



Seaford Town Council

To the Members of the Community Services Committee

A meeting of the of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Thursday 15th September 2016** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
9th September 2016

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

4. Finance Report

To consider report 54/16 to inform members of the Community Services Committee of Income and Expenditure for the period of August 2016 and the Financial Year to Date (pages 2 to 8).

5. Projects and Facilities Manager - Update Report

To consider report 55/16 to inform members on progress and actions relating to Seaford Town Council assets and services (pages 9 to 10).

For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation: Committee members (as below) and all registered email recipients of agendas.

Committee: Councillors P Boorman (Vice Chair), D Argent, L Freeman, R Hayder, O Honeyman and M McLean.

For information: Councillors S Adeniji, M Brown, D Burchett, B Burfield, R Honeyman, A Latham, P Lower, L Wallraven and L Worcester.



Seaford Town Council

Report 54/16

Agenda Item No: 4
Committee: Community Services
Date: 15th September 2016
Title: Finance Report
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To inform members of the Community Services Committee of Income and Expenditure for August 2016 and year to date figures.

Recommendations

You are recommended:

- 1. To note the contents of the report.**
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1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1st – 31st August and year to date figures.
- 1.2** The Salts ground maintenance monthly spend is extremely high due to still finishing off the works on the play area, we have had to move benches and bins from dangerous areas and also we are having to create a new pathway at the back entrance to the picnic area as this was not part of the original plan. I am also working on a new fence and two gates in the same area, as feedback from the public is that they expect a park to be fully enclosed. This expense is yet to show in the August figures.
- 1.3** Filming income has been good for August, with just over £2,000 received for filming at the Crouch, Crypt and the seafront.
- 1.4** There seems a fluctuation within the projected costs we should be receiving for sports pitch hire compared to what we are actually receiving, so I am meeting with Lewes District Council to try and clarify this and ensure we are receiving the correct revenue.
- 1.5** The rest of the expenditure seem to be in line with the budget. I will have more information for the next meeting as will have had a full 3-month overview.

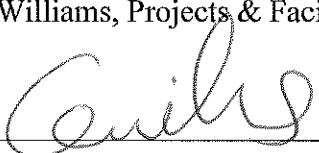
2. Financial Appraisal

The financial implications in this report are outlined in Section 1 of this report.

3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager



07/09/2016

Seaford Town Council 2016/2017

16:14

Detailed Income & Expenditure by Budget Heading 31/08/2016

Page No 1

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Community Services						
<u>105</u>	<u>Salts Recreation Ground</u>					
4052	Water & Sewerage	0	117	2,060	1,943	1,943
4055	Electricity	0	-10	200	210	210
4115	Insurance	0	2,134	3,700	1,566	1,566
4199	Other Expenditure	295	360	0	-360	-360
4250	Public Seating	0	340	0	-340	-340
4251	Dog Bin Emptying	148	742	1,833	1,091	1,091
4260	Grounds Maintenance Contract	5,825	28,643	70,510	41,867	41,867
4261	Grounds Maint non contract	3,989	5,921	5,000	-921	-921
4275	Building Maintenance	40	40	0	-40	-40
	Salts Recreation Ground :- Expenditure	10,297	38,287	83,303	45,016	0
1050	Income Rent	0	1,018	1,368	-350	0
1051	Income Insurance Recharge	0	791	1,326	-535	0
1054	Income Other	0	983	0	983	0
1058	Income Water Recharge	0	866	1,808	-942	0
1066	Income Concession	0	16,800	16,800	0	0
1073	Sports Pitch Hire	0	566	7,653	-7,087	0
	Salts Recreation Ground :- Income	0	21,025	28,955	-7,930	
	Net Expenditure over Income	10,297	17,262	54,348	37,086	
<u>106</u>	<u>Crouch Recreation Ground</u>					
4052	Water & Sewerage	0	-42	2,248	2,290	2,290
4055	Electricity	0	302	307	5	5
4115	Insurance	0	949	1,838	889	889
4251	Dog Bin Emptying	106	530	1,310	780	780
4260	Grounds Maintenance Contract	3,509	17,544	43,370	25,826	25,826
4261	Grounds Maint non contract	173	450	3,000	2,550	2,550
	Crouch Recreation Ground :- Expenditure	3,788	19,733	52,073	32,340	0
1011	Income Filming	1,350	1,350	0	1,350	0
1050	Income Rent	0	897	2,400	-1,503	0
1051	Income Insurance Recharge	0	500	763	-263	0
1054	Income Other	0	236	0	236	0
1057	Income Electricity Recharge	0	112	153	-41	0
1073	Sports Pitch Hire	0	12,496	9,270	3,226	0
	Crouch Recreation Ground :- Income	1,350	15,591	12,586	3,005	
	Net Expenditure over Income	2,438	4,142	39,487	35,345	

