



Seaford Town Council

To the Members of the Community Services Committee

A meeting of the **Community Services Committee** will be held at **37 Church Street, Seaford** on **Tuesday 2nd May** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
25th April 2017

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 151/16 to inform members of the Community Services Committee of Income and Expenditure for the 2016-2017 financial year (pages 2 to 9).

5. Projects and Facilities Manager - Update Report

To consider report 150/16 to inform members on progress and actions relating to Seaford Town Council assets, services and projects (pages 10 to 13).

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 L Freeman (Chair), P Boorman (Vice Chair), D Argent, N Freeman, R Hayder, O Honeyman, M McLean, M Wearmouth, L Wallraven and C White.

For information: Councillors S Adeniji, M Brown, D Burchett, B Burfield, T Goodman, R Honeyman, A Latham, P Lower and B Webb.



Seaford Town Council

Report 151/16

Agenda Item No: 4
Committee: Community Services
Date: 2nd May 2017
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 the period of April 2016 to February 2017.

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 of February 2017 and year to date.
- 1.2** Salts – As previously reported to the Committee, the added expenditure at The Salts was due to the additional works required to complete the play park, this is now complete and looking great. All other areas are within budget and will be at year end.
- 1.3** Crouch – We carried out some maintenance works on the Play Park in late February that hasn't been included in these figures but to the tune of £1,900. The added income of 1073 is due to two years' worth of green fees being paid in one year, the actual is in line with budget.
- 1.4** Martello Fields – Income is up by £1,196 compared to budget due to additional rentals from events and for capturing correct fees for the hire compared to historical negotiated rates. All other areas in pretty much in line with budget.
- 1.5** Other Open Spaces – In line with budget overall, the new concession at High and Over will began trading the first week in April, which will generate £1,500 per annum compared to the £2,500 budgeted. Memorial bench income is positive with £1,620 of additional revenue.
- 1.6** Seaford Head Estate – Over budget for the year due to code 1200 income budget of £15,750 not being used, this would have been for filming and other income, there was a new code for filming 1011 created later in the year which would have fallen under the 1200 prior. Great income generated through memorials on a monthly and annual basis.
- 1.7** Seafront – In line with budget for the month and year to date, the Shoal income continues to be very well received as well as the Entertainments Area helping us keep £7,000 up on budget.
- 1.8** Beach Huts - In line with budget; the monthly income of £15,786 is fees being paid for 2017/18 so if that is removed the overall is a lot closer to the budget figure.

1.9 Building Maintenance pool – was removed from use halfway through the year and each area given a building maintenance code so we can monitor the actual spend of each of our assets.

1.10 Projects Pool – Hugely under budget due to £15,000 being allocated to The View to compensate for the shortfalls of its performance.

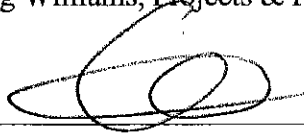
2. Financial Appraisal

The financial updates in this report are outlined in Section 1.

3. Contact Officer

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

Projects & Facilities Manager



Town Clerk



Month No : 11

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	1,442	2,060	618	618
4055	Electricity	0	411	200	-211	-211
4115	Insurance	0	2,134	3,700	1,566	1,566
4155	Professional Fees	0	25	0	-25	-25
4199	Other Expenditure	0	360	0	-360	-360
4250	Public Seating	0	340	0	-340	-340
4251	Dog Bin Emptying	148	1,632	1,833	201	201
4260	Grounds Maintenance Contract	5,705	57,167	70,510	13,344	13,344
4261	Grounds Maint non contract	0	8,277	5,000	-3,277	-3,277
4274	Projects Expenditure	0	1,352	0	-1,352	-1,352
4275	Building Maintenance	1,410	3,074	0	-3,074	-3,074
	Salts Recreation Ground :- Expenditure	7,263	76,213	83,303	7,090	0
1050	Income Rent	0	1,517	1,368	149	0
1051	Income Insurance Recharge	0	791	1,326	-535	0
1054	Income Other	0	490	0	490	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 & Green Fees	825	6,270	7,653	-1,383	0
	Salts Recreation Ground :- Income	825	26,733	28,955	-2,222	
	Net Expenditure over Income	6,438	49,480	54,348	4,868	
<u>106</u>	<u>Crouch Recreation Ground</u>					
4052	Water & Sewerage	0	617	2,248	1,631	1,631
4055	Electricity	75	442	307	-135	-135
4115	Insurance	0	949	1,838	889	889
4251	Dog Bin Emptying	106	1,165	1,310	145	145
4260	Grounds Maintenance Contract	3,509	35,089	43,370	8,281	8,281
4261	Grounds Maint non contract	25	1,075	3,000	1,925	1,925
4275	Building Maintenance	0	590	0	-590	-590
4501	Filming Expenses	0	1,090	0	-1,090	-1,090
	Crouch Recreation Ground :- Expenditure	3,714	41,018	52,073	11,055	0
1011	Income Filming	0	1,350	0	1,350	0
1050	Income Rent	0	1,710	2,400	-690	0
1051	Income Insurance Recharge	0	500	763	-263	0
1057	Income Electricity Recharge	0	182	153	29	0
1073	Sports Pitch Hire & Green Fees	296	15,169	9,270	5,899	0
	Crouch Recreation Ground :- Income	296	18,910	12,586	6,324	
	Net Expenditure over Income	3,419	22,108	39,487	17,379	

