season trial concession opportunity to be made available for High & Over Car Park from Easter 2027 to Sept 2027, and for the outcomes of the provision to be reviewed by this Committee in autumn 2027 with a view to whether or not to make this a permanent ongoing opportunity.
- 8.3** The Working Group felt that this was a popular and busy spot and that a mobile food/drink unit would enhance the provision at the site during the busier summer months.

- 8.4** The site has previously housed a mobile (refreshment) concession unit, with the last concession operating in 2021. At this point, challenges were experienced in terms of generating interest in the site and, eventually, the decision was made to not continue to retender the opportunity. Prior to any tender in 2027, officers will review the potential disincentives that may exist and look at ways in which to mitigate these.

9. Recommendation G

- 9.1** Subject to Full Council's approval of recommendation A; for this Committee to approve the general principle of exploring the possibility of a new concession location at The Crouch for a mobile unit be tendered, if and when a new public toilet facility is opened within the Crouch, with detailed consideration to be undertaken and Committee approval to be revisited in the future.
- 9.2** The Working Group felt this was a popular spot which would benefit from the enhancement of a food/drink opportunity, but only once there is a public toilet facility to complement the provision of refreshments.

10. Recommendation H

- 10.1** Subject to Full Council's approval of Recommendation A; for this Committee to consider whether or not they wish for The Old Town Hall to continue to be offered as a concession opportunity at the conclusion of the current licence in March 2027, or whether they would prefer it to become a community use provision rented on a daily/hourly basis.
- 10.2** The Working Group felt this Committee should discuss and consider whether this asset should remain a concession, or instead become a small community provision that could be rented out on a daily/hourly basis, given the very limited income raised from the asset being treated as a concession.

11. Recommendation I

- 11.1** Subject to Full Council's approval of Recommendation B: for this Committee to delegate power to the Town Clerk to reject speculative enquiries related to new concession opportunities.
- 11.2** Currently all such enquiries are brought to this Committee for consideration, even if they are likely to be refused, or even if officers have strong reasons to recommend rejection of the proposal, (such as if it would jeopardise an existing licensed concession), because it is unclear and uncertain whether

the Town Clerk holds sufficient delegated authority to reject such requests at officer level. This recommendation seeks to firm up the process and provide clarity.

- 11.3** Officers would provide the Committee with an update on any such requests rejected at officer level at the following Committee meeting.

12. Recommendation J

- 12.1** For this Committee to delegate power to the Town Clerk to extend a license's timeframe, by up to one year, if felt to be operationally and/or financially beneficial to the Town Council.

- 12.2** This proposal is designed to prevent a reoccurrence of the situation that arose in 2024 where seven different licences expired and required retendering all at the same time, which was a large amount of workload to manage at the same time and took officers away from other important workstreams.

13. Recommendation K

- 13.1** For this Committee to delegate power to the Town Clerk to decide whether to re-tender a concession opportunity immediately upon eviction, revocation or surrender of a concession license, or whether to wait for the next round of concession tendering, based on all the facts of the situation

- 13.2** Currently it is unclear what should happen in this circumstance, and this has unavoidably influenced decisions not to evict where licence breaches have occurred. This recommendation seeks to firm up the process and provide clarity.

14. Recommendation L

- 14.1** For the duration of concession 'fixed' sites to be extended to 5 years instead of the current 3 years, whilst 'non-fixed' sites would remain at 3-years, and that these changes apply to concessions awarded from the 2027 tendering process onwards.

- 14.2** The Working Group felt that by providing fixed site concessionaires a longer period of tenure and thus certainty, this would better encourage them to invest in the opportunity and, in doing so, increase the public offering and/or benefit the wider community. It would also serve to reduce the amount of time spent by officers re-tendering the same opportunities every three years.

- 14.3** A 'fixed' site here has been defined by the Working Group as an asset the Town Council owns which the licence permits the use of (e.g. The Salts Café, Martello Café and West View Kiosk). A 'non-fixed' site covers a specific footprint of land which the licence permits use of, where the concessionaire brings their asset and removes it again (e.g. ice cream concessions – vans and the Holy Cow Shack, container concessions – such as Skipper Water Sports, and the South Hill Barn concession)

15. Recommendation M

- 15.1** For concession licensees to be encouraged to move to wholly renewable energy sources; any licensee from the 2027 process onwards, who switches their concession to a wholly renewable energy source within one year of their licence commencement, will be offered to extend their licence (by mutual consent) to 6 years and 364 days from its commencement, and delegated power be granted to the Town Clerk to effect this licence extension.
- 15.2** The Working Group discussed multiple options related to a blanket town-wide ban on generators but ultimately concluded this was unworkable.
- 15.3** In several locations across the town, generators are required due to a lack of mains power, i.e. South Hill Barn and High & Over, and elsewhere they are required for visiting circus and fairground providers, and for filming crews in multiple locations.
- 15.4** Instead, the Working Group coalesced around an incentivisation scheme for those concessionaires who work to provide a wholly renewable energy source. Whilst this proposed solution does not seek to ban generators, it offers a powerful incentive for concessionaires to invest in wholly renewable energy sources early on during their license terms.

