



Seaford Town Council

Report No:	20/22
Agenda Item No:	9
Committee:	Full Council
Date:	16th June 2022
Title:	Annual Governance and Accountability Return - Accounting Statements (Section 2) and Final Accounts 2021 - 2022
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To present the Final Accounts and Annual Governance and Accountability Return (Section 2) for the year ended 31st March 2022 for approval and adoption.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To approve Section 2 of the Annual Governance and Accountability return - Accounting Statements 2021 – 2022, by resolution.2. To authorise the Mayor, as Chair of the Town Council, to sign Section 2 of the Annual Governance and Accountability Return 2021 – 2022, on behalf of the Town Council.3. To note Earmarked Reserve movements and Capital Receipts and Expenditure in the year.

1. Information

- 1.1 The Town Council is required to produce a Statement of Accounts and have it approved by the Town Council by 30th June each year. As previously reported, Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) must be approved by resolution in the correct order and separately on the agenda.

- 1.2** Following Section 1 of the AGAR having been reported on in item 8 of this agenda, attached as Appendix 1 is a copy of Section 2 of the AGAR which has been signed by the Responsible Financial Officer (RFO). The regulations state it is a requirement that the RFO must sign and date this section prior to it being presented to Full Council.
- 1.3** The Statement of Accounts summarises the Town Council's transactions for the 2021 - 2022 financial year and its position at the year end of 31st March 2022.
- 1.4** The accounts have been prepared in accordance with The Practitioners' Guide (England) 2022, issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation, by smaller authorities in England, of statutory annual accounting and governance statements as found in the Annual Governance and Accountability Return.
- 1.5** These accounts present a true and fair view of the financial position of the Town Council as at 31st March 2022 and its income and expenditure for the year.
- 1.6** The AGAR is "subject to audit." It has not yet been audited by PKF Littlejohn LLP, who are the Town Council's appointed external auditors. The auditor's job is to review the AGAR and supporting documentation and report whether any matters have come to their attention that give cause for concern or that the relevant legislation and regulatory requirements have not been met. This is a negative assurance audit. The Audit should be complete by 30th September 2022.
- 1.7** The Accounting Statement is attached as Appendix 1. It forms part of the Annual Governance and Accountability Return which, comprises four linked sections, which should be read as a whole (see Appendix 1 of report 19-22 agenda item 8). The parts are:
- The Annual Internal Audit Report (see report 18-22 plus appendices).
 - Section 1-The Annual Governance Statement (see report 19-22 plus appendices).
 - Section 2-The Accounting Statements (Attached as Appendix1)
 - Section 3-The External Auditors certificate and opinion (to be completed after the audit)

1.8 In addition to the Accounting Statements as set out in the Annual Return the External Auditor has also asked for:

- A bank reconciliation. The document is attached as Appendix 2.
- An explanation of any variances of 15% or more from last year's figures.

The document is attached as Appendix 3.

- A reconciliation between boxes 7 and 8 on the accounting statement. The document is attached as Appendix 4.
- The detailed internal audit report regardless of whether there were issues or recommendations raised. (See report 18-22 Appendix 2)

1.9 Other points to note in respect of the accounting statements are:

- Box 1- Balances brought forward: This figure is the value of total reserves (General Reserve + Earmarked Reserves). The figure of £624,842 at 1st April 2021 must be equal to the value of Box 7 from the previous year which shows the balance to carry forward.
- Box 2- Annual Precept: The total figure received from Lewes District Council for 2021 - 2022 was £984,150. The annual return requires this figure to be shown separately from other income.
- Box 3- Total Other Receipts: The amount of £1,687,487 relates to all income or receipts as recorded in the cashbook with the exception of the Precept which is included within box 2.
- Box 4- Staff Costs: This box includes salaries and wages, PAYE, NICs, pension contributions and severance payments. It does not include payments to other consultants, expenses or payroll costs, which are included in box 6.
- Box 5- Loan interest/capital repayments: These costs relate to the repayment plans to the Public Works Loan Board (PWLB) for both The View and Hurdis House. There will be no change to this annual figure until the Hurdis House loan ends in 2025 or if the Town Council takes on a new loan.
- Box 6- Total Other Payments: The amount of £1,242,675 relates to all expenditure or payments as recorded in the cashbook excluding staff costs and loan repayments which are shown in boxes 4 and 5 as above.

- Box 7- Balances Carried Forward: This is the total balance of reserves (General and Earmarked) at the end of the year taking into account all creditors being paid and all debtors received.
- Box 8- Total cash and short-term investments: This is the sum of the Co-operative Current Account, the CCLA Investment Account and cash holdings. This amount does not take into account any debtors that are still owed or creditors that are due to be paid.
- Box 9- Total fixed assets plus other long-term investments as assets: This figure is obtained from the Asset Register and is based on the original purchase cost or a proxy cost if this is not known. The assets are not to be revalued (other than for insurance purposes) or depreciated during the year. The change in this figure is due to additions or disposals of assets which can be identified within the cashbook during the year.
- Box 10- Total borrowings: This figure is the outstanding capital balance as at 31st March 2022 and relates to all loans.

1.10 The Annual Internal Audit Report (part of the AGAR) has been completed by the Internal Auditor and is attached as Appendix 1 of report 18-22, previously reported in item 7 of this agenda. This along with the final internal audit report written by the Internal Auditor for 2021 - 2022 (Appendix 2 of report 18-22) confirms that the figures within the Accounting Statement have been correctly prepared on an income and expenditure basis and that the comparatives have been correctly copied over from the previous year's AGAR.

1.11 The notice of appointment of date for the exercise of elector's rights will be published by 30th June 2022. Reporting that the Annual Return and supporting documentation will be available for public inspection between 1st July and 11th August 2022.

2. Financial Appraisal

2.1 Attached in Appendix 5 is the Detailed Income & Expenditure report for the year 2021 - 2022 showing actual spends against the original budget set by the Town Council in January 2021. Each spending committee will receive a more detailed report of the year end relating to that committee.

- 2.2** As shown in the grand totals on the final page of Appendix 5, the Net Income over Expenditure against budget figure shows a surplus in income of £525,497 (£294,079, 2020-2021). £104,297 has been spent from Earmarked Reserves (EMR) and £156,258 has been received and transferred into EMR (CIL & Capital Receipts). Other EMR transfers that do not involve an income or expenditure are not shown in Appendix 5 but are reported on in section 3 of this report. Also see Appendix 7 - Earmarked Reserves.
- 2.3** The Total of all Income in the year (including Precept) was £2,671,637 (£2,067,279- 2020 - 2021).
- 2.4** Total Expenditure in the year was £2,146,140 (£1,773,200- 2020 - 2021)
- 2.5** Taking into account the net income over expenditure and Earmarked Reserve transfers, the General Reserve increased from £312,703 to £632,762, see Balance Sheet attached as Appendix 6. This a great achievement and it is very pleasing to say that this is now sufficient to meet the Town Council's objective of a General Reserve in excess of £500,000 or 50% of Precept.
- 2.6** Income (excluding the Precept) (Box 3) is up a significant 41.18% on the previous year, which was significantly reduced by the Covid-19 pandemic.
- 2.7** Expenditure excluding loans and staff costs is also up 47.8% (Box 6). This is mainly due to services getting back to 'normal' and work being done that could not be done in 2020-2021 (see Appendix 3 for explanation of significant variances).