Month No : 11

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	932	1,048	116		116
4260	Grounds Maintenance Contract	1,290	12,900	15,945	3,045		3,045
4261	Grounds Maint non contract	0	1,519	2,000	481		481
4275	Building Maintenance	215	430	0	-430		-430
	Martello Fields :- Expenditure	<u>1,590</u>	<u>15,782</u>	<u>18,993</u>	<u>3,211</u>	<u>0</u>	<u>3,211</u>
1050	Income Rent	0	5,196	4,000	1,196		0
	Martello Fields :- Income	<u>0</u>	<u>5,196</u>	<u>4,000</u>	<u>1,196</u>		
	Net Expenditure over Income	<u>1,590</u>	<u>10,586</u>	<u>14,993</u>	<u>4,407</u>		
<u>108</u>	<u>Other Open Spaces</u>						
4052	Water & Sewerage	0	43	75	32		32
4154	Land Registry Fees	51	93	0	-93		-93
4250	Public Seating	0	490	0	-490		-490
4251	Dog Bin Emptying	170	1,865	2,095	230		230
4260	Grounds Maintenance Contract	2,468	24,676	30,500	5,824		5,824
4261	Grounds Maint non contract	0	2,960	3,500	540		540
4270	Vehicles & Equipment Maint	0	50	0	-50		-50
4274	Projects Expenditure	0	145	0	-145		-145
4275	Building Maintenance	133	339	0	-339		-339
	Other Open Spaces :- Expenditure	<u>2,821</u>	<u>30,662</u>	<u>36,170</u>	<u>5,508</u>	<u>0</u>	<u>5,508</u>
1050	Income Rent	0	990	0	990		0
1054	Income Other	0	85	0	85		0
1055	Income Memorial Bench	650	1,620	0	1,620		0
1066	Income Concession	0	0	2,500	-2,500		0
	Other Open Spaces :- Income	<u>650</u>	<u>2,695</u>	<u>2,500</u>	<u>195</u>		
	Net Expenditure over Income	<u>2,171</u>	<u>27,967</u>	<u>33,670</u>	<u>5,703</u>		
<u>113</u>	<u>Crypt</u>						
4051	Rates	0	5,614	5,679	65		65
4052	Water & Sewerage	0	97	200	103		103
4055	Electricity	90	298	875	577		577
4056	Gas	0	240	2,348	2,108		2,108
4105	Postage	0	0	10	10		10
4106	Stationery	0	0	100	100		100
4110	Advertising & Publicity	395	421	1,000	579		579
4115	Insurance	0	421	792	371		371
4199	Other Expenditure	0	0	50	50		50