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>107</u>	<u>Martello Fields</u>						
4251	Dog Bin Emptying	85	424	1,048	624		624
4260	Grounds Maintenance Contract	1,290	6,450	15,945	9,495		9,495
4261	Grounds Maint non contract	270	774	2,000	1,226		1,226
	Martello Fields :- Expenditure	1,645	7,648	18,993	11,345	0	11,345
1050	Income Rent	460	5,346	4,000	1,346		0
	Martello Fields :- Income	460	5,346	4,000	1,346		
	Net Expenditure over Income	1,185	2,302	14,993	12,691		
<u>108</u>	<u>Other Open Spaces</u>						
4052	Water & Sewerage	0	-83	75	158		158
4154	Land Registry Fees	6	6	0	-6		-6
4250	Public Seating	60	75	0	-75		-75
4251	Dog Bin Emptying	170	848	2,095	1,247		1,247
4260	Grounds Maintenance Contract	2,468	12,338	30,500	18,162		18,162
4261	Grounds Maint non contract	110	609	3,500	2,891		2,891
4270	Vehicles & Equipment Maint	0	50	0	-50		-50
	Other Open Spaces :- Expenditure	2,813	13,843	36,170	22,327	0	22,327
1066	Income Concession	0	0	2,500	-2,500		0
	Other Open Spaces :- Income	0	0	2,500	-2,500		
	Net Expenditure over Income	2,813	13,843	33,670	19,827		
<u>113</u>	<u>Crypt</u>						
4051	Rates	561	2,809	5,679	2,870		2,870
4052	Water & Sewerage	0	-19	200	219		219
4055	Electricity	175	-6	875	881		881
4056	Gas	0	90	2,348	2,258		2,258
4105	Postage	0	0	10	10		10
4106	Stationery	0	0	100	100		100
4110	Advertising & Publicity	0	26	1,000	974		974
4115	Insurance	0	421	792	371		371
4199	Other Expenditure	0	0	50	50		50
4201	Cleaning & Hygiene	6	90	500	410		410
4275	Building Maintenance	40	40	0	-40		-40
	Crypt :- Expenditure	782	3,450	11,554	8,104	0	8,104
1050	Income Rent	1,410	5,109	6,500	-1,391		0
	Crypt :- Income	1,410	5,109	6,500	-1,391		
	Net Expenditure over Income	-628	-1,659	5,054	6,713		

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	0	1,430	2,273	843		843
4275	Building Maintenance	375	375	0	-375		-375
	Martello Tower :- Expenditure	375	1,805	2,273	468	0	468
	Net Expenditure over Income	375	1,805	2,273	468		
<u>116</u>	<u>Seaford Head Estate</u>						
4115	Insurance	0	801	1,273	472		472
4199	Other Expenditure	20	20	0	-20		-20
4250	Public Seating	151	1,346	0	-1,346		-1,346
4251	Dog Bin Emptying	85	424	1,048	624		624
4260	Grounds Maintenance Contract	152	759	1,877	1,118		1,118
4261	Grounds Maint non contract	599	1,109	2,000	891		891
4500	Nature Reserve Expenses	0	5,640	10,500	4,860		4,860
4501	Filming Expenses	0	1,170	0	-1,170		-1,170
	Seaford Head Estate :- Expenditure	1,006	11,268	16,698	5,430	0	5,430
1011	Income Filming	0	6,250	0	6,250		0
1050	Income Rent	5,000	10,000	10,000	0		0
1053	Income Grants	0	0	3,250	-3,250		0
1055	Income Seating	1,750	3,500	0	3,500		0
1066	Income Concession	543	1,791	2,500	-709		0
1200	Income Nature Reserve	1,000	1,000	15,750	-14,750		0
	Seaford Head Estate :- Income	8,293	22,541	31,500	-8,959		
	Net Expenditure over Income	-7,287	-11,273	-14,802	-3,529		
<u>117</u>	<u>Seafront</u>						
4052	Water & Sewerage	0	-321	180	501		501
4055	Electricity	692	852	2,334	1,482		1,482
4115	Insurance	0	446	534	88		88
4253	Shelters	120	732	1,600	868		868
4261	Grounds Maint non contract	653	1,668	3,000	1,333		1,333
	Seafront :- Expenditure	1,464	3,377	7,648	4,271	0	4,271
1011	Income Filming	700	700	0	700		0
1054	Income Other	0	42	0	42		0
1057	Income Electricity Recharge	0	1,463	2,334	-871		0
1058	Income Water Recharge	0	47	82	-35		0
1066	Income Concession	0	41,292	42,825	-1,533		0
1078	Income Entertainment Area	10,400	10,400	0	10,400		0

