



## 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 17<sup>th</sup> December 2015** at **7.00pm**.

**Present:**

Councillor M Brown (Chairman)

Councillor P Lower (Vice Chairman)

Councillors S Adenji, R Honeyman, M Lambert and L Worcester.

Mr James Corrigan, Town Clerk - Seaford Town Council

Mrs Lucy Clark, Support Services Manager - Seaford Town Council

Miss Elizabeth Harvey, Finance and Administration Assistant - Seaford Town Council (minutes)

Two members of the public

**F15/12/15 Apologies**

Apologies for absence were received from Councillors P Boorman, B Burfield and R Hayder.

**F16/12/15 Disclosure of Interests**

There were no disclosures of interest.

**F17/12/15 Public Participation**

*Sarah McStravick Expressed concerns on why The View at Seaford Head Golf Club is shutting at 7pm most evenings in the winter period, which is not allowing or encouraging community groups to use the venue and questioned the current rates of hiring to community group; as seems too expensive for them to afford.*

Town Clerk

Explained that some events at The View previously had been running at a slight loss and costing the tax payer. With the new current rates in place the venue events make a profit so that the venue can look to breakeven. The View does not always close at 7pm in the winter period, if a function is on like the comedy night.

*Christine Brett*

*Expressed concern with regards to the original business plan not being inclusive of all that was needed for The View and spending was not accurately budgeted for. Asked can we be assured that the next budget for the Golf Club and The View will cover all remaining omissions from the previous budget and be monitored rigorously.*

*Also, can we know whether the Jazz event has delivered value for money and whether it will continue. Does the Jazz event have a contract in place.*

Town Clerk

Stated some items purchased for the golf course and The View had not been budgeted for in the first year, however, the second year will be an improved budget due to knowing this information now. The future capital omissions, such as the external lighting, nets to catch the golf balls to stop damage to the clubhouse, a dance floor

these are not budgeted for this year as not enough scope for these until a profit has been achieved.

Currently the jazz events are not bringing in the revenue expected; however, the staff are working closely with the jazz organisers to see if a profit can be made to make the event viable. A three month trial period has been given to see how the events and profits progress. At this stage the events at The View have great potential to develop.

Cllr S Adenji Explained that he works closely with the Town Clerk to monitor the income & expenditure at the golf club on behalf of the tax payer and financial systems to measure performance are implemented. The intention is to write to customers who have booked The View for feedback.

Christine Brett *Enquired as to whether all customers who have booked The View would be written to for feedback and comments.*

Town Clerk Confirmed that letters would be written post the Christmas period, to those customers who have booked The View asking for their feedback and comments, however, the period of time selected for those bookings has not yet been decided.

## **F18/12/15 Finance Report**

### **F18.1 Receipts, Payments and Bank Reconciliation for September 2015 to November 2015**

Members considered report 121/15 advising of receipts, payments and bank reconciliation for September 2015 to November 2015.

Members asked for clarity on certain income and payments regarding Photocopier charges, spending out of reserve funds.

**F18.1.1** It was **RESOLVED** to **APPROVE** the total receipts of £292,685.72 and total payments of £129,319.16 for September 2015 with a balance to carry forward of £674,453.42.

**F18.1.2** It was **RESOLVED** to **APPROVE** the total receipts of £81,148.07 and total payments of £119,804.48 for October 2015 with a balance to carry forward of £635,797.02.

**F18.1.3** It was **RESOLVED** to **APPROVE** the total receipts of £46,338.91 and total payments of £146,649.61 for November 2015 with a balance to carry forward of £535,486.32.

### **F18.2 Finance Report – Income & Expenditure for the period of 1 April 2015 to 31 30 November 2015**

Members considered report 122/15 informing of income and expenditure for the periods between 1<sup>st</sup> April 2015 and 31<sup>st</sup> November 2015 compared to the annual budget.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

## **F19/12/15 First Internal Audit Report for 2015-16**

### **F19.1 To receive the First Internal Audit Report from Mulberry & Co Ltd for 2015-2016**

Members considered report 123/15 informing of the Internal Auditors report for 2015-2016.

Members asked for clarity on certain items regarding general reserves, the implication on increasing council tax or making cuts to services.

**F19.1.1** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co Ltd as the Internal Auditor for 2015-2016

**F19.1.2** It was **RESOLVED** to **NOTE** the Internal Auditors Report

**F19.1.3** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B

**F20/12/15 Proposed Finance & General Purposes Budget 2016-17**

**F20.1 To present a draft budget for 2016-17 for the committee to consider to make any recommendations to the Council meeting on 28<sup>th</sup> January 2016.**

Members considered report 126/15 informing of the draft budget 2016-2017

**F20.1.1** It was **RECOMMENDED** to **AMEND** the draft budget to reduce the Grants Pool expenditure from £29,750 to £28,650.

**F20.1.2** It was **RESOLVED** to **APPROVE** the training meeting of the committee with invitations to all Councillors to discuss all committee budgets in detail on 21<sup>st</sup> January 2016.

**F21/12/15 Write off Request**

**F21.1 To inform the Committee of Monetary discrepancies at The View at Seaford Head.**

**Members considered report 124/15 informing them of monetary discrepancies and asking for a recommendation to forward to Full Council for a write off.**

**F21.1.1** It was **RESOLVED** to **RECOMMEND** to Full Council to write off the amounts of £260.00 and £150.46 relating to unaccounted expenditure at the View, Seaford Head Golf Club.

The meeting closed at 20.14.

Cllr Mark Brown  
Chairman