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4201	Cleaning & Hygiene	0	208	500	292		292
4275	Building Maintenance	0	656	0	-656		-656
	Crypt :- Expenditure	485	7,955	11,554	3,599	0	3,599
1050	Income Rent	0	6,509	6,500	9		0
	Crypt :- Income	0	6,509	6,500	9		
	Net Expenditure over Income	485	1,446	5,054	3,608		
<u>115</u>	<u>Martello Tower</u>						
4115	Insurance	0	1,430	2,273	843		843
4275	Building Maintenance	0	375	0	-375		-375
	Martello Tower :- Expenditure	0	1,805	2,273	468	0	468
	Net Expenditure over Income	0	1,805	2,273	468		
<u>116</u>	<u>Seaford Head Estate</u>						
4115	Insurance	0	801	1,273	472		472
4199	Other Expenditure	89	546	0	-546		-546
4250	Public Seating	126	5,478	0	-5,478		-5,478
4251	Dog Bin Emptying	85	848	1,048	200		200
4260	Grounds Maintenance Contract	152	1,367	1,877	510		510
4261	Grounds Maint non contract	0	1,903	2,000	97		97
4275	Building Maintenance	880	6,545	0	-6,545		-6,545
4500	Nature Reserve Expenses	0	10,500	10,500	0		0
4501	Filming Expenses	500	2,605	0	-2,605		-2,605
	Seaford Head Estate :- Expenditure	1,831	30,592	16,698	-13,894	0	-13,894
1011	Income Filming	120	10,713	0	10,713		0
1050	Income Rent	0	10,000	10,000	0		0
1053	Income Grants	1,625	3,250	3,250	0		0
1055	Income Memorial Bench	900	9,900	0	9,900		0
1066	Income Concession	0	4,508	2,500	2,008		0
1079	Income Memorial Picnic Bench	0	600	0	600		0
1200	Income Nature Reserve	0	0	15,750	-15,750		0
	Seaford Head Estate :- Income	2,645	38,971	31,500	7,471		
	Net Expenditure over Income	-814	-8,378	-14,802	-6,424		
<u>117</u>	<u>Seafont</u>						
4052	Water & Sewerage	0	-253	180	433		433
4055	Electricity	788	2,416	2,334	-82		-82

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4115	Insurance	0	446	534	88		88
4250	Public Seating	0	150	0	-150		-150
4253	Shelters	0	1,877	1,600	-277		-277
4254	Martello Entertainments Area	122	5,722	0	-5,722		-5,722
4255	The Shoal Expenditure	9,300	9,300	0	-9,300		-9,300
4261	Grounds Maint non contract	44	3,505	3,000	-505		-505
4274	Projects Expenditure	0	750	0	-750		-750
4275	Building Maintenance	1,155	1,361	0	-1,361		-1,361
	Seafont :- Expenditure	11,408	25,275	7,648	-17,627	0	-17,627
1011	Income Filming	0	1,427	0	1,427		0
1053	Income Grants	0	2,240	0	2,240		0
1054	Income Other	0	83	0	83		0
1057	Income Electricity Recharge	0	3,295	2,334	961		0
1058	Income Water Recharge	0	47	82	-35		0
1066	Income Concession	0	43,746	42,825	921		0
1078	Income Entertainment Area	800	13,600	0	13,600		0
1082	Income The Shoal	2,760	5,135	0	5,135		0
1092	Income Grnds Maint Non Contrat	0	387	0	387		0
	Seafont :- Income	3,560	69,961	45,241	24,720		
	Net Expenditure over Income	7,848	-44,686	-37,593	7,093		
118	Beach Huts						
4051	Rates	0	2,941	3,231	290		290
4115	Insurance	0	390	1,118	728		728
4275	Building Maintenance	0	60	0	-60		-60
	Beach Huts :- Expenditure	0	3,391	4,349	958	0	958
1054	Income Other	25	142	0	142		0
1055	Income Memorial Bench	0	500	0	500		0
1060	Beach Huts Site Licence	15,786	31,896	18,944	12,952		0
1061	Beach Hut Annual Rent	0	12,664	12,664	0		0
	Beach Huts :- Income	15,811	45,202	31,608	13,594		
	Net Expenditure over Income	-15,811	-41,811	-27,259	14,552		
119	Old Town Hall						
4115	Insurance	0	180	196	16		16
4260	Grounds Maintenance Contract	0	152	0	-152		-152
4274	Projects Expenditure	0	494	0	-494		-494
4275	Building Maintenance	0	206	0	-206		-206
	Old Town Hall :- Expenditure	0	1,032	196	-836	0	-836

