



## Seaford Town Council

### To the Members of the Finance & General Purposes Committee

A meeting of the Finance & General Purposes Committee will be held at the Council Chamber, 37 Church Street, Seaford, on Thursday 23<sup>rd</sup> March at 7.00 pm, which you are summoned to attend.

James Corrigan  
Town Clerk  
16<sup>th</sup> March 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**

- a) To consider report 129/16 regarding receipts, payments and bank reconciliation for November, December 2016 and January, February 2017 (pages 3 to 8).
- b) To consider report 130/16 regarding the Council budget position for the period of 1<sup>st</sup> April 2016 to 28<sup>th</sup> February 2017 (pages 9 to 24).

**5. Internal Control Review**

To consider report 131/16 updating the Committee on the review of Internal Controls (pages 25 to 27).

**6. Council Risk Assessments**

To consider report 132/16 updating the Committee on the Financial Risk Assessments and Strategy (pages 28 to 29).

**7. Hire Charges for use of Council Facilities and Open Spaces**

To consider report 133/16 proposing the new fee structure for the use of Council Facilities and Open Spaces 2017/18 (pages 30 to 32).

**For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

**Circulation:**

**Committee:** Councillor M Brown (Chair) and L Worcester (Vice-Chair). Councillors S Adeniji, D Argent, P Boorman, B Burfield, T Goodman, R Hayder, R Honeyman and A Latham.

**For information:** Councillors D Burchett, L Freeman, N Freeman, O Honeyman, P Lower, M McLean, L Wallraven, M Wearmouth, B Webb and C White.



Seaford Town Council

Report 129/16

**Agenda Item No:** 4 (a)  
**Committee:** Finance & General Purposes  
**Date:** 23<sup>rd</sup> March 2017  
**Title:** Receipts, Payments and Bank Reconciliation Reports for November, December 2016 and January, February 2017.  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliations for November 16, December 16, January 17 and February 17.

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**Recommendations**

You are recommended to note the report.

1. To note (as previously reported) the balance brought forward from October 2016 is £511,631.02.
  2. To note the November 2016 total receipts are £45,879.29 and total payments are £167,317.73 leaving a balance to carry forward of £390,192.58.
  3. To note the December 2016 total receipts are £56,084.25 and total payments are £142,966.51 leaving a balance to carry forward of £303,310.32.
  4. To note the January 2017 total receipts are £62,092.13 and total payments are £127,095.68 leaving a balance to carry forward of £238,306.76.
  5. To note the February 2017 total receipts are £45,346.27 and total payments are £108,725.09 leaving a balance to carry forward of £174,927.94.
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**1. Information**

- 1.1 As previously reported at the Finance and General Purposes Meeting held on 3<sup>rd</sup> March 2016, reports prior to this date had comprised of a print out of all cashbook listings of receipts and payments for the prior months have been attached to all agendas.
- 1.2 Since the Council have been involved in processing all receipts and payments for The View, the print outs had become considerably lengthy and costly to produce for each agenda. It is therefore becoming less sustainable to continue to produce in this way.
- 1.3 Financial Regulations 2.2 states that a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions to and noted by the Finance & General Purposes Committee.

- 1.4 Therefore, in line with the above, this report will attach the signed reconciliation page for the relevant months.
- 1.5 Copies of the cashbook detailing these receipts and payments are available in the members' room and by email should a Councillor so request.
- 1.6 The Chairman of this Committee, Councillor Mark Brown, continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Support Services Manager. This task may also be carried out the Deputy Chairman of this Committee, Councillor Leslie Worcester.
- 1.7 Councillor Brown has viewed and verified the bank statements for November 2016, December 2016 and January 2017. Signed copies of the reconciliation pages are attached in Appendix A. The February 2017 accounts have yet to be verified however and are attached for your information in Appendix B.


## 2. Financial Appraisal

The appendices comprise the bank account reconciliations for November 2016, December 2016, January 2017 and February 2017.

## 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Town Clerk



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Date: 09/12/2016

Seaford Town Council 2016/2017

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Time: 13:20

User: LC

Bank Reconciliation Statement as at: 30/11/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/11/2016	558	383,786.02
			<u>383,786.02</u>
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
30/11/2016 NOV-VM009 Amazon		25.68	
30/11/2016 NOV-VM10 Alexanders		66.91	
			<u>92.59</u>
			<u>383,693.43</u>
<b>Receipts not Banked/Cleared (Plus)</b>			
31/08/2016		0.70	
24/11/2016		48.00	
28/11/2016		154.00	
28/11/2016		29.50	
29/11/2016		20.00	
29/11/2016		217.45	
30/11/2016		73.03	
30/11/2016		84.00	
30/11/2016		-168.00	
30/11/2016		160.00	
30/11/2016		3,130.00	
30/11/2016		443.65	
30/11/2016		2,258.82	
30/11/2016		48.00	
			<u>6,499.15</u>
			<u>390,192.58</u>
		<b>Balance per Cash Book is :-</b>	<b>390,192.58</b>
		<b>Difference is :-</b>	<b>0.00</b>

RECONCILED TO CASHBOOK

Name: Lucy Clark

Signed: [Signature] Date: 9/12/16

CHECKED AND VERIFIED BY:

Name: M Brown

Signed: [Signature] Date: 23/12/16

DEC 2016

Date: 09/01/2017

Seaford Town Council 2016/2017

Page No: 1

Time: 17:41

User: LC

Bank Reconciliation Statement as at: 31/12/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/12/2016	568	294,356.53
			<u>294,356.53</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
20/12/2016 202950	Seaford Community Garden	250.00	
			<u>250.00</u>
			294,106.53
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2016		0.70	
27/12/2016		216.00	
28/12/2016		372.55	
28/12/2016		306.00	
29/12/2016		1,008.92	
29/12/2016		158.00	
30/12/2016		234.25	
30/12/2016		312.00	
31/12/2016		245.35	
31/12/2016		3,415.01	
31/12/2016		2,935.00	
			<u>9,203.78</u>
			303,310.31
		<b>Balance per Cash Book is :-</b>	<b>303,310.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