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1092	Income Grnds Maint Non Contrat	0	135	0	135		0
	Seafront :- Income	11,100	54,079	45,241	8,838		
	Net Expenditure over Income	-9,636	-50,702	-37,593	13,109		
<u>118</u>	<u>Beach Huts</u>						
4051	Rates	300	1,441	3,231	1,790		1,790
4115	Insurance	0	390	1,118	728		728
4275	Building Maintenance	0	15	0	-15		-15
	Beach Huts :- Expenditure	300	1,846	4,349	2,503	0	2,503
1054	Income Other	0	92	0	92		0
1060	Beach Huts Site Licence	0	16,110	18,944	-2,834		0
1061	Beach Hut Annual Rent	0	12,664	12,664	0		0
	Beach Huts :- Income	0	28,866	31,608	-2,742		
	Net Expenditure over Income	300	-27,020	-27,259	-239		
<u>119</u>	<u>Old Town Hall</u>						
4115	Insurance	0	180	196	16		16
4274	Projects Expenditure	0	494	0	-494		-494
	Old Town Hall :- Expenditure	0	674	196	-478	0	-478
1050	Income Rent	106	638	1,275	-638		0
1051	Income Insurance Recharge	0	180	1,275	-1,095		0
	Old Town Hall :- Income	106	817	2,550	-1,733		
	Net Expenditure over Income	-106	-144	-2,354	-2,211		
<u>125</u>	<u>Allotments</u>						
4199	Other Expenditure	0	254	966	712		712
	Allotments :- Expenditure	0	254	966	712	0	712
1050	Income Rent	0	874	870	4		0
1054	Income Other	334	414	966	-552		0
	Allotments :- Income	334	1,288	1,836	-548		
	Net Expenditure over Income	-334	-1,034	-870	164		
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	3,279	10,000	6,721		6,721
	Other Recreation :- Expenditure	0	3,279	10,000	6,721	0	6,721
	Net Expenditure over Income	0	3,279	10,000	6,721		

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
134 <u>CCTV</u>						
4055 Electricity	0	367	1,757	1,390		1,390
4115 Insurance	0	333	954	621		621
4276 CCTV	7,366	7,914	8,398	484		484
CCTV :- Expenditure	7,366	8,614	11,109	2,495	0	2,495
Net Expenditure over Income	7,366	8,614	11,109	2,495		
135 <u>Community Service Other</u>						
4112 Subscriptions	0	249	0	-249		-249
4115 Insurance	0	51	199	148		148
4195 Events Expenditure	163	368	250	-118		-118
4262 Tree Warden Expenses	0	-364	2,000	2,364		2,364
4273 Christmas Lights	3,744	3,875	15,000	11,125		11,125
4281 Christmas Event Expenses	0	127	0	-127		-127
4282 Armed Forces Day Expenditure	799	6,391	0	-6,391		-6,391
4290 Pysical Activity Proj Expenses	0	0	8,000	8,000		8,000
Community Service Other :- Expenditure	4,706	10,698	25,449	14,751	0	14,751
1053 Income Grants	0	4,418	0	4,418		0
1070 Income Community Serv Events	0	2,073	0	2,073		0
1075 Income Christmas Event	18	18	0	18		0
Community Service Other :- Income	18	6,509	0	6,509		
Net Expenditure over Income	4,688	4,188	25,449	21,261		
220 <u>Building Maintenance Pool</u>						
4275 Building Maintenance	0	2,757	6,000	3,243		3,243
Building Maintenance Pool :- Expenditure	0	2,757	6,000	3,243	0	3,243
Net Expenditure over Income	0	2,757	6,000	3,243		
225 <u>Projects Pool</u>						
4274 Projects Expenditure	1,000	-2,732	30,000	32,732		32,732
Projects Pool :- Expenditure	1,000	-2,732	30,000	32,732	0	32,732
1052 Income Projects	0	595	0	595		0
Projects Pool :- Income	0	595	0	595		
Net Expenditure over Income	1,000	-3,327	30,000	33,327		

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>301</u> <u>Planning & Highways</u>						
4263 Bus Shelter Maintenance/Clean	18	90	500	410		410
Planning & Highways :- Expenditure	<u>18</u>	<u>90</u>	<u>500</u>	<u>410</u>	<u>0</u>	<u>410</u>
Net Expenditure over Income	<u>18</u>	<u>90</u>	<u>500</u>	<u>410</u>		
Community Services :- Expenditure	35,560	124,892	317,281	192,389	0	192,389
Income	23,072	161,767	167,276	-5,509		
Net Expenditure over Income	<u>12,488</u>	<u>-36,874</u>	<u>150,005</u>	<u>186,879</u>		



Agenda Item No:	5
Committee:	Community Services
Date:	15th September 2016
Title:	Projects & Facilities Manager - update report
By:	Craig Williams – Projects & Facilities Manager
Purpose of Report:	To inform members on progress and actions relating to Seaford Town Council assets and services.