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1050	Income Rent	0	1,169	1,275	-106		0
1051	Income Insurance Recharge	0	180	1,275	-1,095		0
	Old Town Hall :- Income	<u>0</u>	<u>1,348</u>	<u>2,550</u>	<u>-1,202</u>		
	Net Expenditure over Income	<u>0</u>	<u>-317</u>	<u>-2,354</u>	<u>-2,037</u>		
<u>125</u>	<u>Allotments</u>						
4154	Land Registry Fees	0	6	0	-6		-6
4199	Other Expenditure	0	254	966	712		712
	Allotments :- Expenditure	<u>0</u>	<u>260</u>	<u>966</u>	<u>706</u>	<u>0</u>	<u>706</u>
1050	Income Rent	0	874	870	4		0
1054	Income Other	0	414	966	-552		0
	Allotments :- Income	<u>0</u>	<u>1,288</u>	<u>1,836</u>	<u>-548</u>		
	Net Expenditure over Income	<u>0</u>	<u>-1,028</u>	<u>-870</u>	<u>158</u>		
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	5,139	10,000	4,861		4,861
	Other Recreation :- Expenditure	<u>0</u>	<u>5,139</u>	<u>10,000</u>	<u>4,861</u>	<u>0</u>	<u>4,861</u>
	Net Expenditure over Income	<u>0</u>	<u>5,139</u>	<u>10,000</u>	<u>4,861</u>		
<u>134</u>	<u>CCTV</u>						
4055	Electricity	0	367	1,757	1,390		1,390
4115	Insurance	0	333	954	621		621
4276	CCTV	0	8,463	8,398	-65		-65
	CCTV :- Expenditure	<u>0</u>	<u>9,163</u>	<u>11,109</u>	<u>1,946</u>	<u>0</u>	<u>1,946</u>
	Net Expenditure over Income	<u>0</u>	<u>9,163</u>	<u>11,109</u>	<u>1,946</u>		
<u>135</u>	<u>Community Service Other</u>						
4112	Subscriptions	0	249	0	-249		-249
4115	Insurance	0	51	199	148		148
4195	Events Expenditure	0	449	250	-199		-199
4253	Shelters	0	120	0	-120		-120
4262	Tree Warden Expenses	525	1,403	2,000	597		597
4263	Bus Shelter Maintenance/Clean	0	18	0	-18		-18
4273	Christmas Lights	0	13,740	15,000	1,260		1,260
4281	Christmas Event Expenses	0	7,960	0	-7,960		-7,960
4282	Armed Forces Day Expenditure	0	6,491	0	-6,491		-6,491

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4290 Physical Activity Proj Expenses	0	0	8,000	8,000		8,000
Community Service Other :- Expenditure	525	30,482	25,449	-5,033	0	-5,033
1053 Income Grants	0	4,418	0	4,418		0
1070 Armed Forces Day Income	55	2,158	0	2,158		0
1072 Income Tree Wardens	0	320	0	320		0
1075 Income Christmas Event	330	6,129	0	6,129		0
1078 Income Entertainment Area	0	40	0	40		0
Community Service Other :- Income	385	13,065	0	13,065		
Net Expenditure over Income	140	17,417	25,449	8,032		
<u>220 Building Maintenance Pool</u>						
4275 Building Maintenance	0	2,987	6,000	3,013		3,013
Building Maintenance Pool :- Expenditure	0	2,987	6,000	3,013	0	3,013
1091 Income Building Maintenance	0	300	0	300		0
Building Maintenance Pool :- Income	0	300	0	300		
Net Expenditure over Income	0	2,687	6,000	3,313		
<u>225 Projects Pool</u>						
4274 Projects Expenditure	-7,150	3,148	30,000	26,852		26,852
4275 Building Maintenance	0	1,392	0	-1,392		-1,392
Projects Pool :- Expenditure	-7,150	4,540	30,000	25,460	0	25,460
1053 Income Grants	0	595	0	595		0
Projects Pool :- Income	0	595	0	595		
Net Expenditure over Income	-7,150	3,945	30,000	26,055		
<u>301 Planning & Highways</u>						
4261 Grounds Maint non contract	0	18	0	-18		-18
4263 Bus Shelter Maintenance/Clean	0	897	500	-397		-397
Planning & Highways :- Expenditure	0	915	500	-415	0	-415
Net Expenditure over Income	0	915	500	-415		
Community Services :- Expenditure	22,487	287,212	317,281	30,069	0	30,069
Income	24,172	230,774	167,276	63,498		
Net Expenditure over Income	-1,684	56,438	150,005	93,567		



Agenda Item No:	4
Committee:	Community Services
Date:	2nd May 2017
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 maintenance works on The Salts changing rooms have now been completed ready for the cricket season to begin, the area has had its damage repaired following the Christmas problems, been completely redecorated, deep cleaned, replaced fixtures and fittings and electrical systems brought up to current legal requirements.