RECONCILED TO CASHBOOK  
Name: LUCY CHALK  
Signed: [Signature] Date: 9/1/17  
CHECKED AND VERIFIED BY:  
Name: M BROWN  
Signed: [Signature] Date: 9/2/17

Bank Reconciliation Statement as at: 31/01/2017 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/01/2017	577	225,038.99
			<u>225,038.99</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/12/2016 202950      Seaford Community Garden	250.00
31/01/2017 JAN-VM004      Slingsby	311.04
	<u>561.04</u>
	224,477.95

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
31/08/2016	0.70
27/01/2017	117.00
27/01/2017	1,146.52
28/01/2017	238.00
28/01/2017	264.80
29/01/2017	95.00
29/01/2017	1,053.55
30/01/2017	2,381.00
30/01/2017	360.00
30/01/2017	56.00
30/01/2017	413.25
31/01/2017	10.00
31/01/2017	2,429.50
31/01/2017	78.24
31/01/2017	5,185.25
	<u>13,828.81</u>
	238,306.76

Balance per Cash Book is :- 238,306.77  
Difference is :- 0.00

RECONCILED TO CASHBOOK

Name: Lucy Clark

Signed: [Signature] Date: 9/2/17

CHECKED AND VERIFIED BY:

Name: M. Brown

Signed: [Signature] Date: 14/3/17

Date: 03/03/2017

Seaford Town Council 2016/2017

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Time: 13:58

User : LC

Bank Reconciliation Statement as at: 28/02/2017 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	28/02/2017	586	165,688.77
			<u>165,688.77</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
14/02/2017 202952	Seaford Fair Trade Group	10.00	
14/02/2017 202953	Telscombe Town Council	25.00	
27/02/2017 FEB-TC007	BASC	74.00	
27/02/2017 FEB-TC008	Fasthosts	11.40	
			<u>120.40</u>
			165,568.37
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2016		0.70	
24/02/2017		106.00	
24/02/2017		197.05	
25/02/2017		163.00	
25/02/2017		343.47	
26/02/2017		52.00	
26/02/2017		571.93	
26/02/2017		4,293.75	
27/02/2017		20.00	
27/02/2017		70.25	
28/02/2017		540.00	
28/02/2017		90.00	
28/02/2017		42.00	
28/02/2017		2,196.00	
28/02/2017		76.44	
28/02/2017		596.98	
			<u>9,359.57</u>
			174,927.94
			<u>174,927.95</u>
			Balance per Cash Book is :-
			174,927.95
			Difference is :-
			0.00





Seaford Town Council

Report 130/16

**Agenda Item No:** 4 (b)  
**Committee:** Finance & General Purposes  
**Date:** 23<sup>rd</sup> March 2017  
**Title:** Finance Report  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To inform Members of the Income and Expenditure from 1<sup>st</sup> April 2016 to 28<sup>th</sup> February 2017 compared to the annual budget.

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**Recommendations**

**You are recommended:**

1. To approve the report.
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**1. Information**

- 1.1 Attached in Appendix A are the statements detailing income and expenditure for the period 1 April 2016 to 28 February 2017 for each Committee compared to the projected annual budget.
- 1.2 Greater detail on reasons for over performance / underperformance of individual budgets has been provided by the Cost Centre Managers when reported to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

**2. Financial Appraisal**

The financial implications of this report are detailed in Section 1 of the report.

**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

Town Clerk

15/03/2017

## Seaford Town Council 2016/2017

15:25

Detailed Income &amp; Expenditure by Budget Heading 28/02/2017

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Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Community Services</b>						
<u>105 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	<b>7,263</b>	<b>76,213</b>	<b>83,303</b>	<b>7,090</b>	<b>0</b>
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	<b>825</b>	<b>26,733</b>	<b>28,955</b>	<b>-2,222</b>	
	<b>Net Expenditure over Income</b>	<b>6,438</b>	<b>49,480</b>	<b>54,348</b>	<b>4,868</b>	
<u>106 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	<b>3,714</b>	<b>41,018</b>	<b>52,073</b>	<b>11,055</b>	<b>0</b>
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	<b>296</b>	<b>18,910</b>	<b>12,586</b>	<b>6,324</b>	
	<b>Net Expenditure over Income</b>	<b>3,419</b>	<b>22,108</b>	<b>39,487</b>	<b>17,379</b>	

	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
<b>Martello Fields :- Expenditure</b>	<b>1,590</b>	<b>15,782</b>	<b>18,993</b>	<b>3,211</b>	<b>0</b>	<b>3,211</b>
1050 Income Rent	0	5,196	4,000	1,196		0
<b>Martello Fields :- Income</b>	<b>0</b>	<b>5,196</b>	<b>4,000</b>	<b>1,196</b>		
<b>Net Expenditure over Income</b>	<b>1,590</b>	<b>10,586</b>	<b>14,993</b>	<b>4,407</b>		
<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
<b>Other Open Spaces :- Expenditure</b>	<b>2,821</b>	<b>30,662</b>	<b>36,170</b>	<b>5,508</b>	<b>0</b>	<b>5,508</b>
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
<b>Other Open Spaces :- Income</b>	<b>650</b>	<b>2,695</b>	<b>2,500</b>	<b>195</b>		
<b>Net Expenditure over Income</b>	<b>2,171</b>	<b>27,967</b>	<b>33,670</b>	<b>5,703</b>		
<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

