



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford on Thursday 26<sup>th</sup> February 2015 at 7.00pm.

#### Present:

Councillors B Burfield (Chairman) and M Brown (Vice Chairman)  
Councillors S Adeniji, S Dunn, P Franklin, S Gauntlett, A Hayder, L Lord and B Warren.  
Mr James Corrigan, Town Clerk - Seaford Town Council.  
Mrs Lucy Clark, Supports Services Manager - Seaford Town Council.  
Miss Georgia Raeburn, PA to the Town Clerk - Seaford Town Council (minutes).  
2 members of the public.

#### F36/02/15 Apologies

Apologies for absence were received from Councillor R Needham.

#### F37/02/15 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

#### F38/02/15 Public Participation

*Roger Foxwell* Questioned when the Council would be receiving the report as per agenda item 5, 1.15, from the Committee meeting on 18<sup>th</sup> December?  
Questioned why £5,700 had been paid to Cheesmurs for containers?  
Questioned where the new leaflet for the Seaford Head Nature Reserve has been displayed in order to get the best return on the cost?

Town Clerk Confirmed that the final financial report for the construction of the new clubhouse will be published once the works have been completed; there are still some civil engineering works to be carried out outside on the road and in the car park.

Clarified that the £5,700 was the final payment for the lease of the containers whilst the new clubhouse was being built. When it was stipulated that the new building would need to be on the same footprint as the old site, Cheesmurs as the contractors provided the Council with leased containers to house the offices, Pro Shop, two changing rooms and the canteen. This cost was included in the original contract.

Confirmed that the leaflet is in a few locations and will be up at the golf clubhouse but that if anyone has suggestions for other locations to let the Council know.

**F39/02/15 Finance Report**

**F39.1 Receipts, Payments and Bank Reconciliation for December 2014 and January 2015**

Members considered report 203/14 regarding receipts, payments and bank reconciliation for December 2014 and January 2015.

It was confirmed that the unrepresented cheque for the Post Office is for PAYE.

It was **AGREED** to **APPROVE** the information contained in the report.

**F39.2 Finance Report – Income & Expenditure 01/04/2014 – 31/01/2015**

Members considered report 211/14 regarding the Council budget position for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> January 2015.

**39.2.1** 4117 / Seaford Town App; the Seaford App is progressing well. It is thanks to a large contribution from Seaford Chamber of Commerce that this project has remained viable.

**39.2.2** 1007 / Golf Course Air Traffic; this will fall slightly short of budget as the budget included an increase in rent, which is unlikely to be seen this financial year. The Clerk has however negotiated the new lease and has in principle achieved a significant increase in rent for the 2015/16 financial year. The Clerk will report back when the lease has been finalised.

**39.2.3** 1074 / Income Vehicle & Equip Maint; it was confirmed that the Mazda referred to is the Golf Course vehicle.

It was **AGREED** to **APPROVE** the information contained in the report.

**F40/02/15 Fees for Use of Council Facilities**

Members **AGREED** to **APPROVE** the proposed new fee structure for the use of Council facilities during 2015-16 as per report 213/14.

**F41/02/15 Earmarked Reserves**

Members considered report 214/14 detailing any movements to the Earmarked Reserves.

**41.1** 339 EMR Golf Course Project; it was confirmed that there are still quite a few additional items that were previously unaccounted for to come out of this reserve such as furniture, fittings, shelves, pictures for the walls, TV's, cutlery, crockery as well as a few other items that have been noticed since opening.

**41.2** 348 EMR Seaford in Bloom; this reserve will be almost depleted by the end of the next financial year so the Council will need to look at what to do with Seaford in Bloom going forwards. This will be a project for the temporary Projects Officer who will be looking in to the fundraising and sponsorship opportunities.

**41.3** 350 EMR Greenkeepers Shed; emergency repairs have been carried out while Council Officers continue to try and obtain a quote for a replacement shed within the reserved figure.

- 41.4 352 EMR Martello Toilets; works to these toilets were included in the Capital Wishlist and will form part of the Martello/Seafront review project, however this is unlikely to happen this coming financial year as work at The Salts has been prioritised. Officers will look at whether any grants are available for these works.
- 41.5 354 EMR The Base; the lease with the Base Management Committee should be signed in the next few weeks. £10k has been put aside for the provision of toilets. However the Clerk will be working with the Committee to see if they can achieve an Awards for All to cover this cost. In this eventuality, the £10k would then be transferred back to General Reserves.
- 41.6 342 EMR Tree Planting; it was confirmed that the Council hold the grants that the Tree Wardens receive and release them as needed.
- 41.7 328 Signage; the temporary Projects Officer has taken on working with East Sussex County Council to get the tourism signs project moving.

The report was **NOTED**.

**F42/02/15 Internal Auditor Update**

Members considered report 212/14 providing an update on Internal Audit matters.

- 42.1 Mulberry & Co's preliminary report came through further to their visit on 19<sup>th</sup> February, which due to annual leave is yet to be read. This will be reported to the Council at the next meeting in April.
- 42.2 The auditor will be asked to look at the issues raised by the Council, including whether the previous internal audits were adequate and if the correct process has been followed.
- 42.3 The currently appointed auditors, Auditing Solutions Ltd, are aware of the current situation.
- 42.4 The Clerk confirmed that he had sought references on Mulberry & Co. before approaching them to carry out the work; they are a very reputable company.

**F43/02/15 Exclusion of the Press & Public**

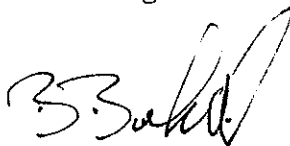
It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 9 on the agenda as the item concerns confidential Council matters.

**F44/02/15 Unrecovered Debt Update**

Members considered exempt report 220/14 providing an update on an unrecovered debt.

It was **PROPOSED** to **DEFER** any decision until Council Officers have had time to properly review all the documentation; this motion was **CARRIED**.

The meeting closed at 7.55pm.

 9-APRIL-2015.

Cllr Barry Burfield  
Chairman

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".