3. Earmarked Reserves (EMR)

- 3.1** The opening balance of the Town Council's EMR was £312,138.84 after transfers in and out, the closing balance was £517,576.52. Of this the EMRs for Tree Planting, CIL Receipts and Capital Receipts have commitments or can only be used for certain things. The full list of EMRs and their movements and explanations can be found in Appendix 7.
- 3.2** At the year end, where they would be useful to use against known and unknown liabilities, some unspent balances were transferred to EMR . It is anticipated that these EMRs will be built up year on year from current year underspends. If contingency sums are available in EMRs to meet potential

liabilities, then the Town Council can reduce budgets accordingly and keep increases in future Precepts to a minimum.

- 3.3** As the level of funds in the General Reserve are now robust and have met the Councils objectives, the RFO thought that it would be sound financial planning to create Earmarked Reserves that are on the Councils list to build up for future and perhaps unknown liabilities e.g. Playground replacement, Building and Grounds maintenance, so additional sums have been added to reach round sum levels. See Appendix 8 for all year end transfers to EMR with explanations.

4. Capital Receipts and Expenditure

- 4.1** The Capital Receipts Reserve (EMR 363) had an opening balance of £161,898.77 at the beginning of the financial year and £152,683.23 as of 31st March 2022. This closing balance is all committed towards the cost of replacing Martello Toilets. See table below for movements:

Description	Financial Amount
Balance from 1st April 2021	£161,898.77
Total Capital Receipts – Beach Hut Sales (1)	+ £37,000.00
Beach Hut Capital Expenditure	-£1,280.00
Gabion Wall	-£4,935.54
Total Capital Expenditure	- £46,215.54
Closing Balance 31st March 2021	£152,683.23
Earmarked spend for 2022 – 2023 – Martello Toilets	£152,683.23
Balance Available	£0.00

5. Conclusion

- 5.1 The Community Services Committee** net expenditure was £23,225 compared to the budgeted net expenditure of £252,440. Income received was 97.6% of the budget, this is exceptional when it is considered that the budget included £400,000 of income (expected Grant) for Martello toilets which did not go ahead in the year. This high income is mainly due to unbudgeted income e.g.

- CIL Receipts (£87,430, unknown so never budgeted),
- Beach hut sale (£37,000),
- Income received for the Tennis court refurbishments (£169,020 grants plus loan),
- High filming income (£48,215) and
- Concession income (£73,155).

5.2 Only 70.9% of the expenditure budget was spent. This was largely to do with the Martello toilets project been budgeted and not going ahead.

5.3 The Finance & General Purposes Committee, which includes the Precept, received £486,062 more than it spent which was £32,087 less than budgeted. This was mainly due to unspent professional fees (which have been earmarked), savings on Church Street services charges, as the building is used less with staff working from home, and other small savings made on many budgets

5.4 The Golf & The View Committee with income 127.4% of budget and expenditure 99% of budget made a surplus of £62,660, increasing the General Reserve by £46,248 after transfers to and from EMR.

5.5 The Golf Course, excluding the VAT adjustment, received £107,558 more than budgeted and spent £32,687 less than budgeted. Adding a significant additional £132,560 to the General Reserve.



5.6 The View also did well with income £108,391 higher than budgeted. Expenditure went over budget by £22,243, mainly due to the age of the building and the cost of food and drinks required to supply the additional income.

5.7 In 2020 there was great concern that the General Reserve was not sufficient to give the Town Council a buffer against loss of income or increases in expenditure due to the Council's large asset portfolio. Full Council approved a policy to increase the General Reserve, by £100,000 per year until it reached £500,000 or 50% of the Precept, whichever was the greatest figure, ensuring that the Town Council's Reserves are robust enough to withstand potential fluctuations in income or expenditure. This policy has now been accomplished with a General Reserve of £632,762, supported by £517,576 in Earmarked Reserves for contingencies and

planned projects. Going forward it is recommended that the Council budget effectively so that this level of Reserves can be maintained.

6. Contact Officer

The Contact Officers for this report are Karen Singleton, RFO.

RFO	
Town Clerk	

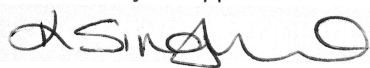
Section 2 – Accounting Statements 2021/22 for

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	330,762	624,842	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	872,023	984,150	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	1,195,256	1,687,487	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	812,464	783,486	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	119,979	119,979	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	840,756	1,242,675	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	624,842	1,150,339	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	722,423	1,232,941	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	10,825,330	10,944,717	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	1,469,349	1,403,075	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

30/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Seaford Town Council 2021/22

Bank - Cash and Investment Reconciliation as at 31 March 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2022	Coop Community Direct Plus	106,660.78
2	31/03/2022	Petty Cash	161.55
4	31/03/2022	The View Petty Cash	148.36
5	31/03/2022	CCLA-Public Sector Deposit	1,125,000.00
			1,231,970.69
<u>Other Cash & Bank Balances</u>			
		Golf Proshop Float	70.00
		Materials petty cash	0.00
		Opening Balance Suspense	0.00
		The View Safe Float	500.00
		The View Till 1 Float	200.00
		The View till 2 Float	200.00
			970.00
			1,232,940.69
<u>Receipts not on Bank Statement</u>			
0	31/03/2022	All Receipts Cleared	0.00
			0.00
Closing Balance			1,232,940.69
<u>All Cash & Bank Accounts</u>			
1	Current/Deposit Account		106,660.78
2	Petty Cash		161.55
4	The View Petty Cash		148.36
5	CCLA-Public Sector Deposit		1,125,000.00
		Other Cash & Bank Balances	970.00
Total Cash & Bank Balances			1,232,940.69

Explanation of variances – pro forma

Name of smaller authority:
County area (local councils and parish meetings only):

**Seaford Town Council
Sussex**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	330,762	624,842					
2 Precept or Rates and Levies	872,023	984,150	112,127	12.86%	YES		The Council has a golf course, a restaurant and numerous concessions. This commercial income was hit hard by the Covid Pandemic and the Council did not have sufficient Reserves at the beginning of 2020/21. It was resolved at Full Council that from 2021/22, £100,000 would be included in the Precept for transfer to the General Reserve until the General Reserve was either £500,000 or 50% of Precept.
3 Total Other Receipts	1,195,256	1,687,487	492,231	41.18%	YES		The Council has a golf course, a restaurant and numerous concessions (Community Services). This commercial income was hit hard by the Covid Pandemic in 2020/21 when the Golf course and the Restaurant were closed for many months and concessions could not open. This income recovered considerably in 2021/22. see attached tab
4 Staff Costs	812,464	783,486	-28,978	3.57%	NO		
5 Loan Interest/Capital Repayment	119,979	119,979	0	0.00%	NO		
6 All Other Payments	840,756	1,242,675	401,919	47.80%	YES		The Council has a golf course, a restaurant and numerous concessions (Community Services). These services were hit hard by the Covid Pandemic in 2020/21 when the Golf course and the Restaurant were closed for many months and concessions could not open. As income was reduced so was expenditure. Expenditure was also kept to a minimum, only spending what was absolutely necessary as reserves were low. In 2021/22 as reserves recovered works not done in 2020/21 were needed to be done. see attached tab
7 Balances Carried Forward	624,842	1,150,339			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	722,423	1,232,941				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	10,825,330	10,944,717	119,387	1.10%	YES		added £161,643 Tennis courts £9,294 Golf course digger Disposed of -£51,550 Golf course machinery- 2 mowers
10 Total Borrowings	1,469,349	1,403,075	-66,274	4.51%	NO		