Regeneration works have begun on the football and rugby pitches following the season ending last week. The pitches overall have been kept in excellent condition throughout the winter with no games being cancelled due to pitch condition, this is compared to 14 in the 2015/16 season. This is mainly due to the management of the contractors and ensuring the maintenance programme is adhered to and adjustments to this programme to ensure the correct work is undertaken at the correct time of year.

The football goals will be stripped and repainted when they are taken down next week to ensure they are looking their best when they go back up in August.

1.2 The Crouch

Some key maintenance works have been carried out to the park this spring to ensure it looks its best for this spring and summer months. There have been some reports from the residents on the condition of 8 trees that are at the bottom of their gardens that are encroaching on their land, are growing against a flint wall which is causing it to crack and crumble as well as low hanging branches that can be dangerous. An onsite meeting with a contractor was held to compile a programme of works with their costs amounting to £1,700, which includes crowning all the trees and removing the problematic tree causing the issues with the wall. Alternative quotations will be sought to ensure value for money and then look at progressing these works through the summer.

The Crouch has become the hub of anti-social behaviour in Seaford so I am working with the community support officers and the sports clubs there to work on the best way to deal with the regular issues that keep occurring. The residents of Mercead Road are also upset as the behaviour happens at the bottom of their gardens causing noise, violence, bottles, and rubbish being thrown into their gardens.

We discussed this at a meeting between PCSO's and the sports clubs and came up with a selection of solutions to try and combat it, these include the Police installing a high level camera on one of the floodlights pointing directly at the area of concern, the Football Club applying for a grant from the Town Council for additional cameras around their building and also the idea of building a mid-sized covered seating area by the Football Club to house the behaviour and encourage them to use this rather than the benches and dug outs. This hopefully will keep them isolated to one area and reduce disturbance. The cost for this is around £4,000 which I am applying for a grant from the Lewes District Joint Action Group.

1.4 Seafront Development Plan

The Seafront Development Plan consultation went extremely well on 3rd and 4th March with over 1,000 people attending the days. The Council has now adopted the Development Plan as of 28th March and works are progressing on delivering the 2017 projects. These will be 20 Beach Huts at Bönningstedt promenade, new toilets at the Martello Tower, 3 new concessions at Bönningstedt, trees along the promenade at key intervals and 2 sandpits. I will report back to the Committee on the progress of these over the coming months.

The Shoal project is nearing completion with the opening date confirmed as Monday 1st May. We have made this a small event with music, food, drinks etc. Some Seaford volunteers have very kindly offered to clean up the area in preparation for the day so a huge thank you those, who are led by Sylvia Dunn.

1.6 Concessions

The new concession has begun trading at High and Over car park as of Easter 2017 and so far, has been well received by all. They have agreed a 1 year license as the area is an unknown quantity so we will monitor their development. The concession at South Hill Barn is up for sale due to the current owner's ill health, there is strong interest in it so I am confident they will be able to continue trading without any effect on their service delivery. I have ordered a new bin for the area due to the spot becoming increasingly popular so the bins are regularly overflowing, this should help keep the area clean and tidy and looking at its best.

1.7 Events

The 2017/18 events programme is extremely busy. We have created a new process for bookings making it easier to manage a greater number as our administration time has been reduced. So far, we have 35 events booked which is 10 more than our target and last year's amount. We have been working hard to bring new events to the town which are great community assets and have been successful with 2 outdoor cinemas, a football festival and a British Heart Foundation cycle event all booked for this year and annually going forward. This has also had a positive effect on the income figures as it has increased this to £7,825 from £4,156 in 2016/17.

Armed Forces Day is progressing very well and should be a fantastic asset again for this year. 2018 marks the hundred-year anniversary of the end of the First World War so we are looking at ways of making 2018's AFD better than ever to commemorate.

We are also hosting our first quiz night at The View on 26th April to raise money for the Mayor's Charities. Should this be successful we will look at potentially having them more regularly.

1.8 Sports

The Non-Turf Cricket Pitch has been replaced on pitch 2 for the cricket which has cost the Council £2,000 as a quarter of the project but it means the pitch is now usable so will increase our income for the hire by £400 per annum.