Month No : 11

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
	<b>Crypt :- Expenditure</b>	<b>485</b>	<b>7,955</b>	<b>11,554</b>	<b>3,599</b>	<b>0</b>	<b>3,599</b>
1050	Income Rent	0	6,509	6,500	9		0
	<b>Crypt :- Income</b>	<b>0</b>	<b>6,509</b>	<b>6,500</b>	<b>9</b>		
	<b>Net Expenditure over Income</b>	<b>485</b>	<b>1,446</b>	<b>5,054</b>	<b>3,608</b>		
<b>115</b>	<b><u>Martello Tower</u></b>						
4115	Insurance	0	1,430	2,273	843		843
4275	Building Maintenance	0	375	0	-375		-375
	<b>Martello Tower :- Expenditure</b>	<b>0</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>	<b>0</b>	<b>468</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>		
<b>116</b>	<b><u>Seaford Head Estate</u></b>						
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
	<b>Seaford Head Estate :- Expenditure</b>	<b>1,831</b>	<b>30,592</b>	<b>16,698</b>	<b>-13,894</b>	<b>0</b>	<b>-13,894</b>
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
	<b>Seaford Head Estate :- Income</b>	<b>2,645</b>	<b>38,971</b>	<b>31,500</b>	<b>7,471</b>		
	<b>Net Expenditure over Income</b>	<b>-814</b>	<b>-8,378</b>	<b>-14,802</b>	<b>-6,424</b>		
<b>117</b>	<b><u>Seafont</u></b>						
4052	Water & Sewerage	0	-253	180	433		433
4055	Electricity	788	2,416	2,334	-82		-82

Month No : 11

## Committee Report

	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
<b>Seafont :- Expenditure</b>	<b>11,408</b>	<b>25,275</b>	<b>7,648</b>	<b>-17,627</b>	<b>0</b>	<b>-17,627</b>
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
<b>Seafont :- Income</b>	<b>3,560</b>	<b>69,961</b>	<b>45,241</b>	<b>24,720</b>		
<b>Net Expenditure over Income</b>	<b>7,848</b>	<b>-44,686</b>	<b>-37,593</b>	<b>7,093</b>		
<b>118 Beach Huts</b>						
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
<b>Beach Huts :- Expenditure</b>	<b>0</b>	<b>3,391</b>	<b>4,349</b>	<b>958</b>	<b>0</b>	<b>958</b>
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
<b>Beach Huts :- Income</b>	<b>15,811</b>	<b>45,202</b>	<b>31,608</b>	<b>13,594</b>		
<b>Net Expenditure over Income</b>	<b>-15,811</b>	<b>-41,811</b>	<b>-27,259</b>	<b>14,552</b>		
<b>119 Old Town Hall</b>						
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
<b>Old Town Hall :- Expenditure</b>	<b>0</b>	<b>1,032</b>	<b>196</b>	<b>-836</b>	<b>0</b>	<b>-836</b>

Month No : 11

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	0	1,348	2,550	-1,202		
	<b>Net Expenditure over Income</b>	0	-317	-2,354	-2,037		
<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	0	260	966	706	0	706
1050	Income Rent	0	874	870	4		0
1054	Income Other	0	414	966	-552		0
	Allotments :- Income	0	1,288	1,836	-548		
	<b>Net Expenditure over Income</b>	0	-1,028	-870	158		
<u>130</u>	<u>Other Recreation</u>						
4410	Swimming Pool	0	5,139	10,000	4,861		4,861
	Other Recreation :- Expenditure	0	5,139	10,000	4,861	0	4,861
	<b>Net Expenditure over Income</b>	0	5,139	10,000	4,861		
<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	0	9,163	11,109	1,946	0	1,946
	<b>Net Expenditure over Income</b>	0	9,163	11,109	1,946		
<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

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## 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		
<b>Net Expenditure over Income</b>	<b>140</b>	<b>17,417</b>	<b>25,449</b>	<b>8,032</b>		
<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		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,687</b>	<b>6,000</b>	<b>3,313</b>		
<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		
<b>Net Expenditure over Income</b>	<b>-7,150</b>	<b>3,945</b>	<b>30,000</b>	<b>26,055</b>		
<u>301 Planning &amp; 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
<b>Net Expenditure over Income</b>	<b>0</b>	<b>915</b>	<b>500</b>	<b>-415</b>		
Community Services :- Expenditure	22,487	287,212	317,281	30,069	0	30,069
Income	24,172	230,774	167,276	63,498		
<b>Net Expenditure over Income</b>	<b>-1,684</b>	<b>56,438</b>	<b>150,005</b>	<b>93,567</b>		

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Finance &amp; General Purposes</b>						
121	<u>Seaford in Bloom</u>					
4402	0	8,373	10,000	1,627		1,627
	0	8,373	10,000	1,627	0	1,627
	Seaford in Bloom :- Expenditure					
1054	0	308	0	308		0
	0	308	0	308		
	Seaford in Bloom :- Income					
	0	8,065	10,000	1,935		
	Net Expenditure over Income					
201	<u>Administration</u>					
4000	17,787	172,329	191,000	18,671		18,671
4001	1,346	14,949	14,127	-822		-822
4002	2,793	28,971	25,057	-3,914		-3,914
4004	133	1,232	0	-1,232		-1,232
4009	0	1,060	1,000	-60		-60
4010	0	4,295	8,000	3,705		3,705
4012	7	141	500	359		359
4015	0	194	300	106		106
4100	197	3,355	2,600	-755		-755
4105	311	1,288	1,600	312		312
4106	75	1,938	2,000	62		62
4107	63	2,221	3,000	779		779
4110	0	1,036	2,500	1,464		1,464
4111	125	1,023	1,500	477		477
4112	0	3,257	4,165	908		908
4113	-6	8,061	2,700	-5,361		-5,361
4114	0	35	35	0		0
4115	0	3,594	4,325	731		731
4116	0	360	440	80		80
4155	410	8,288	15,000	6,712		6,712
4156	60	643	835	192		192
4157	0	220	4,635	4,415		4,415
4180	0	0	100	100		100
4190	0	0	10,000	10,000		10,000
4199	0	42	0	-42		-42
4276	0	549	0	-549		-549
4413	0	11,348	25,000	13,652		13,652
4414	0	316	0	-316		-316
4415	-3	943	0	-943		-943
	23,298	271,685	320,419	48,734	0	48,734
	Administration :- Expenditure					



Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1013	Income Bank Charges	0	12	0	12	0
1053	Income Grants	0	8,922	0	8,922	0
1054	Income Other	0	11	0	11	0
1059	Income Photocopying	2	192	0	192	0
1062	Income Telephone Recharge	0	778	870	-92	0
1068	Income Stationery Re-Charge	0	4	0	4	0
1190	Interest Received	0	885	1,100	-215	0
	<b>Administration :- Income</b>	<b>2</b>	<b>10,804</b>	<b>1,970</b>	<b>8,834</b>	
	<b>Net Expenditure over Income</b>	<b>23,297</b>	<b>260,882</b>	<b>318,449</b>	<b>57,567</b>	
<u>205</u>	<u>Premises - Church Street</u>					
4050	Rent payable	0	15,000	17,500	2,500	2,500
4051	Rates	0	10,645	10,877	232	232
4059	Church Street Service Charges	0	0	8,500	8,500	8,500
4270	Vehicles & Equipment Maint	0	190	630	440	440
4275	Building Maintenance	0	792	500	-292	-292
4301	Public Works Loan Payment	0	18,089	18,089	0	0
	<b>Premises - Church Street :- Expenditure</b>	<b>0</b>	<b>44,716</b>	<b>56,096</b>	<b>11,380</b>	<b>11,380</b>
1050	Income Rent	0	6,010	50	5,960	0
1054	Income Other	0	0	6,525	-6,525	0
	<b>Premises - Church Street :- Income</b>	<b>0</b>	<b>6,010</b>	<b>6,575</b>	<b>-565</b>	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>38,706</b>	<b>49,521</b>	<b>10,815</b>	
<u>206</u>	<u>Premises - Hurdis House</u>					
4052	Water & Sewerage	0	-29	0	29	29
4115	Insurance	0	385	800	415	415
4155	Professional Fees	0	10,212	5,000	-5,212	-5,212
4275	Building Maintenance	0	740	0	-740	-740
4301	Public Works Loan Payment	7,501	15,002	15,002	0	0
	<b>Premises - Hurdis House :- Expenditure</b>	<b>7,501</b>	<b>26,311</b>	<b>20,802</b>	<b>-5,509</b>	<b>-5,509</b>
1050	Income Rent	0	26,356	21,000	5,356	0
1051	Income-Insurance Recharge	0	385	800	-415	0
	<b>Premises - Hurdis House :- Income</b>	<b>0</b>	<b>26,741</b>	<b>21,800</b>	<b>4,941</b>	
	<b>Net Expenditure over Income</b>	<b>7,501</b>	<b>-430</b>	<b>-998</b>	<b>-568</b>	

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>210</b>	<b>Civic Expenses</b>					
4013	0	0	100	100		100
4014	0	901	1,500	599		599
4106	0	94	100	6		6
4110	0	0	50	50		50
4115	0	195	0	-195		-195
4180	0	120	0	-120		-120
4181	28	619	1,500	881		881
4182	0	11	500	489		489
4183	0	237	500	263		263
4184	0	254	200	-54		-54
4188	0	65	125	60		60
4189	9	242	500	258		258
	<b>37</b>	<b>2,737</b>	<b>5,075</b>	<b>2,338</b>	<b>0</b>	<b>2,338</b>
	Civic Expenses :- Expenditure					
1081	0	198	0	198		0
	<b>0</b>	<b>198</b>	<b>0</b>	<b>198</b>		
	Civic Expenses :- Income					
	<b>37</b>	<b>2,539</b>	<b>5,075</b>	<b>2,536</b>		
	<b>Net Expenditure over Income</b>					
<b>215</b>	<b>Grants</b>					
4401	0	22,300	28,650	6,350		6,350
4405	0	0	2,200	2,200		2,200
	<b>0</b>	<b>22,300</b>	<b>30,850</b>	<b>8,550</b>	<b>0</b>	<b>8,550</b>
	Grants :- Expenditure					
1105	0	1,596	2,129	-533		0
	<b>0</b>	<b>1,596</b>	<b>2,129</b>	<b>-533</b>		
	Grants :- Income					
	<b>0</b>	<b>20,704</b>	<b>28,721</b>	<b>8,017</b>		
	<b>Net Expenditure over Income</b>					
Finance & General Purposes :- Expenditure	<b>30,837</b>	<b>376,123</b>	<b>443,242</b>	<b>67,119</b>	<b>0</b>	<b>67,119</b>
Income	<b>2</b>	<b>45,657</b>	<b>32,474</b>	<b>13,183</b>		
<b>Net Expenditure over Income</b>	<b>30,835</b>	<b>330,465</b>	<b>410,768</b>	<b>80,303</b>		