Explanation of Box 3

Cost Centre	Income		Variance
	2020/21	2021/22	
Golf Course	£348,359.00	£550,496.00	£202,137.00
The View - Restaurant	£306,781.00	£535,391.00	£228,610.00
Community Services	£484,799.00	£567,856.00	£83,057.00
Government Grant	£22,799.00		-£22,799.00
Finance Committee	£32,518.00	£33,744.00	£1,226.00
			£492,231.00

Explanation of Box 6

Cost Centre	Expenditure less salaries		Variance
	2020/21	2021/22	
Golf Course	£256,465.00	£282,077.00	£25,612.00
Water bore hole	£46,695.00		-£46,695.00
The View - Restaurant	£196,913.00	£360,062.00	£163,149.00
F&GP	£118,793.00	£129,434.00	£10,641.00
Beach huts	£15,311.00	£24,919.00	£9,608.00
Refurbishment of tennis courts		£168,551.00	£168,551.00
Architect's fees for new build toilets		£23,552.00	£23,552.00
Sea defence wall		£45,456.00	£45,456.00
Community Services	£326,558.00	£328,603.00	£2,045.00
			£401,919.00

Seaford Town Council 2021/22

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	624,841.74	1,150,338.68
101	Debtors	68,101.48	91,371.14
102	Sundry Debtors	13,952.22	815.75
105	VAT	3,509.85	29,437.72
110	Prepayments	67,359.20	82,120.43
	Less Total Debtors	152,922.75	203,745.04
501	Creditors	66,272.08	48,483.64
506	Hurdis House-Deposit Received	2,000.00	2,000.00
508	Plastic Free Seaford	342.24	258.49
510	Accruals	44,254.63	10,193.85
525	Receipts in Advance	130,060.73	215,683.26
530	Deposits Received	500.00	500.00
545	The View Function Deposits	3,049.18	5,031.26
546	Swipe Card Top Ups	2,590.35	4,195.68
551	Mayor's Charity 2	170.51	0.87
552	Young Mayor's Charity 1	1,264.00	0.00
	Plus Total Creditors	250,503.72	286,347.05
	Equals Total Cash and Bank Accounts	722,422.71	1,232,940.69
201	Current/Deposit Account	196,049.47	106,660.78
203	The View Petty Cash	198.24	148.36
220	Petty Cash	205.00	161.55
221	CCLA-Public Sector Deposit	525,000.00	1,125,000.00
225	Golf Proshop Float	70.00	70.00
226	The View Till 1 Float	200.00	200.00
227	The View till 2 Float	200.00	200.00
228	The View Safe Float	500.00	500.00
	Total Cash and Bank Accounts	722,422.71	1,232,940.69

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services							
<u>105 Salts Recreation Ground</u>							
1025	Income Sponsorship	230	0	(230)		0.0%	230
1050	Income Rent	2,077	2,155	78		96.4%	
1051	Income Insurance Recharge	1,564	1,480	(84)		105.7%	
1053	Income Grants	1,840	0	(1,840)		0.0%	1,840
1055	Income Memorial Bench	2,620	0	(2,620)		0.0%	
1058	Income Water Recharge	596	4,525	3,929		13.2%	
1066	Income Concession	11,566	12,000	434		96.4%	
1073	Sports Pitch Hire & Green Fees	6,585	2,000	(4,585)		329.3%	
1095	Income Tennis Courts	0	6,000	6,000		0.0%	
	Salts Recreation Ground :- Income	27,078	28,160	1,082		96.2%	2,070
4052	Water & Sewerage	3,436	8,420	4,984	4,984	40.8%	
4055	Electricity	305	300	(5)	(5)	101.7%	
4095	Tennis Court Expenditure	0	6,000	6,000	6,000	0.0%	
4096	LTA Loan	0	7,010	7,010	7,010	0.0%	
4100	Telecommunications	264	250	(14)	(14)	105.6%	
4115	Insurance	3,516	3,690	174	174	95.3%	
4250	Memorial Bench	1,174	0	(1,174)	(1,174)	0.0%	
4251	Dog Bin Emptying	1,875	2,000	125	125	93.7%	
4252	Additional Litter Pick	0	1,000	1,000	1,000	0.0%	
4260	Grounds Maintenance Contract	73,159	69,635	(3,524)	(3,524)	105.1%	
4261	Grounds Maint non contract	9,309	6,000	(3,309)	(3,309)	155.2%	1,880
4275	Building Maintenance	3,211	3,000	(211)	(211)	107.0%	
4411	VAT PE Adjustment overclaimed	1,982	0	(1,982)	(1,982)	0.0%	1,982
	Salts Recreation Ground :- Indirect Expenditure	98,231	107,305	9,074	0	91.5%	3,862
	Net Income over Expenditure	(71,153)	(79,145)	(7,992)			
6000	plus Transfer from EMR	3,862					
6001	less Transfer to EMR	2,070					
	Movement to/(from) Gen Reserve	(69,361)					
<u>106 Crouch Recreation Ground</u>							
1050	Income Rent	1,719	2,550	831		67.4%	
1051	Income Insurance Recharge	565	635	70		88.9%	
1053	Income Grants	12,800	0	(12,800)		0.0%	
1055	Income Memorial Bench	2,600	0	(2,600)		0.0%	
1058	Income Water Recharge	15	3,000	2,986		0.5%	
1073	Sports Pitch Hire & Green Fees	9,577	6,500	(3,077)		147.3%	
	Crouch Recreation Ground :- Income	27,275	12,685	(14,590)		215.0%	0