16. Recommendation N

- 16.1** For the Town Clerk to be instructed to amend the Quality scoring mechanism within the concession tendering process to incentivise and encourage a variety of different offer propositions amongst the concessions provided.
- 16.2** The Working Group expressed a concern about deterring the drift towards many of the town's concessions becoming generic cafes and ice cream vans.

- 16.3** While this provision does not seek to force a variety of different options, it would have the effect of benefitting those prospective tenderers who wish to bring a different type of opportunity to the town by increasing their score if what they propose to offer is unique and not currently offered by other concessions in the town.

17. Recommendation O

- 17.1 For a non-disparagement clause to be added to all concession licenses (with effect from those awarded in the 2027 tendering process) and to leases entered into (with immediate effect), and for such activity to be treated as a breach of licence or lease contract.**
- 17.2** The Town Council has been publicly criticised by a small number of operators in the past. Thankfully this seems to have subsided over the last year, but licensees and lessees are expected to work in a commercial partnership with the Town Council. To that end, it is unprofessional and inappropriate to air concerns and/or grievances in public, particularly when only part of the story is made public. The Working Group propose that the following wording, or a variation thereof, be added to future licences and leases:

The Licensee/Lessee shall not knowingly make or publish any false or misleading statements concerning the Town Council, its councillors, officers, employees or services where the Licensee/Lessee intends, or reasonably should foresee, that the statement is likely to cause material harm to the reputation of the Town Council or a relevant individual. Making such a statement will be considered as a breach of the terms of the Licensee's/Lessee's contract and may result in the licence/lease being revoked/forfeited by the Town Council. Nothing in this clause will prevent the Licensee/Lessee from:

- i. making a protected disclosure;***
- ii. reporting a genuine concern to the Town Council, a regulator, enforcement authority, or other appropriate body;***
- iii. complying with any legal or regulatory obligation;***
- iv. giving truthful evidence or information in any legal or regulatory process; or***

- v. expressing a genuinely helpful opinion or making fair and reasonable criticism of the Town Council, its councillors, officers, employees or services.*

18. Recommendations not brought forwards

- 18.1** In addition to the above recommendations, the Working Group also proposed a discussion by this Committee relating the Quality/Price split for concession tendering. Upon further research, this matter is already delegated to officers to determine by the Town Council's Concessions Policy
- 18.2** The Working Group also proposed a method for calculating the Price element of concession bids, however upon further research the proposal replicates the calculation already stipulated within the Town Council's Concessions Policy.
- 18.3** The Working Group also discussed and considered pop-up concessions. However, upon further research it became clear that this would require substantial changes being made to the Concessions Policy and process or, better still, the creation of a new policy specifically covering pop-up concessions. This level of policy and process work is beyond the scope of the Working Group's Terms of Reference and accordingly officers have agreed to pause the development of pop up concessions to a future date when this particular proposition can be considered holistically.

19. Financial Appraisal

- 19.1** Recommendations F and G would generate an as yet unknown income stream to the Town Council in additional concession income.
- 19.2** Recommendation H would potentially deprive the Town Council of the concession income for the Old Town Hall from 1 April 2027 if the Committee were so minded to discontinue the asset as a concession opportunity. Conversely, alternative unquantifiable income could be derived from renting the asset out on an hourly/daily basis. The current concession license payment is £500 per annum.
- 19.3** Recommendation K could deprive the Town Council of income while the concession asset remained empty, however the delegation is proposed to enable a decision to be made "based on all the facts" and it is feasible that re-tendering immediately may be less cost effective or may be limited by officer capacity.



Seaford Town Council

Report Number:	88/26
Agenda Item Number:	7
Meeting:	Assets & Facilities
Date:	24 September 2026
Title:	Consideration of New Public Toilet Provision within The Crouch
Strategy Programme Ref:	3.2D
Purpose of Report:	To present initial officer findings on the viability of the reinstatement of public toilets within The Crouch
Contact Officer:	Peter Cousin, Head of Place
Supporting Documents:	Appendix A – Map showing location of existing, closed toilet block Appendix B – Photos of existing, closed toilet block

Officer Recommendations

1. To note the contents of the report.

EITHER

2. To approve that officers engage contractors to carry out the necessary investigation and design works to pursue Option A: demolition of the existing building and replacing it with a new toilet block; and then to bring back a fully costed proposal to this Committee.

OR

3. To approve that officers engage contractors to carry out the necessary investigation and design works to pursue Option B: leave the existing building locked up and instead develop a new toilet block in a different location; and then bring back a fully costed proposal to this Committee.

OR

4. To instruct officers not to reinstate the public toilets, Option C.

1. Introduction

- 1.1** As part of the Town Council's Strategy Programme, strategic goal 3.2D is to establish the viability of the reinstatement of public toilets at The Crouch.
- 1.2** Reporting on this goal has been slightly delayed, with the initial due date of July 2026, but officers have now accessed and assessed the existing building onsite that previously housed a toilet block and have identified the options set out below.