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## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Golf Course</b>						
<u>101</u> <u>Golf Course</u>						
4000 Salaries & Wages	6,422	67,902	77,116	9,214		9,214
4001 Employers NI	513	5,175	4,378	-797		-797
4002 Employers Superannuation	821	8,975	13,951	4,976		4,976
4010 Staff Training	0	762	1,500	739		739
4011 Staff Protective Clothing	0	855	1,000	145		145
4015 Office Refreshments	0	306	0	-306		-306
4041 Golf Professional Retainer	3,492	38,416	41,908	3,492		3,492
4045 Golf Course Player Costs	0	149	2,500	2,351		2,351
4046 Golf Club Membership Fees	0	7,089	24,585	17,496		17,496
4051 Rates	0	19,676	19,995	319		319
4052 Water & Sewerage	-43	5,383	2,500	-2,883		-2,883
4055 Electricity	218	1,614	3,100	1,486		1,486
4056 Gas	0	345	0	-345		-345
4060 Refuse	0	339	400	61		61
4100 Telecommunications	18	180	300	120		120
4105 Postage	0	10	300	290		290
4106 Stationery	53	336	300	-36		-36
4110 Advertising & Publicity	275	3,259	3,000	-259		-259
4112 Subscriptions	74	462	0	-462		-462
4113 Software Support	298	785	380	-405		-405
4114 Licence Fee	0	75	80	5		5
4115 Insurance	0	6,686	5,200	-1,486		-1,486
4154 Land Registry Fees	3	3	0	-3		-3
4156 Bank Charges	99	1,232	1,800	568		568
4251 Dog Bin Emptying	85	932	1,750	818		818
4261 Grounds Maint non contract	906	22,622	26,100	3,478		3,478
4270 Vehicles & Equipment Maint	2,287	12,078	14,790	2,712		2,712
4271 Vehicle & Equipment Lease	0	798	20,996	20,198		20,198
4272 Equipment Purchase	0	16,766	12,000	-4,766		-4,766
4275 Building Maintenance	0	300	2,000	1,700		1,700
4308 Rent - Shop, Locker & Chng Rms	4,167	45,836	19,000	-26,836		-26,836
4309 Buggy Lease	440	4,836	5,277	441		441
Golf Course :- Expenditure	<b>20,128</b>	<b>274,182</b>	<b>306,206</b>	<b>32,024</b>	<b>0</b>	<b>32,024</b>
1000 Golf Course Season Ticket	975	152,657	172,000	-19,343		0
1001 Golf Course Green Fees M-F	2,337	63,890	65,000	-1,110		0
1002 Golf Course Green Fees w/eb/h	1,632	49,845	48,000	1,845		0
1003 Golf Course Specials	2,040	45,084	46,042	-958		0

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1004	Golf Course Locker	1	481	3,000	-2,519		0
1005	Golf Course Credit Card Charge	12	55	190	-135		0
1007	Golf Course Air Traffic	0	8,378	7,500	878		0
1011	Income Filming	600	600	0	600		0
1012	Corporate Membership	0	0	11,667	-11,667		0
1050	Income Rent	0	935	1,100	-165		0
1053	Income Grants	0	1,500	0	1,500		0
1054	Income Other	21	822	0	822		0
1100	Income Advertising	-125	0	1,500	-1,500		0
1311	Buggy Hire	0	16,329	15,000	1,329		0
	<b>Golf Course :- Income</b>	<b>7,492</b>	<b>340,577</b>	<b>370,999</b>	<b>-30,422</b>		
	<b>Net Expenditure over Income</b>	<b>12,636</b>	<b>-66,395</b>	<b>-64,793</b>	<b>1,602</b>		
<u>102</u>	<u>New Club House Construction</u>						
4277	New Golf Club House	0	126,857	0	-126,857		-126,857
	<b>New Club House Construction :- Expenditure</b>	<b>0</b>	<b>126,857</b>	<b>0</b>	<b>-126,857</b>	<b>0</b>	<b>-126,857</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>126,857</b>	<b>0</b>	<b>-126,857</b>		
<u>103</u>	<u>Golf Club House</u>						
4000	Salaries & Wages	14,728	156,715	170,000	13,285		13,285
4001	Employers NI	910	7,761	4,500	-3,261		-3,261
4002	Employers Superannuation	1,384	12,100	12,000	-100		-100
4003	Sub-contracted Staff	2,928	29,662	0	-29,662		-29,662
4009	Recruitment Costs	79	129	1,000	871		871
4010	Staff Training	0	460	2,000	1,540		1,540
4012	Staff Expenses	39	114	0	-114		-114
4016	Staff Uniform	0	535	500	-35		-35
4017	Timesheet & Rota Software	0	0	170	170		170
4051	Rates	0	6,913	5,700	-1,213		-1,213
4052	Water & Sewerage	0	800	3,600	2,800		2,800
4055	Electricity	994	11,932	14,000	2,068		2,068
4056	Gas	566	5,157	11,000	5,843		5,843
4060	Refuse	160	1,806	5,000	3,194		3,194
4100	Telecommunications	97	1,047	2,200	1,153		1,153
4105	Postage	0	0	300	300		300
4106	Stationery	15	748	700	-48		-48
4110	Advertising & Publicity	189	5,382	2,500	-2,882		-2,882
4113	Software Support	717	1,871	450	-1,421		-1,421
4114	Licence Fee	146	505	1,000	495		495