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	1,959	5,100	3,141		3,141	38.4%	
4115 Insurance	772	880	108		108	87.7%	
4250 Memorial Bench	1,293	0	(1,293)		(1,293)	0.0%	
4251 Dog Bin Emptying	1,339	1,375	36		36	97.4%	
4260 Grounds Maintenance Contract	34,633	34,890	257		257	99.3%	
4261 Grounds Maint non contract	2,338	5,000	2,662		2,662	46.8%	
4275 Building Maintenance	17,976	500	(17,476)		(17,476)	3595.1%	5,000
4411 VAT PE Adjustment overclaimed	1,629	0	(1,629)		(1,629)	0.0%	1,629
Crouch Recreation Ground :- Indirect Expenditure	61,938	47,745	(14,193)	0	(14,193)	129.7%	6,629
Net Income over Expenditure	(34,663)	(35,060)	(397)				
6000 plus Transfer from EMR	6,629						
Movement to/(from) Gen Reserve	(28,035)						
<u>107 Martello Fields</u>							
1050 Income Rent	9,251	5,000	(4,251)			185.0%	
Martello Fields :- Income	9,251	5,000	(4,251)			185.0%	0
4115 Insurance	6	10	4		4	57.8%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	16,469	16,200	(269)		(269)	101.7%	
4261 Grounds Maint non contract	14,292	3,000	(11,292)		(11,292)	476.4%	11,375
4411 VAT PE Adjustment overclaimed	482	0	(482)		(482)	0.0%	482
Martello Fields :- Indirect Expenditure	32,320	20,310	(12,010)	0	(12,010)	159.1%	11,857
Net Income over Expenditure	(23,069)	(15,310)	7,759				
6000 plus Transfer from EMR	11,857						
Movement to/(from) Gen Reserve	(11,212)						
<u>108 Other Open Spaces</u>							
1025 Income Sponsorship	230	0	(230)			0.0%	230
1050 Income Rent	90	90	0			100.0%	
1053 Income Grants	942	0	(942)			0.0%	
1055 Income Memorial Bench	1,500	0	(1,500)			0.0%	
1066 Income Concession	507	0	(507)			0.0%	
1072 Income Trees for Seaford	6,416	0	(6,416)			0.0%	6,416
Other Open Spaces :- Income	9,685	90	(9,595)			10761.0	6,646
4018 Water Refill Maint	45	0	(45)		(45)	0.0%	45
4052 Water & Sewerage	663	310	(353)		(353)	213.8%	

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4115 Insurance	33	0	(33)		(33)	0.0%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4250 Memorial Bench	1,241	0	(1,241)		(1,241)	0.0%	
4251 Dog Bin Emptying	2,143	2,200	57		57	97.4%	
4260 Grounds Maintenance Contract	23,384	23,645	261		261	98.9%	
4261 Grounds Maint non contract	6,755	6,500	(255)		(255)	103.9%	
4262 Trees for Seaford	6,376	0	(6,376)		(6,376)	0.0%	6,376
4275 Building Maintenance	1,442	500	(942)		(942)	288.4%	
4411 VAT PE Adjustment overclaimed	7	0	(7)		(7)	0.0%	7
Other Open Spaces :- Indirect Expenditure	42,089	33,215	(8,874)	0	(8,874)	126.7%	6,429
Net Income over Expenditure	(32,404)	(33,125)	(721)				
6000 plus Transfer from EMR	6,429						
6001 less Transfer to EMR	6,646						
Movement to/(from) Gen Reserve	(32,621)						
<u>113 Crypt</u>							
1051 Income Insurance Recharge	269	380	111			70.8%	
1091 Income Building Maintenance	4,000	0	(4,000)			0.0%	4,000
Crypt :- Income	4,269	380	(3,889)			1123.4%	4,000
4115 Insurance	269	380	111		111	70.8%	
4275 Building Maintenance	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	269	880	611	0	611	30.6%	0
Net Income over Expenditure	4,000	(500)	(4,500)				
6001 less Transfer to EMR	4,000						
Movement to/(from) Gen Reserve	0						
<u>114 South Street</u>							
4275 Building Maintenance	1,140	1,000	(140)		(140)	114.0%	
South Street :- Indirect Expenditure	1,140	1,000	(140)	0	(140)	114.0%	0
Net Expenditure	(1,140)	(1,000)	140				
<u>115 Martello Tower</u>							
4115 Insurance	1,692	1,745	53		53	97.0%	
4275 Building Maintenance	1,330	4,000	2,670		2,670	33.3%	
Martello Tower :- Indirect Expenditure	3,022	5,745	2,723	0	2,723	52.6%	0
Net Expenditure	(3,022)	(5,745)	(2,723)				

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116 Seaford Head Estate							
1011 Income Filming	45,850	15,000	(30,850)			305.7%	
1050 Income Rent	11,295	10,000	(1,295)			112.9%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	947	600	(347)			157.8%	
1066 Income Concession	2,017	3,300	1,283			61.1%	
1200 Income Nature Reserve	585	0	(585)			0.0%	
Seaford Head Estate :- Income	63,943	32,150	(31,793)			198.9%	0
4115 Insurance	418	880	462		462	47.5%	
4199 Other Expenditure	1,336	1,200	(136)		(136)	111.3%	
4251 Dog Bin Emptying	1,071	1,100	29		29	97.4%	
4260 Grounds Maintenance Contract	1,104	2,000	896		896	55.2%	
4261 Grounds Maint non contract	2,760	3,000	240		240	92.0%	
4275 Building Maintenance	330	1,000	670		670	33.0%	
4411 VAT PE Adjustment overclaimed	11	0	(11)		(11)	0.0%	11
4500 Nature Reserve Expenses	17,163	16,200	(963)		(963)	105.9%	
4501 Filming Expenses	9,170	3,000	(6,170)		(6,170)	305.7%	
Seaford Head Estate :- Indirect Expenditure	33,363	28,380	(4,983)	0	(4,983)	117.6%	11
Net Income over Expenditure	30,580	3,770	(26,810)				
6000 plus Transfer from EMR	11						
Movement to/(from) Gen Reserve	30,591						
117 Seaford							
1011 Income Filming	2,365	0	(2,365)			0.0%	
1025 Income Sponsorship	710	0	(710)			0.0%	710
1055 Income Memorial Bench	375	0	(375)			0.0%	
1057 Income Electricity Recharge	2,932	3,000	68			97.7%	
1058 Income Water Recharge	80	100	20			79.6%	
1066 Income Concession	53,970	41,820	(12,150)			129.1%	
1078 Income Entertainment Area	5,600	0	(5,600)			0.0%	
1084 Income Promenade	222	150	(72)			148.1%	
Seaford :- Income	66,254	45,070	(21,184)			147.0%	710
4018 Water Refill Maint	115	0	(115)		(115)	0.0%	115
4052 Water & Sewerage	80	500	420		420	15.9%	
4055 Electricity	2,932	3,000	68		68	97.7%	
4115 Insurance	913	955	42		42	95.6%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	292	0	(292)		(292)	0.0%	