2. Information

- 2.1** There is an existing building onsite (sited behind the Bowling Pavillion) that was previously used as a public toilet. The facilities were decommissioned around a decade ago and there has been no public toilet provision onsite since. The nearest publicly available toilets – South Street Toilets - are a six-minute walk.
- 2.2** Due to the layout of the existing building, officers do not believe it would be possible to add any more than a single unit into the existing building. As the Crouch site becomes very busy at times, officers would not recommend converting the building into a single unit public toilet. The estimated cost of converting the existing block into a single accessible unit is £38,000
- 2.3** Officers therefore have identified that there are three feasible options available:
 - (a)** Demolish the existing building and replace it with a new toilet block with 3-4 individual cubicles (estimated at £100,000)
 - (b)** Leave the existing building locked up, and instead develop a new toilet block in a different location, closer to the play park (estimated at £90,000)
 - (c)** Not reinstating the public toilets.
- 2.4** To fully develop a costing for A & B, officers will need Committee's approval to undertake utility surveys and engage an architect or look at options to purchase a prefabricated unit.
- 2.5** Officers estimate that a prefabricated unit at a new location would be the cheapest option, as it would not need to include the cost of demolishing the existing unit. A prefabricated unit would, however, still require foundations and connection to services.

3. Financial implications

- 3.1** A budget of £20,000 of community infrastructure levy (CIL) funds had been budgeted for the 2026 – 2027 financial year for the reinstatement of the Crouch Toilets.
- 3.2** At this stage officers anticipate spending up to £5,000 on developing a proposal for the redevelopment including architect fees, and utility surveys.
- 3.3** A detailed proposal would then be presented to this Committee with the fully costed options. Approval for any additional spend to then deliver said plans (beyond the £20,000 committed) would be required from Full Council.

Crouch Toilet Block

Untitled layer



Old toilet block



Photos of existing, closed public toilets at The Crouch:



Toilet Block Exterior



Toilet block interior



Seaford Town Council

Report Number:	87/26
Agenda Item Number:	8
Meeting:	Assets & Facilities Committee
Date:	24 September 2026
Title:	Seaford Head Swimming Pool Arrangements
Strategy Programme Ref:	N/A
Purpose of Report:	To provide an update on the arrangements with, and support provided to, Seaford Head Swimming Pool
Contact Officer	Darryl Keech, Deputy Town Clerk & Responsible Finance Officer
Supporting Documents:	Appendix A – Usage and Attendance Figures 2025 - 2026

Officer Recommendations

1. To note the contents of the report.
2. To note any comments made by the Committee in relation to the future financial support of Seaford Head Swimming Pool and that these will be taken into account during the upcoming budgeting process for 2027 – 2028.

1. Introduction

- 1.1** Seaford Head Swimming Pool (SHSP) is owned by East Sussex County Council (ESCC) and located within the grounds of Seaford Head School (the Upper School site on Arundel Road, although the pool itself is accessed from Sutton Avenue).
- 1.2** A contractual agreement is in place between ESCC and Wave Active Ltd for the operation of the site, with Wave Active having taken on the rights and obligations originally held by Lewes District Council, as the District Council's contracted leisure provider. This agreement runs until 2031.
- 1.3** Seaford Town Council has, for several years, (since at least 2008 – 2009) been supporting SHSP with an annual sum of £10,000 allocated in the Town

Council's Asset & Facilities budget to support towards building and plant maintenance, upon request from ESCC.

- 1.4** The Town Council's annual budget allocated for SHSP has not always been fully claimed by ESCC. It very much depends on the scale of pre-planned projects or on the reactive need for maintenance financial support.
- 1.5** Town Council officers have had great difficulty establishing when this historical arrangement came into effect, with very limited documentation or information to support the arrangement. There is no clear contractual arrangement, nor end date, to the support the Town Council provides.
- 1.6** In recognition of its ongoing support, the Town Council acts as a member of the Swimming Pool Committee – with Town Council officer/s and an Outside Body Representative attending these meetings.
- 1.7** In light of recent developments at the swimming pool, and considerable social media activity, this report is intended to inform councillors of current arrangements and to gauge councillor opinion on the continued provision of funding towards this community asset over the coming years. Officers will identify next steps in the process depending on the steer provided by this Committee.

2. Information

2.1 2025 – 2026 Usage:

- (a)** **Appendix A** provides a detailed breakdown of the pool usage for the financial year April 2025 to March 2026.
- (b)** Total swimming usage, not including club bookings or Wave Swim School (swimming lessons), is 7,176.
- (c)** At the end of March 2026, there were 122 students enrolled in the Swim School, providing 4,103 visits.
- (d)** At the time of writing, and as provided by Wave Active, the pool is utilised by Lewes Swimming Club every Tuesday and Friday and the Scuba Club every Thursday.
- (e)** Individual usage numbers during club sessions have not been provided and therefore do not make up any of the attendance numbers in this report.

2.2 Seaford Head School Arrangements:

- (a) Officers understand that Seaford Head School previously had an arrangement with ESCC which provided them priority access to the pool during school hours in return for additional financial support. From the start of this academic year, the school has withdrawn from this agreement and will now book the pool as any other hirer would.