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4115 Insurance	0	1,995	6,500	4,505		4,505
4116 Web Site	93	866	0	-866		-866
4156 Bank Charges	136	1,984	1,900	-84		-84
4196 Club House Events Expenditure	149	2,220	4,500	2,280		2,280
4201 Cleaning & Hygiene	4,366	26,725	12,000	-14,725		-14,725
4202 Linen Cleaning	208	2,264	3,000	736		736
4250 Public Seating	0	322	0	-322		-322
4270 Vehicles & Equipment Maint	113	281	0	-281		-281
4272 Equipment Purchase	20	8,123	5,000	-3,123		-3,123
4275 Building Maintenance	132	6,402	1,000	-5,402		-5,402
4276 CCTV	750	1,753	2,000	247		247
4279 Fire & Security	1,178	1,989	0	-1,989		-1,989
4301 Public Works Loan Payment	0	68,492	110,000	41,508		41,508
4303 Food Expenditure	6,152	75,494	68,000	-7,494		-7,494
4304 Bar Expenditure	3,233	44,936	80,000	35,064		35,064
4305 Fire Extinguishers	0	0	620	620		620
4306 Catering Utensils & Equip	416	2,616	500	-2,116		-2,116
4307 Bar Utensils & Equip	0	772	500	-272		-272
4311 Pest Control	0	514	400	-114		-114
4313 Stock Take	175	1,750	3,240	1,490		1,490
<b>Golf Club House :- Expenditure</b>	<b>40,072</b>	<b>493,134</b>	<b>535,780</b>	<b>42,646</b>	<b>0</b>	<b>42,646</b>
1050 Income Rent	0	1,000	1,300	-300		0
1055 Income Memorial Bench	0	500	0	500		0
1077 Income Sale Equipment	0	708	0	708		0
1100 Income Advertising	0	0	3,000	-3,000		0
1305 Income Hire Pro-Shop & Chg Rms	4,167	45,836	19,000	26,836		0
1306 Income Golf Club Room Hires	535	9,358	45,000	-35,642		0
1307 Income Bar Sales	7,110	138,408	200,000	-61,592		0
1308 Income Food Sales	12,123	138,474	170,000	-31,526		0
1310 Income - Society Food	493	26,029	35,000	-8,971		0
1312 Function Food Sales	1,811	36,374	0	36,374		0
1313 Function Bar Sales	94	3,105	0	3,105		0
1314 Income - Society Drink	0	2,975	0	2,975		0
1315 Income Linen Charge	4	255	0	255		0
<b>Golf Club House :- Income</b>	<b>26,337</b>	<b>403,024</b>	<b>473,300</b>	<b>-70,276</b>		
<b>Net Expenditure over Income</b>	<b>13,735</b>	<b>90,111</b>	<b>62,480</b>	<b>-27,631</b>		
<b>Golf Course :- Expenditure</b>	<b>60,200</b>	<b>894,173</b>	<b>841,986</b>	<b>-52,187</b>	<b>0</b>	<b>-52,187</b>
<b>Income</b>	<b>33,829</b>	<b>743,601</b>	<b>844,299</b>	<b>-100,698</b>		
<b>Net Expenditure over Income</b>	<b>26,371</b>	<b>150,572</b>	<b>-2,313</b>	<b>-152,885</b>		

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
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**Precept**

801	Precept					
1176	Precept	0	612,553	612,553	0	0
1177	Council Tax Support Grant	0	29,845	29,845	0	0
	Precept :- Income	<u>0</u>	<u>642,398</u>	<u>642,398</u>	<u>0</u>	
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>-642,398</u>	<u>-642,398</u>	<u>0</u>	
	Precept :- Expenditure	0	0	0	0	0
	Income	0	642,398	642,398	0	
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>-642,398</u>	<u>-642,398</u>	<u>0</u>	

# APPENDIX B

## Finance & General Purposes Committee

Variations Reported - 23rd March 2017

		Previously Reported	Reported 23/03/2017
<b>121</b>	<b>Seaford in Bloom</b>		
1054	Income Other	08/12/2016 - The income of £100 relates to a donation from a member of public who wished to donate towards the planting.	
<b>201</b>	<b>Administration</b>		
4003	Sub Contracted Staff	06/10/2016 - The overspend in this budget relates to the temporary cover of the Facilities Project Manager prior to the new post holder being appointed.	The costs resulting in the overspend previously reported were journalled to account code 4155 'Professional Fees' taking the 4003 account to zero which is why it does not show on the report.
4004	Staff Welfare Costs	07/07/2016 - These costs relate to Perk Box for staff. The budget for this is included within Salaries & Wages, however it has been advised by the Internal Auditor that a separate code should be used to assist in separating this out for the Annual Return.	
4100	Telecommunications		The current overspend includes an amount of £559 relating to maintenance costs in the next financial year. The predicted overspend at the year end is estimated to be £322.
4113	Software Support	07/07/2016 - This is showing a higher % than the average due to annual fees for webhosting, server warranty and the additional cost to the payroll system to ensure that the auto-enrolment for pensions package is installed. 08/12/2016 - The significant overspend relates to necessary changes with the IT Services provider, Microsoft Costs, Payroll upgrade for Auto Enrolment, Webhosting and the Server Warranty. £728 relates to costs for next year and these will be accrued at the end of the year thus reducing the total spend amount within this budget	The projected outturn for the software support during the financial year is approx £6,510. The current spend to date shows £7,511 however £1,000 relate to costs for the next financial year and will be accrued accordingly at the year end.
4157	Audit Fees	07/07/2016 - The minus figure relates to an accrual from 2015/16 for the external auditor.	
4190	Election Costs	07/07/2016 - The minus figure relates to an accrual from 2015/16 for the general elections. 08/12/2016 - This has now been paid but the cost moved to the Civic Cost Centre. Therefore this underspend of £47,845 offsets the costs shown in 4190/210. Further costs will be due for this year's recent bi elections of approximately £24K	
4276	CCTV		This amount has been coded incorrectly. A journal will be made re-allocating to the correct account which will reduce this account to zero.
4413	Neighbourhood Plan	06/10/2016 - This grant income relates to £8,922 for the Neighbourhood Plan and £1,500 for the Apprentice Greenkeeper	
4414	N Plan Disbursement Budget	08/12/2016 - This was agreed with the Town Clerk that £500 can be allocated for meeting and advertising costs.	
4415	Asset Sale Costs		This expenditure relates to the land at the Hoit