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4253 Shelters	2,470	2,500	30		30	98.8%	
4254 Martello Entertainments Area	665	0	(665)		(665)	0.0%	
4255 The Shoal Expenditure	0	500	500		500	0.0%	
4261 Grounds Maint non contract	3,278	7,000	3,722		3,722	46.8%	
4270 Vehicles & Equipment Maint	0	100	100		100	0.0%	
4275 Building Maintenance	3,215	2,000	(1,215)		(1,215)	160.8%	
4301 Public Works Loan Payment	0	22,000	22,000		22,000	0.0%	
4411 VAT PE Adjustment overclaimed	27	0	(27)		(27)	0.0%	27
4501 Filming Expenses	473	0	(473)		(473)	0.0%	
Seafont :- Indirect Expenditure	14,460	39,555	25,095	0	25,095	36.6%	142
Net Income over Expenditure	51,794	5,515	(46,279)				
6000 plus Transfer from EMR	142						
6001 less Transfer to EMR	710						
Movement to/(from) Gen Reserve	51,226						
118 Beach Huts							
1019 Rechargeable Income	930	0	(930)			0.0%	
1054 Income Other	772	0	(772)			0.0%	
1057 Income Electricity Recharge	220	100	(120)			220.0%	
1060 Beach Huts Site Licence	23,271	24,455	1,184			95.2%	
1061 Beach Hut Annual Rent	13,530	15,195	1,665			89.0%	
1066 Income Concession	5,095	6,240	1,145			81.7%	
1094 Income Seasonal Beach Huts	13,313	0	(13,313)			0.0%	
Beach Huts :- Income	57,130	45,990	(11,140)			124.2%	0
4019 Rechargeable Expenditure	880	0	(880)		(880)	0.0%	
4021 Electricity Top Up Cards	0	100	100		100	0.0%	
4051 Rates	4,242	5,140	899		899	82.5%	
4055 Electricity	266	0	(266)		(266)	0.0%	
4110 Advertising & Publicity	0	1,000	1,000		1,000	0.0%	
4115 Insurance	1,028	1,215	187		187	84.6%	
4258 Seasonal Beach Hut Revenue Exp	15,476	2,000	(13,476)		(13,476)	773.8%	
4275 Building Maintenance	1,068	3,000	1,932		1,932	35.6%	
4411 VAT PE Adjustment overclaimed	1,960	0	(1,960)		(1,960)	0.0%	1,960
Beach Huts :- Indirect Expenditure	24,919	12,455	(12,464)	0	(12,464)	200.1%	1,960
Net Income over Expenditure	32,211	33,535	1,324				
6000 plus Transfer from EMR	1,960						
Movement to/(from) Gen Reserve	34,171						

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<u>119</u> <u>Old Town Hall</u>							
1050 Income Rent	1,477	1,275	(202)			115.8%	
1051 Income Insurance Recharge	160	200	40			80.2%	
Old Town Hall :- Income	<u>1,637</u>	<u>1,475</u>	<u>(162)</u>			<u>111.0%</u>	<u>0</u>
4115 Insurance	160	200	40		40	80.2%	
4275 Building Maintenance	0	2,000	2,000		2,000	0.0%	
4411 VAT PE Adjustment overclaimed	130	0	(130)		(130)	0.0%	130
Old Town Hall :- Indirect Expenditure	<u>290</u>	<u>2,200</u>	<u>1,910</u>	<u>0</u>	<u>1,910</u>	<u>13.2%</u>	<u>130</u>
Net Income over Expenditure	<u>1,347</u>	<u>(725)</u>	<u>(2,072)</u>				
6000 plus Transfer from EMR	130						
Movement to/(from) Gen Reserve	<u>1,477</u>						
<u>121</u> <u>Seaford in Bloom</u>							
1054 Income Other	417	415	(2)			100.4%	
Seaford in Bloom :- Income	<u>417</u>	<u>415</u>	<u>(2)</u>			<u>100.4%</u>	<u>0</u>
4402 Seaford in Bloom	5,130	5,000	(130)		(130)	102.6%	
Seaford in Bloom :- Indirect Expenditure	<u>5,130</u>	<u>5,000</u>	<u>(130)</u>	<u>0</u>	<u>(130)</u>	<u>102.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,713)</u>	<u>(4,585)</u>	<u>128</u>				
<u>125</u> <u>Allotments</u>							
1050 Income Rent	1,019	1,035	16			98.4%	
Allotments :- Income	<u>1,019</u>	<u>1,035</u>	<u>16</u>			<u>98.4%</u>	<u>0</u>
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,019</u>	<u>535</u>	<u>(484)</u>				
<u>130</u> <u>Other Recreation</u>							
4410 Swimming Pool	899	10,000	9,101		9,101	9.0%	
4411 VAT PE Adjustment overclaimed	1,450	0	(1,450)		(1,450)	0.0%	1,450
Other Recreation :- Indirect Expenditure	<u>2,348</u>	<u>10,000</u>	<u>7,652</u>	<u>0</u>	<u>7,652</u>	<u>23.5%</u>	<u>1,450</u>
Net Expenditure	<u>(2,348)</u>	<u>(10,000)</u>	<u>(7,652)</u>				
6000 plus Transfer from EMR	1,450						
Movement to/(from) Gen Reserve	<u>(899)</u>						

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134 CCTV							
4055 Electricity	3,795	2,550	(1,245)		(1,245)	148.8%	
4115 Insurance	336	400	64		64	84.0%	
4276 CCTV	8,061	9,000	939		939	89.6%	
CCTV :- Indirect Expenditure	12,192	11,950	(242)	0	(242)	102.0%	0
Net Expenditure	(12,192)	(11,950)	242				
135 Community Service Other							
1053 Income Grants	5,000	0	(5,000)			0.0%	
1054 Income Other	25	0	(25)			0.0%	
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	322	7,210	6,888			4.5%	
1083 Income Street Market	72	0	(72)			0.0%	
Community Service Other :- Income	5,418	9,210	3,792			58.8%	0
4115 Insurance	52	60	8		8	86.2%	
4195 Events Expenditure	908	1,000	92		92	90.8%	
4273 Christmas Lights	10,618	15,000	4,382		4,382	70.8%	
4281 Christmas Event Expenses	6,462	10,300	3,838		3,838	62.7%	
4282 Armed Forces Day Expenditure	170	2,000	1,830		1,830	8.5%	
Community Service Other :- Indirect Expenditure	18,210	28,360	10,150	0	10,150	64.2%	0
Net Income over Expenditure	(12,792)	(19,150)	(6,358)				
225 Projects Pool							
1014 CIL & S106 Receipts	87,430	0	(87,430)			0.0%	87,430
1016 Beach Hut Sales	37,000	0	(37,000)			0.0%	37,000
1053 Income Grants	1,000	400,000	399,000			0.3%	1,000
1095 Income Tennis Courts	169,050	0	(169,050)			0.0%	
Projects Pool :- Income	294,480	400,000	105,520			73.6%	125,430
4095 Tennis Court Expenditure	168,551	20,000	(148,551)		(148,551)	842.8%	
4257 Seafront Improvement Plan	45,456	50,000	4,544		4,544	90.9%	45,456
4274 Projects Expenditure	90	2,000	1,910		1,910	4.5%	
4411 VAT PE Adjustment overclaimed	172	0	(172)		(172)	0.0%	172
4420 Bonn BH Capital Expenditure	1,280	0	(1,280)		(1,280)	0.0%	1,280
4421 Martello Toilets Capital Costs	23,552	400,000	376,449		376,449	5.9%	23,552
4424 South Hill Barn Development	1,627	5,000	3,373		3,373	32.5%	
Projects Pool :- Indirect Expenditure	240,727	477,000	236,273	0	236,273	50.5%	70,459
Net Income over Expenditure	53,753	(77,000)	(130,753)				
6000 plus Transfer from EMR	70,459						
6001 less Transfer to EMR	125,430						
Movement to/(from) Gen Reserve	(1,218)						