2.3 Changes to Wave Active's Service Provision:

- (a) As a result of this change, Wave Active ceased all lunchtime open swim sessions from 1 September (except on Wednesdays) and, from 28 September, they will also cease all early morning open swim sessions.
- (b) The evening and weekend open swim programmes continue as per the normal schedule.
- (c) Wave Active has communicated with the Town Council regarding the recent reduction in swimming session: *"As highlighted previously, prior to Seaford Head withdrawing from the agreement, Wave Active absorbed a significant annual loss from Seaford Head Pool operations which would only increase due to the school's withdrawal. In addition, it would prove virtually impossible for us to find lifeguard cover for short periods of time, e.g. one hour every lunchtime."*
- (d) Town Council Officers are cognisant of the financial challenges of operating a swimming pool in the current climate, especially a standalone pool like SHSP. The industry has seen the closure of over 500 pools since 2010, with roughly 42% of these closures happening since 2020.
- (e) Whilst there is no suggestion that SHSP may close, it remains a challenging environment in which to operate swimming pools.

2.4 If the Town Council's financial support is to continue, officers would look to formalise the arrangement in writing, ensuring clear obligations, responsibilities and expectations.

3. Financial Appraisal

- 3.1** As highlighted at the start of this report, the A&F budget currently includes the normal annual allocation of £10,000 towards SHSP. Officers are seeking a steer from councillors through discussion, to consider the long-term

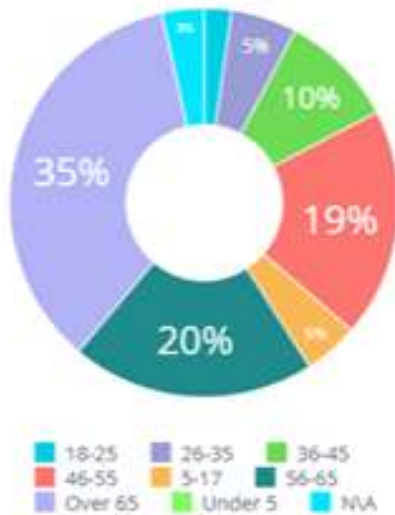
support to the pool, to help inform the budget setting process for 2027-2028, which commences in October.

Seaford Head Pool Occupancy Report – Community Use

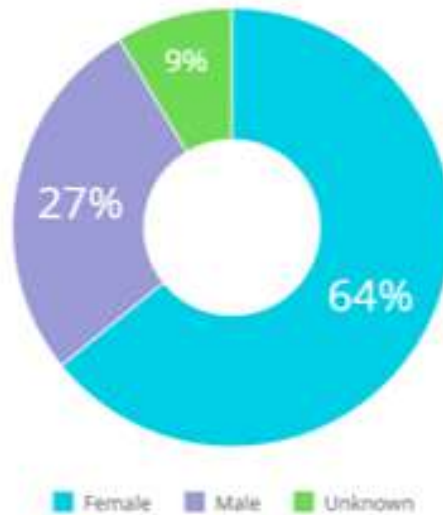
April 2025 to March 2026

Total Visits, not including Swim School or Club Bookings = 7,176

Attendance by Age Group



Attendance by Gender



Wave Swim School April 25-Mar 26

Swim School runs for 50 weeks of the year

In March 2026 there were 122 students in the Swim School attending weekly lessons

Total attended lessons for the year = 4103

Breakdown for Swim School:

Stage 1 and 2 (combined) - 698

Stage 3 - 484

Stage 4 - 847

Stage 5 - 690

Stage 6 - 496

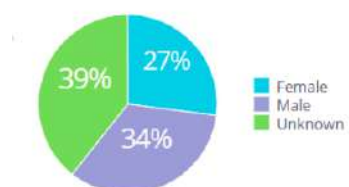
Stage 7 - 393

Stage 8 and 9 (combined) - 495

Average age of Swim School attendees is 8

Gender split for Swim School:

Gender



Additionally, there are Club Bookings:

Scuba Club every Thursday

Lewes Swimming Club every Tuesday and Friday



Seaford Town Council

Report Number:	89/26
Agenda Item Number:	9
Meeting:	Assets & Facilities Committee
Date:	24 September 2026
Title:	Memorials Policy – Proposed Policy, Pricing Structure, Earmarked Reserve, and Implementation
Strategy Programme Ref:	5.3B
Purpose of Report:	To update the Committee on progress following Full Council's approval, and delegated authority to this Committee, of a revised memorials approach and to seek the Committee's approval of the necessary arrangements ahead of implementation
Contact Officer:	Peter Cousin, Head of Place
Supporting Documents:	Appendix A – Proposed Memorials Policy Appendix B – Memorials Brochure

Officer Recommendations

1. To adopt the revised Memorials Policy, under delegated authority from Full Council.
2. To approve the pricing structure for memorials for the remainder of the 2026 – 2027 Financial Year, under delegated authority from Full Council.
3. To approve the creation of a new Earmarked Reserve dedicated to holding the pooled maintenance fund, under delegated authority from Full Council.

1. Introduction

- 1.1** At its meeting on 23 July 2026, Full Council reviewed the principle of the Town Council's new Memorials Policy, the existing memorial provision across the town, and the options for reinstating a revised memorials process. The full

report considered by Full Council can be viewed on the [Town Council's website](#) (page 66 onwards).