		Previously Reported	Reported 23/03/2017
1053	Income Grants	06/10/2016 - This grant income relates to £8,922 for the Neighbourhood Plan and £1,500 for the Apprentice Greenkeeper. The amount for the Apprentice Greenkeeper will be journalled to the golf course centre of 101.	
205	Premises Church Street		
4051	Rates		Following a visit from the VOA, the Town Clerk has successfully secured a reduced rate which will reflect in the 2017/18 accounts.
4059	Church Street Service Charges	07/07/2016 - The Town Clerk is currently in negotiations with Sussex Police regarding back payment of service charge. It is likely that once this back payment has been agreed, the additional cost will be spread over the next three years.	
4275	Building Maintenance		The overspend relates to the annual Lift Service which will be journalled to the correct account of 4270.
206	Hurdis House		
4155	Professional Fees	06/06/2016 - The budget has been exceeded due to legal fees relating to a previous tenant.	
1050	Income Rent	08/12/2016 - The £26,356 includes historic invoices yet to be paid by a previous tenant. The actual income raised for this year is £1,250.	
210	Civic Expenses		
4115	Insurance	06/06/2016 - The overspend relates in this budget relates to the insurance for the Civic Regalia. This was originally budgeted with the admin cost centre but has been moved to show in the civic code.	
4184	Civic - Other	08/12/2016 - The overspend relates to hall hire for the previous young mayor that should have been accrued at the beginning of the year.	
4190	Election Costs	08/12/2016 - As reported above, the current overspend of £37,715 is met by the underspend shown in 4190/201	
215	Grants		
4405	Grants in Kind	08/12/2016 - Grants in Kind are being looked into and will be allocated by the next meeting.	The grants in kind allocations are slightly behind schedule but will be allocated in time for the year end.
1105	Seahaven Loan Repayment	08/12/2016 - The actual income due for 2016-17 is £1,596.	





## Seaford Town Council

### Report 131/16

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2017</b>
<b>Title:</b>	<b>Internal Control Review</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To update the Committee on the review of Internal Controls.</b>

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#### Recommendations

**You are recommended:**

- 1. To note the contents of the report.**
  - 2. To agree that the Council has adequate internal control mechanisms in place.**
- 

#### 1. Information

- 1.1** Each year the Council must submit an Annual return for the relevant financial year.
- 1.2** Included within the return is the Annual Governance Statement. This is made up of a series of questions with Yes/No answers and a set of definitions. It sets out whether the organisation is following best principles for corporate governance and systems control.
- 1.3** Included within the Annual Governance Statement (Section 2) is question 2 which states "*We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness*".
- 1.4** It is essential that the Council as a whole is accountable and accepts responsibility for safeguarding the public money and resources in its charge.
- 1.5** Internal control is an essential element of good governance and financial management within an organisation. Town Councils are no different in this respect from any other organisation.
- 1.6** To this end, it is expected that both officers and members' regularly review their internal controls, have them audited by their internal auditor, on which the external auditor relies, and to report to the Council on the outcome.

1.7 The Town Council's day to day internal controls as a result of procedures demand a higher degree of control than is legally required to ensure the safety of public funds; for example two councillors check and countersign all invoice transactions.

1.8 Seaford Town Council has two main forms of Internal Control, within each element are sub sections that also need to be adhered to, to ensure compliance;

- Standing Orders
- Financial Regulations

Other Council Policies include;

- Financial Risk Assessment
- Electronic Payments Policy
- Scheme of Delegation
- Risk Management Policy Statement

In addition, there are a number of internal payment and income procedures.

1.9 As part of the review of internal controls, officers have to review them for accuracy and whether still appropriated or whether they need to be amended. The following policies are currently being reviewed by officers ready with the intention to submit to Full Council on the stated review date.

	<u>Adopted</u>	<u>Review Date</u>
Standing Orders	May 2016	May 2017
Financial Regulations	April 2015	March 2017
Financial Risk Assessment	Feb 2014	March 2017
Electronic Payments Policy	August 2014	March 2017
Scheme of Delegation	May 2016	May 2017
Risk Management Policy Statement	Feb 2013	March 2017

1.10 In reviewing policies, officers will have looked to see whether the Council is in compliance and where necessary has introduced procedures to ensure that they are maintained. Any revisions to the current policies and controls takes into account such reviews, future requirements and best practice.

1.11 It is requested that the Committee notes that The Town Clerk together with the Support Services Manager continues to review the Internal Controls. The reviewed policies will be submitted to Council for consideration as detailed above.

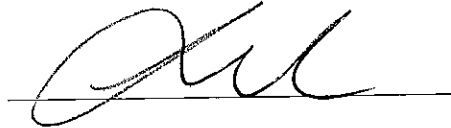
**2. Financial Appraisal**

There are no known financial implications arising out of this report.

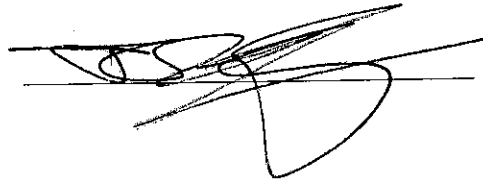
**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

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Town Clerk

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## Seaford Town Council

Report 132/16

<b>Agenda Item No:</b>	6
<b>Committee:</b>	Finance & General Purposes Committee
<b>Date:</b>	23 <sup>rd</sup> March 2017
<b>Title:</b>	Council Risk Assessments
<b>By:</b>	Lucy Clark, Support Services Manager
<b>Purpose of Report:</b>	To update the Committee on the Financial Risk Assessments and Strategy.