Recommendations

You are recommended:

- 1. To note the contents of the report.**

1. Projects and Facilities Information

1.1 The Salts

The play area has now been fully operational for a sustained period and feedback is now a lot more positive. We have relocated a couple of benches and bins as seemed in unsafe areas but ultimately the area has been greatly received.

Iconic Facility – Initial ‘Expressions of Interest’ have been received for the Iconic Café/Restaurant project being led by Lewes District Council. Until further assessment takes place The Salts Development Plan projects will be on hold. This is due primarily to the uncertainty around the location of such a building and the potential impact on existing facilities. It is an expressed priority that any impact on existing buildings is offset with the relocation and/or upgrading of the functions provided by those buildings.

The Council has met with both Burley’s and Ian Newby at Seaford Rugby Club to try and find a resolution to the issues surrounding location and quality of pitches on The Salts as well as the way bookings are taken and ensuring that time slots are kept to, ensuring it all runs smoothly.

Seafront

The 2-minute beach clean has taken centre stage over the summer and seems to be going very well. Dom Smith at Frankie’s Café has led the way on this being his initiative. The Council also supported with the office staff doing a 2 minute clean at the end of August, which also included the Mayor and some councillors. A press statement was released showing the Council’s support for the initiative.

Martello Toilets

We have begun initial investigations into the refurbishment or replacement of the Martello toilets as we all know they have fallen into a state of disrepair. We are looking at ways to utilise the space better and have the building as more of a feature for the seafront. These works are not planned until next year and will depend on the outcome of the land sale proposals but we thought prudent to work on the details early so the button can be pushed as soon as the sale goes through; we are hoping to have them open for next summer.

Martello Tower

The seating project is progressing well. The first two benches have been ordered and are estimated for delivery 18th September, I am working on the wall repair and paint works and then will install the benches with the first 10 plaques that have been agreed and ordered.

The structure of the tower has been a problem over the summer. There is a major issue with the cracking of the concrete ceiling that has caused a few areas within to be closed off as they are deemed as unsafe to the public. We have worked with a specialist contractor on identifying key areas and putting together a program of works, they will be on site on the 21st and 22nd September to carry out a hammer test to the ceiling with all hollow areas that look in danger of falling to be removed and a full survey to be carried out and a report to be sent over to Council officers for perusal.

Greenkeepers Shed at Seaford Head Golf Course

The greenkeepers shed at the golf course is due to be replaced during October and November enabling a new dry and safe working environment and store for the team. The allocation of £35k for this project has so far been achieved assuming there are no challenges within the works. We are also looking at opportunities of having solar panels on the roof to provide electricity for the shed and also potentially for The View. These discussions are at an early stage but will aid in the reduction of energy costs at The View which are currently too high for the size of building we have.

Concessions

The Council has agreed for a new concession to be based at South Hill Barn this summer, they began trading in June and so far, the feedback has been fantastic. They have ideas to develop their food offerings to adapt to customer demand and they have just received a 5-star food hygiene rating.

Events

Christmas Magic is fast approaching with lots of work to get done. The next committee meeting is 23rd September where final touches will be made to the schedule. The lighting scheme will remain the same this year with an improvement plan put in place for 2017.

We have had more enquiries than usual for filming and photography rights around town throughout August so have managed to work with these clients and have totalled over £2k in revenue with minimal administration thus being very beneficial for the Council.

1.2 Projects & Facilities – Progress and Team Priorities:

Unfortunately, we said goodbye to Len Fisher at the end of August. We are however progressing well with the recruitment of an Inspector who will be tasked with monitoring the condition of the Council's assets enabling us to be pro-active in our approach to the maintenance rather than reacting to situations brought to our attention.

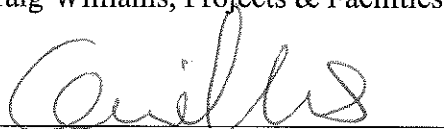
2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager



Craig Williams