- 1.2 The review identified that the Town Council currently has 303 memorial benches across its open and green spaces, with all but one maintained through the Town Council's annual budget. There was also a waiting list of 66 requests for new memorials at the time the report was prepared.
- 1.3 Officers concluded that the town had arguably reached a sufficient number of memorial benches and that additional benches risked unnecessarily cluttering open and green spaces. Particular consideration was given to the capacity and safety of the seafront, where the width of the promenade varies and additional street furniture could create risks for pedestrians and cyclists, particularly those with limited mobility.
- 1.4 The proposed new approach therefore provides that replacement memorial benches should generally only be considered where an existing memorial bench is already in place, with new additional sites only considered where a clear public need for additional seating has been identified.
- 1.5 Full Council agreed the principle of the new approach and delegated authority to this Committee to
 - (a) Approve the new Memorials Policy;
 - (b) Approve the new fee structure; and
 - (c) Approve the creation of a new Earmarked Reserve, dedicated to hold the pooled maintenance fund
- 1.6 The proposal, agreed by Full Council, was that the new process would be implemented from 1 October 2026, following approval by this Committee.

2. Proposed Memorials Policy

- 2.1 A revised Memorials Policy has been prepared in accordance with the principle approved by Full Council. The proposed Memorials Policy is attached at **Appendix A** for the Committee's consideration and adoption.
- 2.2 The proposed policy establishes a more structured and sustainable approach to memorial provision, recognising the existing number of memorial benches across the town and the associated maintenance implications.
- 2.3 The key principles of the proposed policy are:
 - (a) new memorial benches will normally only be considered in replacement for existing memorial benches,

- (b) new additional memorial bench locations will not be permitted unless a clear public need for additional seating is identified,
- (c) memorial benches will be selected from a range approved by the Town Council and detailed within a Memorial Brochure (see **Appendix B**),
- (d) the appropriate bench type will depend upon the location and the physical characteristics of the site,
- (e) the relevant fee will be payable to the Town Council in advance,
- (f) the Town Council will arrange the purchase, installation, maintenance, and subsequent disposal of the memorial bench,
- (g) the memorial agreement will run for 10 years from the date of installation,
- (h) at the end of the 10-year period, the sponsor will be offered the opportunity to reclaim the bench (at their own cost) or alternatively the Town Council will organise for it to be recycled as part of the original fee,
- (i) at the end of the 10-year period, the sponsor will be given the opportunity to purchase a replacement bench in the same location for another 10-year period,
- (j) where the original sponsor does not wish to renew, or cannot be contacted, or is unknown, the location will be offered to the next applicant on the waiting list, and
- (k) fees will include an appropriate contribution towards the pooled maintenance fund, which will be overseen and managed by the Town Council.

2.4 The proposed 10-year term reflects the approach identified through benchmarking other local authority memorial schemes, where fixed term arrangements were found to be common, and a 10-year placement term was identified as the majority approach.

2.5 The policy also provides the process to be implemented for existing memorial benches, including benches already over 10 years old, benches under 10 years old, and benches where the age is currently unknown.

3. Memorial Brochure and Approved Bench Types

- 3.1** The Memorial Brochure at Appendix B has been produced in-house to save costs, and is intended to provide prospective sponsors with outline information about the available memorial bench options.
- 3.2** The brochure includes images and details of the approved bench types for different locations in the town and identifies where particular bench types can be installed.
- 3.3** The need to restrict certain bench types to particular locations is critical because different sites have different physical characteristics. For example, the previous report identified that benches suitable for South Hill Barn may not be suitable for the seafront because of the nature of the underlying chalk surface and the requirements for fixing the bench securely.
- 3.4** The brochure therefore supports a consistent approach to the selection and installation of memorial benches and assists prospective sponsors in understanding the available options.

4. Memorial Pricing Structure

- 4.1** Full Council delegated authority to this Committee to approve the pricing structure for memorials for the remainder of the 2026 – 2027 Financial Year. Thereafter the pricing structure will form part of the annual budget setting process approved by Full Council.
- 4.2** Officers have worked to come up with an appropriate price point for the fee for memorial benches, and councillors will be pleased to note the total costs of the scheme have reduced significantly from those originally suggested in the Full Council report.
- 4.3** The proposed cost for the remainder of 2026 - 2027 will be an all-inclusive upfront fee of £2,550. This is almost £1,000 less than the previously proposed estimate.
- 4.4** The proposed fee has been developed with the principle that the memorial scheme should be self-funding and should not require ongoing subsidy from the Town Council's precept.
- 4.5** The proposed fee will cover the following:
 - (a)** purchase of the memorial bench,
 - (b)** stainless steel engraved plaque or slat,
 - (c)** installation,

- (d) maintenance and upkeep for 10 years,
- (e) repairs by the Town Council during the 10-year period,
- (f) replacement by the Town Council where the bench becomes unrepairable during the 10-year period, and
- (g) removal and recycling of the bench at the end of the 10-year period.

4.6 The only additional costs would be where a sponsor requests additional wording on the plaque or engraving beyond the standard provision. This will be discouraged, but will be charged on a case-by-case basis where the sponsor requires this.