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301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	360	1,500	1,140		1,140	24.0%	
4411 VAT PE Adjustment overclaimed	72	0	(72)		(72)	0.0%	72
4451 Twitten Naming	0	1,000	1,000		1,000	0.0%	
Planning & Highways :- Indirect Expenditure	432	2,500	2,068	0	2,068	17.3%	72
Net Expenditure	(432)	(2,500)	(2,068)				
6000 plus Transfer from EMR	72						
Movement to/(from) Gen Reserve	(360)						

Community Services :- Income	567,856	581,660	13,804			97.6%	
Expenditure	591,081	834,100	243,019	0	243,019	70.9%	
Net Income over Expenditure	(23,225)	(252,440)	(229,215)				
plus Transfer from EMR	103,000						
less Transfer to EMR	138,856						
Movement to/(from) Gen Reserve	(59,080)						

Finance & General Purposes

201 Administration							
1054 Income Other	100	100	0			100.0%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	564	570	6			98.9%	
1176 Precept	984,150	984,150	0			100.0%	
1190 Interest Received	1,216	1,000	(216)			121.6%	
Administration :- Income	986,050	985,820	(230)			100.0%	0
4000 Salaries & Wages	319,700	316,925	(2,775)		(2,775)	100.9%	
4001 Employers NI	27,268	26,340	(928)		(928)	103.5%	
4002 Employers Superannuation	55,431	56,425	994		994	98.2%	
4009 Recruitment Costs	640	1,000	360		360	64.0%	
4010 Staff Training	2,722	4,000	1,278		1,278	68.0%	
4012 Staff Expenses	172	800	628		628	21.6%	
4015 Office Refreshments	3	400	397		397	0.9%	
4100 Telecommunications	3,949	4,750	801		801	83.1%	
4105 Postage	182	400	218		218	45.4%	
4106 Stationery	826	1,800	974		974	45.9%	
4107 Photocopier	997	1,900	903		903	52.5%	
4108 Recycling & Shredding	265	210	(55)		(55)	126.2%	
4110 Advertising & Publicity	630	1,500	870		870	42.0%	

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4112 Subscriptions	5,229	5,500	271		271	95.1%	
4113 Software Support	8,664	9,500	836		836	91.2%	
4114 Licence Fee	55	55	0		0	100.0%	
4115 Insurance	1,721	2,000	279		279	86.0%	
4116 Web Site	1,413	1,000	(413)		(413)	141.3%	
4154 Land Registry Fees	21	100	79		79	21.0%	
4155 Professional Fees	6,411	15,000	8,589		8,589	42.7%	
4156 Bank Charges	1,056	1,500	444		444	70.4%	
4157 Audit Fees	2,630	3,000	370		370	87.7%	
4182 Catering & Hospitality	0	100	100		100	0.0%	
4199 Other Expenditure	21	3,000	2,979		2,979	0.7%	
4272 Furniture & Equipment	716	2,000	1,284		1,284	35.8%	
Administration :- Indirect Expenditure	440,721	459,205	18,484	0	18,484	96.0%	0
Net Income over Expenditure	545,329	526,615	(18,714)				
<u>205 Premises - Church Street</u>							
1050 Income Rent	8,642	7,610	(1,032)			113.6%	
Premises - Church Street :- Income	8,642	7,610	(1,032)			113.6%	0
4050 Rent payable	19,780	20,375	595		595	97.1%	
4051 Rates	8,281	8,695	414		414	95.2%	
4059 Church Street Service Charges	11,132	18,000	6,868		6,868	61.8%	
4115 Insurance	4	5	1		1	74.0%	
4201 Cleaning & Hygiene	0	300	300		300	0.0%	
4270 Vehicles & Equipment Maint	285	350	65		65	81.4%	
4275 Building Maintenance	602	1,000	398		398	60.2%	
4903 Term Maintenance	120	500	380		380	24.0%	
Premises - Church Street :- Indirect Expenditure	40,203	49,225	9,022	0	9,022	81.7%	0
Net Income over Expenditure	(31,561)	(41,615)	(10,054)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	22,817	23,270	453			98.1%	
1051 Income Insurance Recharge	386	425	39			90.7%	
Premises - Hurdis House :- Income	23,202	23,695	493			97.9%	0
4115 Insurance	398	425	27		27	93.8%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4275 Building Maintenance	1,912	0	(1,912)		(1,912)	0.0%	
4301 Public Works Loan Payment	15,002	15,005	3		3	100.0%	
4411 VAT PE Adjustment overclaimed	235	0	(235)		(235)	0.0%	235
Premises - Hurdis House :- Indirect Expenditure	17,548	20,430	2,882	0	2,882	85.9%	235
Net Income over Expenditure	5,654	3,265	(2,389)				
6000 plus Transfer from EMR	235						