1.9 Street Market Update

The first street market took place on Good Friday and was overall well received. The set up was a challenge due to problems with cars being left in situ; these should be addressed for the next market on 28th April, as we have put contingency plans in place. We have had discussions with Lewes District Council about the management of the road closures and ensuring their support in having the road clear. The traders that attended did very well and Wendy, Market Manager, has spoken to a selection of the street's existing traders and they informed us it was good to have it and their takings were up. We have installed foot counters on Broad Street and Sutton Road to monitor the numbers on a market day and non-market day and will use this data to monitor the success of the markets.

1.10 Projects & Facilities – Progress and Team Priorities:

Attached at Appendix A is the new maintenance inspection regime for the Council's assets. A report is carried out on each area and then handed over to our contractors for quotes for repairs.

Overall the team is working extremely well to maintain the level of service delivery for the town however this year is busier than ever with additional events, filming requests, the Seafront Development Plan, a large selection of projects and the new preventative maintenance programmes for each area. We now have clear allocated roles for each person with no overlaps or duplicated works to ensure productivity. Emily Piper will unfortunately be having an operation in May and will be off work for a minimum of 14 weeks so we will be looking to recruit a temporary replacement for the duration to ensure continuity of service.

2. Financial Appraisal

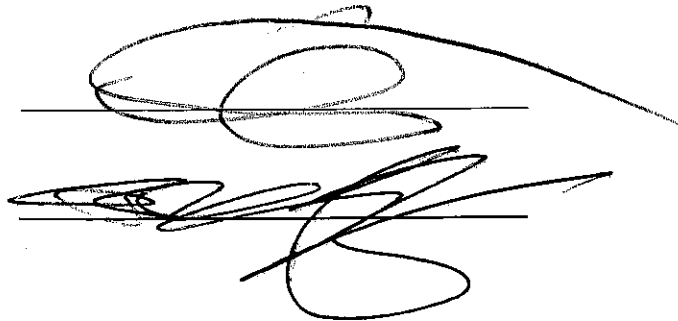
There are no direct financial implications from this report.

3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



Appendix A

Inspection Schedule	Month/s
The View Health and Safety and Maintenance audit including DSE assessments	Annually (September or after incident or complaint)
DSE assessments of the Church Street office staff	Annually (September or after incident or complaint)
The Crouch all areas including play areas	Apr, May, June, July, Aug, Dec
Martello fields and Tower* visual and security	April, May, June, July, Aug, Sept and after Bonfire
All toilets	Monthly
The Salts all areas including play areas (Café*, Lifeboat station*)	Feb, Apr, May, June, July, Aug, Sept, Dec
Normansal Park all areas including play areas	May, June, Sept, Dec
Seafront including exterior of kiosks*, bus shelters, splash point, Sunken Garden and memorial benches	Apr, June, Aug, Oct
Beach huts	Mar, Nov, July, June
Salts café exterior	Mar, Sept
The Base exterior	Mar, Oct
Cricket pavilion exterior	Mar, Sept
Community changing rooms – monthly check	Monthly
Scout hut exterior	Mar, Dec
Bowling pavilion exterior	Mar, Aug
Football clubhouse the Crouch exterior	Mar, Aug
Hurdis House	June
The Crypt	Jan, Apr, July, Oct
Old Town Hall	Feb, June, Aug, Nov
South Hill Barn	Mar, June, Sept, Dec
Noticeboards - Blatchington Pond, East Street, Buckle Car Park, South Hill Barn car park	May, Oct
War Memorial	April, Nov
Blatchington Pond and Avondale Triangle	July, Nov
Seaford Head Estate incl. Nature Reserve	July, Dec
Hope Gap	July, Dec
High and Over car park, picnic, viewpoint	May, Oct
Christmas lights	Oct, Feb
The Holt, Firlie Close	May, Oct
Allotments	Feb
Lexden/Normansal	May, Sept
The Covers and Ringmer Road	June, Nov
Steyne Rd - Jubilee Gardens	Apr, Aug, Nov
Bishopstone Road	Sept
Princess Drive Village Green	Oct
Rotary Centenary Clock	Apr, Aug, Nov
Gildredge Road verges, Sutton Drove verges, Sandore Road and Pelham Road flower beds	Sept, Jan
29 Broad Street - condition of trees and wall condition	Jan, Oct
Street planters	Jan, Nov
Street benches	Nov, Jan
H&S Policy Documents	Jan, Feb
Disabled Toilet in the Crouch	Mar