4.7 In addition, if at the end of the 10-year term the sponsor does not wish for the bench to be recycled, but instead wishes to 'reclaim' the bench so they can install it in their garden, the organisation and cost of this will be borne by the sponsor, not the Town Council.

5. Pooled Maintenance Fund and Earmarked Reserve

5.1 The proposed model provides for a portion of the upfront fee to be deposited in a pooled maintenance fund, which will be held by the Town Council in an Earmarked Reserve.

5.2 The purpose of the fund will be to provide funding for:

- (a) routine maintenance and upkeep (preventative),
- (b) repairs where required (reactive),
- (c) replacement of memorial benches, where necessary; and
- (d) other lifecycle costs and sundries associated with maintaining the bench.

5.3 This proposed approach is intended to ensure that the maintenance of all memorial benches is fully funded by memorial fees, rather than requiring ongoing support from the Town Council's general precept.

6. Existing Memorial Benches

6.1 The new policy will also provide a structured approach for existing memorial benches.

6.2 Existing benches that are under 10 years old will continue to be maintained at the Town Council's expense from the existing maintenance budget, (not the pooled maintenance fund), until they reach 10 years old.

- 6.3** For benches already over 10 years old, officers will contact the sponsor, where known, and offer the opportunity to remove and recycle the bench and purchase a replacement for the same location.
- 6.4** Where a sponsor declines, cannot be contacted, or is unknown, the bench will be recycled and the location offered to the next applicant on the waiting list, subject to the provisions of the adopted policy.
- 6.5** Where the age of a bench is unknown, officers will use available evidence and their best judgement to determine its likely age, with the process set out in the policy applying accordingly.

7. Implementation

- 7.1** Subject to the Committee adopting the revised policy, approving the pricing structure, and approving the creation of the earmarked reserve – all under delegated authority from Full Council - officers will proceed with implementation.
- 7.2** The proposed implementation date is from 1 October 2026.

8. Financial Appraisal

- 8.1** The proposed memorial scheme is intended to be self-funding.
- 8.2** The pooled maintenance fund portion of the fee will be held within the dedicated Earmarked Reserve, overseen and managed by the Finance Manager and RFO.
- 8.3** The initial implementation will require significant officer time to administer the new process, review existing memorials, manage applications, and establish the new arrangements. Despite this additional workload, officers are proposing to absorb this within existing capacity, and thus it is not anticipated to create an additional financial cost.

9. Exceptions Process

- 9.1** In July, Full Council also approved the process for exceptions to the new Memorials Policy as detailed in the report.
- 9.2** The approved process allows requests for bespoke or unique memorials, such as a memorial tree or art installation, to be considered as exceptional requests.
- 9.3** Such requests will be considered on a case-by-case basis by the Assets & Facilities Committee, instead of by Full Council, where the proposal has first

obtained the written support of at least seven Town Councillors to the Town Clerk.

- 9.4** This Committee will retain the ability to defer a decision to Full Council where it considers that the proposal is particularly controversial, high profile, or requires wider councillor consideration.
- 9.5** This approach retains flexibility for exceptional circumstances, whilst ensuring that bespoke memorials do not undermine the principle of the revised policy.
- 9.6** This matter remains separate from the adoption of the revised Memorials Policy and will be actioned on a case-by-case basis as bespoke memorials requests are made.

10. Self-Funding Memorial Project

- 10.1** Full Council also approved that the development of an alternative self-funding, non-bench memorial project should be considered by the Strategy Programme Working Group.
- 10.2** The purpose of this work is to explore a more accessible memorial option which could provide commemorative opportunities without requiring the purchase and installation of an individual memorial bench.
- 10.3** The original report identified the potential for a scheme incorporating multiple commemorative plaques within a single installation. Such a scheme could provide a more cost-effective option for residents and potentially reduce the existing waiting list.
- 10.4** Any alternative scheme would need to be fully self-funding so that ongoing maintenance and upkeep did not require subsidy through the Council's precept.
- 10.5** This matter remains separate from the adoption of the revised Memorials Policy and will continue to be developed through the Strategy Programme Working Group in accordance with Full Council's resolution.



MEMORIAL POLICY

This policy sets out the framework for how the Council manages the donation, installation, and maintenance of memorials and commemorative plaques on Town Council property and land

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

Policy Status

Version	0.4	Last Review Date	September 2026
Adopted Date	TBC	Next Review Date	Five years after adoption
Review Period	Five years	Approving Body	Assets & Facilities

Version History

Date	Version	Approval	Status
November 2014	0.1	Full Council	Adopted Policy
November 2016	0.2	Full Council	Updated Policy
August 2018	0.3	Full Council	Updated Policy

Related Policies and Other References

Policy Reference Code	Policy Name
FS3	Corporate Sponsorship Policy
F4	Discretionary Grants Policy
F7	Financial Regulations
HRP12	Gifts and Hospitality Policy

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1. Introduction

- 1.1. Seaford Town Council (the Council) will permit, subject to the conditions of this policy, the placing of memorials on Council-owned property and land. The Council recognises that memorials often provide a valuable amenity function, whilst also improving wellbeing, visitor enjoyment, and a sense of belonging and civic pride.