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Movement to/(from) Gen Reserve	5,889						
<u>210 Civic Expenses</u>							
4013 Members Expenses	95	150	55		55	63.2%	
4014 Member Training	140	1,000	860		860	14.0%	
4106 Stationery	4	500	496		496	0.8%	
4113 Software Support	2,313	3,500	1,187		1,187	66.1%	
4115 Insurance	197	240	43		43	82.0%	
4180 Room Hire	4,799	0	(4,799)		(4,799)	0.0%	
4181 Civic - Mayors Allowance	819	1,000	181		181	81.9%	72
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	(73)	250	323		323	(29.0%)	
4184 Civic - other	274	150	(124)		(124)	182.4%	
4188 Town Crier Expenses	45	250	205		205	18.0%	
4189 Young Mayor	223	250	27		27	89.1%	
4190 Election Costs	4,610	6,500	1,890		1,890	70.9%	
Civic Expenses :- Indirect Expenditure	13,446	14,290	844	0	844	94.1%	72
Net Expenditure	(13,446)	(14,290)	(844)				
6000 plus Transfer from EMR	72						
Movement to/(from) Gen Reserve	(13,374)						
<u>215 Grants</u>							
4401 Grants	14,914	15,000	86		86	99.4%	
4406 SFA-CAB	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	19,914	20,000	86	0	86	99.6%	0
Net Expenditure	(19,914)	(20,000)	(86)				
Finance & General Purposes :- Income	1,017,894	1,017,125	(769)			100.1%	
Expenditure	531,833	563,150	31,317	0	31,317	94.4%	
Net Income over Expenditure	486,062	453,975	(32,087)				
plus Transfer from EMR	307						
Movement to/(from) Gen Reserve	486,369						
Golf Course and The View							
<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	184,250	170,000	(14,250)			108.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1001 Golf Course Green Fees M-F	152,820	82,000	(70,820)			186.4%	
1002 Golf Course Green Fees w/eb/h	98,259	71,300	(26,959)			137.8%	
1003 Golf Course Societies	69,840	72,400	2,560			96.5%	
1004 Golf Course Locker	988	1,100	112			89.8%	
1007 Golf Course Air Traffic	7,500	7,500	0			100.0%	
1019 Rechargeable Income	179	0	(179)			0.0%	
1050 Income Rent	85	85	0			100.0%	
1054 Income Other	792	650	(142)			121.8%	
1077 Income Sale Equipment	3,100	3,000	(100)			103.3%	
1311 Buggy Hire	15,280	17,500	2,220			87.3%	
1317 Income VAT PE Adjustment	12,026	0	(12,026)			0.0%	12,026
Golf Course :- Income	545,119	425,535	(119,584)			128.1%	12,026
4000 Salaries & Wages	98,031	98,285	254		254	99.7%	
4001 Employers NI	8,367	8,715	348		348	96.0%	
4002 Employers Superannuation	13,048	17,080	4,032		4,032	76.4%	
4009 Recruitment Costs	492	500	8		8	98.4%	
4010 Staff Training	1,802	2,000	198		198	90.1%	
4011 Staff Protective Clothing	1,382	1,250	(132)		(132)	110.6%	
4019 Rechargeable Expenditure	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	45,833	55,000	9,167		9,167	83.3%	
4045 Golf Course Player Costs	1,060	1,000	(60)		(60)	106.0%	
4046 Golf Club Membership Fees	14,520	14,300	(220)		(220)	101.5%	
4051 Rates	5,291	21,355	16,064		16,064	24.8%	
4052 Water & Sewerage	1,039	1,000	(39)		(39)	103.9%	
4060 Refuse	250	350	100		100	71.3%	
4100 Telecommunications	681	750	69		69	90.8%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	249	350	101		101	71.0%	
4110 Advertising & Publicity	0	500	500		500	0.0%	
4112 Subscriptions	490	500	10		10	98.0%	
4113 Software Support	1,738	1,935	197		197	89.8%	
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	8,630	9,785	1,155		1,155	88.2%	
4116 Web Site	72	75	3		3	96.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4156 Bank Charges	6,278	4,500	(1,778)		(1,778)	139.5%	
4201 Cleaning & Hygiene	116	500	384		384	23.3%	
4251 Dog Bin Emptying	1,286	1,325	39		39	97.0%	
4261 Grounds Maint non contract	39,164	37,000	(2,164)		(2,164)	105.8%	
4270 Vehicles & Equipment Maint	15,271	15,280	9		9	99.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271 Vehicle & Equipment Lease	68,237	66,850	(1,387)		(1,387)	102.1%	
4272 Furniture & Equipment	9,490	8,500	(990)		(990)	111.7%	990
4275 Building Maintenance	264	1,200	936		936	22.0%	
4276 CCTV	694	200	(494)		(494)	346.8%	
4279 Fire & Security	450	1,000	550		550	45.0%	
4308 Golf Course Overheads	50,000	50,000	(0)		(0)	100.0%	
4309 Buggy Lease & Maintenance	7,045	8,000	955		955	88.1%	
Golf Course :- Indirect Expenditure	401,523	434,210	32,687	0	32,687	92.5%	990
Net Income over Expenditure	143,595	(8,675)	(152,270)				
6000 plus Transfer from EMR	990						
6001 less Transfer to EMR	12,026						
Movement to/(from) Gen Reserve	132,560						
<u>102 Capital Costs-Golf & The View</u>							
1317 Income VAT PE Adjustment	5,377	0	(5,377)			0.0%	5,377
Capital Costs-Golf & The View :- Income	5,377	0	(5,377)				5,377
Net Income	5,377	0	(5,377)				
6001 less Transfer to EMR	5,377						
Movement to/(from) Gen Reserve	0						
<u>103 The View</u>							
1050 Income Rent	750	1,000	250			75.0%	
1053 Income Grants	29,196	0	(29,196)			0.0%	
1091 Income Building Maintenance	305	0	(305)			0.0%	
1305 Income Golf Course Overheads	50,000	50,000	(0)			100.0%	
1306 Income Golf Club Room Hires	1,653	0	(1,653)			0.0%	
1307 Income Bar Sales	132,198	120,000	(12,198)			110.2%	
1308 Income Food Sales	230,217	240,000	9,783			95.9%	
1310 Income - Society Food	28,850	16,000	(12,850)			180.3%	
1312 Function Food Sales	60,252	0	(60,252)			0.0%	
1313 Function Bar Sales	1,041	0	(1,041)			0.0%	
1316 Events Income - The View	253	0	(253)			0.0%	
1318 Income The View Kiosk	674	0	(674)			0.0%	
The View :- Income	535,391	427,000	(108,391)			125.4%	0
4000 Salaries & Wages	227,907	219,660	(8,247)		(8,247)	103.8%	
4001 Employers NI	14,945	16,180	1,235		1,235	92.4%	
4002 Employers Superannuation	18,789	22,070	3,281		3,281	85.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Sub-contracted Staff	4,105	4,000	(105)		(105)	102.6%	
4009 Recruitment Costs	1,269	0	(1,269)		(1,269)	0.0%	
4010 Staff Training	510	1,000	490		490	51.0%	
4012 Staff Expenses	25	150	125		125	16.7%	
4016 Staff Uniform	16	100	84		84	15.8%	
4017 Timesheet & Rota Software	206	220	14		14	93.5%	
4051 Rates	1,700	6,865	5,165		5,165	24.8%	
4052 Water & Sewerage	1,916	4,900	2,984		2,984	39.1%	
4055 Electricity	19,185	19,500	315		315	98.4%	
4056 Gas	3,893	5,000	1,107		1,107	77.9%	
4060 Refuse	3,409	3,500	91		91	97.4%	
4100 Telecommunications	2,734	3,000	266		266	91.1%	
4105 Postage	0	100	100		100	0.0%	
4106 Stationery	702	1,000	298		298	70.2%	
4110 Advertising & Publicity	1,658	5,000	3,342		3,342	33.2%	
4112 Subscriptions	75	75	0		0	100.0%	
4113 Software Support	1,128	1,100	(28)		(28)	102.6%	
4114 Licence Fee	910	1,000	90		90	91.0%	
4115 Insurance	3,100	3,920	820		820	79.1%	
4116 Web Site	218	220	2		2	99.3%	
4156 Bank Charges	5,334	5,000	(334)		(334)	106.7%	
4196 Events Expenditure - The View	1,766	0	(1,766)		(1,766)	0.0%	
4201 Cleaning & Hygiene	16,168	15,000	(1,168)		(1,168)	107.8%	
4202 Linen Cleaning	2,475	600	(1,875)		(1,875)	412.5%	
4270 Vehicles & Equipment Maint	3,060	2,000	(1,060)		(1,060)	153.0%	
4272 Furniture & Equipment	3,199	1,000	(2,199)		(2,199)	319.9%	
4275 Building Maintenance	5,430	3,000	(2,430)		(2,430)	181.0%	
4276 CCTV	218	500	282		282	43.5%	
4279 Fire & Security	973	1,500	528		528	64.8%	
4301 Public Works Loan Payment	104,977	105,000	23		23	100.0%	
4303 Food Expenditure	110,036	96,000	(14,036)		(14,036)	114.6%	
4304 Bar Expenditure	50,380	42,000	(8,380)		(8,380)	120.0%	
4306 Catering Utensils & Equip	1,064	1,000	(64)		(64)	106.4%	
4307 Bar Utensils & Equip	367	250	(117)		(117)	146.9%	
4311 Pest Control	1,839	850	(989)		(989)	216.3%	
4313 Stock Take	1,000	2,200	1,200		1,200	45.5%	
4314 Cost of Card Top Up Incentives	3,710	3,000	(710)		(710)	123.7%	
4315 The View Kiosk Expenditure	150	0	(150)		(150)	0.0%	
4903 Term Maintenance	1,155	2,000	845		845	57.8%	
The View :- Indirect Expenditure	621,703	599,460	(22,243)	0	(22,243)	103.7%	0
Net Income over Expenditure	(86,312)	(172,460)	(86,148)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Golf Course and The View :- Income	1,085,886	852,535	(233,351)			127.4%	
Expenditure	1,023,226	1,033,670	10,444	0	10,444	99.0%	
Net Income over Expenditure	<u>62,660</u>	<u>(181,135)</u>	<u>(243,795)</u>				
plus Transfer from EMR	990						
less Transfer to EMR	17,403						
Movement to/(from) Gen Reserve	<u>46,248</u>						
Grand Totals:- Income	2,671,637	2,451,320	(220,317)			109.0%	
Expenditure	2,146,140	2,430,920	284,780	0	284,780	88.3%	
Net Income over Expenditure	<u>525,497</u>	<u>20,400</u>	<u>(505,097)</u>				
plus Transfer from EMR	104,297						
less Transfer to EMR	156,258						
Movement to/(from) Gen Reserve	<u>473,536</u>						