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### Recommendations

**You are recommended:**

1. To note the contents of the report.
  2. To approve the actions of officers to ensure all appropriate risks are assessed and are isolated where necessary.
- 

### 1. Information

- 1.1 Each year the Council has to submit an Annual return for the relevant financial year.
- 1.2 Included within the return is the Annual Governance Statement. This is made up of a series of questions with Yes/No answers and a set of definitions. It sets out whether the organisation is following best principles for corporate governance and systems control.
- 1.3 Included within the Annual Governance Statement (Section 2) is question 5 which states "*We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover as required*".
- 1.4 It is essential that the Council as a whole is accountable and accepts responsibility for risk management and the strategy adopted
- 1.5 Each year officers review all of the Council's significant assets and these are covered by insurance from a major insurance broker – currently Zurich. Valuations are carried out periodically and sums insured updated to reflect valuations and annual increases based on indices provided by the insurer.
- 1.6 In addition, insurance is provided for professional negligence, employer's liability and other specific areas of cover.

- 1.7 There are areas that cannot and will not be covered by insurance and the Council has to consider ways of mitigating such risks.
- 1.8 The Council employs two methods to produce its risk assessments; one is a system called Local council risk System (LCRS), which is designed specifically for Local Councils. The second is following general Health & Safety risk assessments, mostly carried out by the Council's inspector who is highly qualified in this area.
- 1.9 All risks are continuously updated throughout the year and an annual planner of inspections is now in place.


**2. Financial Appraisal**

There are no known direct financial implications arising out of this report.

**3. Contact Officer**

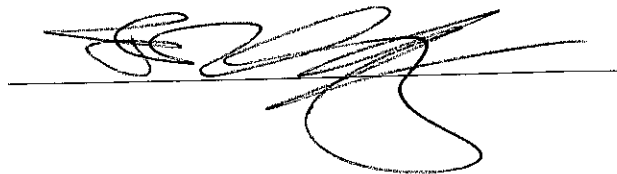
The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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## Seaford Town Council

**Report 133/16**

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2017</b>
<b>Title:</b>	<b>Hire Charges for use of Council Office Facilities and Open Spaces</b>
<b>By:</b>	<b>Lucy Clark - Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To propose new fee structure for the use of Council Office Facilities and Open Spaces during 2017-18.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the fees proposed Venue & Facilities Hire Charges during 2017-18 as shown in Appendix A.**
- 

### 1. Information

- 1.1** Attached as Appendix A is the proposed fee schedule for the use of Council facilities during 2017/18.
- 1.2** Hire charges relating to the rooms within the Council Offices are inclusive of VAT which must be charged. The rates have not been increased for 2017-18.
- 1.3** Photocopying fees have been revised giving a clearer definition along with the appropriate cost for each type of printing.
- 1.4** Open Spaces hire charges have been revised by the Facilities Department to be consistent for all organisations and eliminating the previous 'by application' process. The cost to hire the Martello Fields has been separated allowing the smaller field to be hired out at a reduced cost.
- 1.5** The beach hut rentals have been increased in line with the rate increase that Lewes District Council are imposing for 2017/18. The ground rent for the beach huts have not increased.

### 2. Financial Appraisal

The revised charges relating to Open Spaces will increase the income within the Community Services budget for 2017-18.

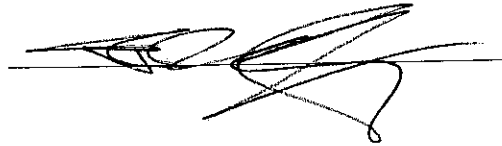
**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

A handwritten signature in black ink, appearing to be 'Lucy Clark', written over a horizontal line.

Town Clerk

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and difficult to decipher.

Venue/facilities Hire Charges  
Effective from 1 April 2017 until 31 March 2018

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non Commercial Local Seaford Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<b>Rooms</b>		(9.00 - 16.00)	(9.00 - 16.00)
Council Chamber - Hourly Rate	£0	£8.45 (incl VAT)	£16.85 (incl VAT)
Council Chamber - Daily Rate	£0	£50.30 (incl VAT)	£100.55 (incl VAT)
Offices, 37 Church Street - Hourly Rate	£0	£6.25 (incl VAT)	£12.35 (incl VAT)
Offices, 37 Church Street - Daily Rate	£0	£29.20 (incl VAT)	£68.00 (incl VAT)

Office Services	Photocopying
A4 B/W Single Sided Sheet	8p (incl VAT)
A4 B/W Double Sided Sheet	10p (incl VAT)
A4 Colour Single Sided Sheet	12p (incl VAT)
A4 Colour Double Sided Sheet	18p (incl VAT)
A3 B/W Single Sided Sheet	12p (incl VAT)
A3 B/W Double Sided Sheet	14p (incl VAT)
A3 Colour Single Sided Sheet	18p (incl VAT)
A3 Colour Double Sided	27p (incl VAT)

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT)			Commercial / Outside Bodies (All Exempt from VAT)		
	Day Rate	Set Up Rate	Hourly Rate	Day Rate	Set Up Rate	Hourly Rate
Crouch Gardens	£ 30.00	£ 15.00	£ 6.00	£ 150.00	£ 75.00	£ 25.00
Crouch Small Pitch	£ 40.00	£ 20.00	£ 13.00	£ 150.00	£ 57.00	£ 25.00
Martello East Field	£ 160.00	£ 80.00	£ 40.00	£ 400.00	£ 180.00	£ 100.00
Martello West Field	£ 40.00	£ 20.00	£ 13.00	£ 260.00	£ 90.00	£ 50.00
Martello Entertainment Area	£ 30.00	£ 15.00	£ 6.00	£ 150.00	£ 75.00	£ 20.00
Promenade	£ 40.00	£ 40.00	n/a	£ 40.00	£ 40.00	n/a
Salts Recreation Grounds	£ 160.00	£ 80.00	£ 40.00	£ 400.00	£ 180.00	£ 100.00
South Hill Barn	£ 30.00	£ 15.00	£ 6.00	£ 160.00	£ 80.00	£ 40.00

Beach Huts	
Ground Rent/Site Licence	£394.66 (incl VAT)
Beach Hut Season Hire	£1,315.58 (incl VAT)