2. Aim and Scope

- 2.1. The Council's aim is to provide memorial opportunities within the town, whilst ensuring that memorials are introduced and managed in a way appropriate for the space and recognising the contrasting needs of a variety of users.
- 2.2. To achieve this aim, the Council embraces the fair and systematic memorial management approach of:
 - Ensuring access to memorial opportunities for all
 - Treating memorial requests with sensitivity, dignity and respect
 - Managing memorial assets in a sustainable, practical and cost-effective/self-funding manner
 - Ensuring that memorial requests are assessed in accordance with the Council's responsibility to manage public assets in the interests of the community.
- 2.3. For the purpose of this policy, the term 'memorial' refers to any type of manufactured or natural asset used to remember, commemorate or celebrate an individual, groups of individuals, organisation(s), event(s) or time.
- 2.4. Where opportunities for memorial benches are limited, the Council may develop and offer alternative self-funding memorial opportunities. Any such opportunities will be subject to separate consideration and approval by the Council, and may be included in the Memorials Brochure when available.

3. Application and Approval Process

- 3.1. All applications for memorials and donations must be submitted using the Council's application form to ensure accurate record-keeping.

Application form available online: [LINK TO BE ADDED]

- 3.2. Memorials will be prioritised for individuals who have, at some point in their lives, been resident or active in the town.

For consideration by the Assets & Facilities Committee 24 September 2026

- 3.3. Where a memorial cannot be taken forward at the point of application, the sponsor will be added to the waiting list and then contacted when an opportunity becomes available.
- 3.4. The Council has the absolute right to limit, in both location and number, the types of memorials in any one area.
- 3.5. Applications for memorial benches will generally be considered on a replacement only basis, using existing memorial bench locations.
- 3.6. New additional memorial bench sites will only be considered where it can be demonstrated that there is insufficient existing seating in the area and the Town Clerk considers that an additional bench is appropriate for the location, taking account of the character and use of the area, future development, and ongoing maintenance requirements.
- 3.7. Applicants will be required to sign a formal agreement confirming their understanding and acceptance of this policy, including details on maintenance, lifespan, and removal procedures.

4. Payments and Ownership

- 4.1. The Council will manage the installation of all memorials, donations, and plaques.
- 4.2. All payments for memorials, donations, and plaques will be treated as donations. Ownership of these assets will be vested in the Town Council, who shall be the legal owners.
- 4.3. The full and final payment must be received before purchase and installation. This payment will cover the cost of the item, a standard plaque or engraving, installation, and 10 years of maintenance and upkeep, including full replacement where the item has become damaged beyond economic repair. It will also cover the cost of removal and recycling at the end of the 10-year term.
- 4.4. A portion of the payment received for memorials will be allocated to the Council's dedicated Earmarked Reserve for the pooled maintenance fund, as approved by the Assets & Facilities Committee, to fund ongoing and future maintenance, repair and replacement costs.
- 4.5. No refunds of monies paid into the pooled maintenance fund are permitted, even where the memorial asset did not require any or much maintenance during its lifespan.

5. Maintenance and Lifespan

- 5.1. Memorials will receive preventative maintenance for their 10-year lifespan.
- 5.2. After this 10-year period, the Council will contact the original sponsor using the most recently provided contact information to offer the option

of renewing their sponsorship for another 10-year period with a new bench.

- 5.3. Sponsors will have the option to collect their previous bench which must be organised and funded by the sponsor, otherwise the Council will recycle the bench.
- 5.4. At any point during the memorial lifespan, the Council reserves the right to:
 - 5.4.1. replace any memorial bench that has become damaged and, in the Council's reasonable opinion, is beyond economic repair, and/or
 - 5.4.2. relocate memorials to accommodate medium-to-large scale projects, landscape redesigns, or service reconfigurations.
- 5.5. The Council will endeavour to liaise with the original sponsor prior to the above taking place, or as soon as possible afterwards in the case of time-critical actions.

6. Liability and Data Management

- 6.1. The Council will maintain an asset register and associated plans, where required, for all memorials, including contact details for the original sponsor.
- 6.2. Sponsors are responsible for notifying the Council of any changes to their contact details in writing. The Council will use the most recent contact information provided by the sponsor.
- 6.3. The Council will retain sponsor data in line with GDPR for the duration the memorial is in place, after which the data will be destroyed.

7. Bench and Plaque Standards

- 7.1. The Council's Memorials Brochure provides details of the pre-approved benches available. This is to minimise maintenance needs and maximise bench lifespan. Types of bench available will depend on the location of the memorial.
- 7.2. The Council's approved supplier for memorial benches, plaques and engraving services has been selected following an assessment of quality, sustainability, locality, value for money, and the ability to provide both plaque engraving and bench slat engraving.
- 7.3. The current approved supplier is High Weald Furniture.
- 7.4. Memorial benches will be positioned to maximise the benefit for all users of the space concerned and in consideration of its future development. Thus, benches provided will adhere to the Council's specification, except in exceptional circumstances (e.g. heritage design, accessibility needs, site constraints etc.).

- 7.5. The wording of all plaques and engravings must be approved by the Council.
- 7.6. Plaques will be installed using non-return security screws.

8. Exceptions

- 8.1. Requests for a memorial that falls outside the standard memorial options, designs, or specifications set out in this policy or the Council's Memorials Brochure may be considered through the Council's exceptions process. This may include, but is not limited to, a bench or memorial of a unique or bespoke design.
- 8.2. An exception will only be referred for consideration where the Town Clerk has received written support for the proposal from at least seven Town Councillors. Where this threshold is met, the proposal will be referred to the next available meeting of the Assets & Facilities Committee for consideration and determination. The Committee reserves the right to defer this decision to Full Council at its sole discretion.

9. Memorial Locations

- 9.1. The Council will normally consider memorial requests within:
 - 9.1.1. The Salts
 - 9.1.2. The Crouch
 - 9.1.3. South Hill Barn
 - 9.1.4. The seafront (subject to 9.2 below)
- 9.2. The demand for standalone memorial benches along the seafront remains high, with many of the most desirable locations now at, or approaching capacity.
- 9.3. Although, some physical space may remain between existing benches, the Council does not consider it appropriate to increase the number of memorial benches along the seafront/promenade. This is due to ongoing maintenance requirements of the existing benches and officer capacity.
- 9.4. The Council cannot arrange for memorials on land or footpaths/pavements not within its ownership.

10. Restrictions

- 10.1. The scattering or interment of ashes in the town's parks and open spaces is prohibited.
- 10.2. The Council does not allow additional mementos, such as flowers, vases, statues or wreaths, to be placed at a memorial. Any that are placed will be removed.

11. Delivery Against this Policy

- 11.1. Power is delegated to the Town Clerk to deliver against this policy. For clarity, this includes the Town Clerk being responsible for:
 - 11.1.1. Approving or not memorial applications in locations not specified in 9.1, only where it can be demonstrated that there is insufficient existing seating in the area.
 - 11.1.2. Approving final memorial types, location, and any plaque or engraving wording.
 - 11.1.3. Applying the memorial pricing structure and maintenance contributions approved by the Assets & Facilities Committee.
 - 11.1.4. Approving when a memorial is to be replaced due to irreparable damage.
 - 11.1.5. Approving the expiry of the lifespan of the asset where dates/details are unknown or uncertain.
 - 11.1.6. Further delegating the above responsibilities, as deemed appropriate.
- 11.2. Where exception requests are received, the Assets & Facilities Committee holds delegated authority from Full Council to consider and determine such a request in accordance with Section 8.



SEAFORD TOWN COUNCIL MEMORIALS BROCHURE

This brochure outlines the memorial benches and plaques available for residents to purchase in remembrance of a loved one. Each option has been thoughtfully selected to provide a lasting and meaningful tribute within our community spaces.

We work in partnership with High Weald Furniture, who supply the benches featured in this brochure. Further information about their products can be found on their website. Please note, however, that memorials to be installed on council-owned land cannot be arranged privately through High Weald Furniture and must be processed through the Town Council.

If you are considering a memorial, we kindly ask that you first complete the application form so that we have your contact details and the necessary information to process your request. We also recommend that you review our Memorials Policy, available on our website, which provides important guidance on placements, materials, and terms.

All prices include VAT and maintenance for 10 years.

Should you have any further questions or require assistance, please do not hesitate to contact us using the details below:

projectsandfacilities@seafordtowncouncil.gov.uk

01323 894870



AVAILABLE LOCATIONS



The Salts

The Crouch

The Seafront

South Hill Barn





CHIDDINGSTONE BENCH

Inspired by the trees own natural curves, making efficient use of the available timber.

The seat planks have gentle, matching curved edges and are angled for comfort. All edges are chamfered. The backrest gives good lumbar support. Available with or without arms. Green oak frames, seasoned oak seats and backrest. All fittings are stainless steel. 450mm seat height, 1.8m long/3 seater.



3 seater/1.8m Chiddingstone
bench - £2,550



PICNIC TABLE

A strong and durable picnic table, which seats up to eight. Designed to allow easy access for all including wheelchair users at each end. The frame is made from 100mm x 75mm oak, seats and table tops are 1/8th sawn sections. All fittings are stainless steel.

Seat height is 450mm, table height is 750mm. Table top is 1.65m long, seats are 1.8m long.

Please note this bench is only available at South Hill Barn.



Oak Picnic table - £2,550



PLAQUES AND ENGRAVING

Sponsors can choose from either a steel plaque or engraved lettering in a range of sizes and styles, to provide a personal or memorial message.



Standard plaque or engraving is included within the memorial bench price. Additional wording beyond the standard provision may incur an additional charge.

Standard sized stainless steel plaques: 140mm wide x 60mm tall..





WHAT IS INCLUDED?



When purchasing a memorial bench through Seaford Town Council, the cost includes the bench itself; the plaque or engraving; installation at the chosen location; regular maintenance for the full 10-year sponsorship period, as well as bench removal at the end of the 10-years should the sponsor not choose to collect and keep the bench themselves.



Additionally, in the event that the bench becomes damaged beyond repair, including as a result of vandalism or other unforeseen circumstances, a replacement bench will be provided during the sponsorship period.