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022
	Current Assets	
68,101	Debtors	91,371
13,952	Sundry Debtors	816
3,510	VAT	29,438
67,359	Prepayments	82,120
196,049	Current/Deposit Account	106,661
198	The View Petty Cash	148
205	Petty Cash	162
525,000	CCLA-Public Sector Deposit	1,125,000
70	Golf Proshop Float	70
200	The View Till 1 Float	200
200	The View till 2 Float	200
500	The View Safe Float	500
875,345		1,436,686
875,345	Total Assets	1,436,686
	Current Liabilities	
66,272	Creditors	48,484
2,000	Hurdis House-Deposit Received	2,000
342	Plastic Free Seaford	258
44,255	Accruals	10,194
130,061	Receipts in Advance	215,683
500	Deposits Received	500
3,049	The View Function Deposits	5,031
2,590	Swipe Card Top Ups	4,196
171	Mayor's Charity 2	1
1,264	Young Mayor's Charity 1	0
250,504		286,347
624,842	Total Assets Less Current Liabilities	1,150,339
	Represented By	
312,703	General Fund	632,762
14,248	EMR - Elections	16,138
13,165	EMR - Building Maintenance	20,000
1,075	EMR - Crypt	5,075
17,240	EMR - Grounds Maint/Open space	20,000
0	EMR - Salts	1,840
845	EMR - The Salts Landscaping	845

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

0	EMR - Seaford Head/ SH Barn	31,648
0	EMR - Swimming pool	9,101
12,622	EMR - Vehicles & Equipment	20,000
10,745	EMR - Trees for Seaford	10,785
0	EMR - Projects Reserve	16,333
2,032	EMR - Memorial Bench Maint	3,681
0	EMR - Professional Fees	20,000
0	EMR - Civic Expenses	2,000
0	EMR - Playgrounds	10,000
0	EMR - Seafront Maintance	5,000
1,470	EMR - Community Projects	1,470
13,081	EMR - CIL Receipts	100,511
4,835	EMR - Seafront Projects	9,770
161,899	EMR - Capital Receipts	152,683
58,882	EMR - Seafront Development PI	34,811
0	EMR - Water Refill Station	2,010
0	EMR - Tennis Courts	7,509
0	EMR - VAT PE Calculations	9,246
0	EMR - Training	1,941
0	EMR- Mayors allowance	181
0	EMR- Utilities	5,000
	624,842	1,150,339

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Seaford Town Council		Earmarked Reserves 2021-2022						
A/C Code	Reserve Details	Opening Balance 01/04/2021	Income/ Transfers from Other Reserves	Used To Fund Expenditure	Closing Balance 31/03/2022	Committed	Available Balance	Notes
320	Elections	14,248	£1,889.75		£16,138.16		£16,138.16	Built up over the years to spread the cost of 4 yearly elections
321	Building Maintenance	13,165	£11,835.00	5,000	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all buildings 2021-2022
323	Crypt	£1,075.00	£4,000.00		£5,075.00	£5,075.00	£0.00	Expenditure to be used for Building Works at the Crypt. 2022-2023 £4,000 grant received for maintenance & decorating £1,075 towards replacement Crypt window
326	Grounds Maintenance	£17,240.00	£16,015.00	£13,255.00	£20,000.00		£20,000.00	Contingency to meet unexpected liability on all grounds and open spaces 2021/2022 £11,375 Seafrost bumper rails £1,880 fire damage skate park
327	The Salts Landscaping	£0.00	£1,840.00		£1,840.00		£1,840.00	Grant received for CCTV £1840 to be spent 2022/23
329	The Salts Landscaping	£844.55			£844.55		£844.55	
334	Seaford head/South Hill Barn	£0.00	£31,648.00		£31,648.00		£31,648.00	£26,572 Earmarked from surplus filming income for hope gap staps £5,076 Earmarked from unspent budgets for SHB as per committee decision
336	Swimming Pool	£0.00	£9,101.20		£9,101.20		£9,101.20	Unspent budget earmarked to be used in 2022/23 as per committee decision
340	Vehicles & Equipment	£12,622.00	£8,368.41	£990.41	£20,000.00	£8,700.00	£11,300.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements 2021/22 Golf course equipment £16.42 Kettle £179.99 Fridge £794 overspend on digger + delivery 2022/23 £8,700 Equipment The View
342	Trees for Seaford *	£10,745.37	£6,415.63	£6,376.17	£10,784.83		£10,784.83	Income received from Resident Donations. Restricted to spend only on Trees
344	Projects Reserve	£0.00	£16,333.00		£16,333.00		£16,333.00	£6,333 from unspent events budgets £10,000 for electrics at Bönningstedt for ice cream van
345	Memorial Bench Maintenance	£2,032.00	£1,649.00		£3,681.00		£3,681.00	Contingency to meet maintenance needs of Memorial Benches
353	Professional Fees	£0.00	£20,000.00		£20,000.00		£20,000.00	Contingency to meet unknown Liabilities
354	Civic Expenses	£0.00	£2,000.00		£2,000.00		£2,000.00	Contingency e.g. for Mayors chair/ Freedom of the Town
356	Playgrounds	£0.00	£10,000.00		£10,000.00		£10,000.00	To build up sufficient funds over a number of years for replacement equipment
357	Seafrost Maintenance	£0.00	£5,000.00		£5,000.00		£5,000.00	Shoal maintenance
358	Community Projects	£1,469.75			£1,469.75		£1,469.75	Income received from donations for Beach Access Platform to be used for maintenance & repairs.
361	CIL Receipts *	£13,080.91	£87,429.93	£20,000.00	£80,510.84	£10,000.00	£70,510.84	Income received from CIL monies - Restricted use 2021-2023 up to £10,000 for tennis courts
362	Seafrost Projects	£4,835.00	£4,935.00		£9,770.00		£9,770.00	Sum earmarked from profits made on sale of Memorials @Martello Entertainment area
363	Capital Receipts *	£161,898.77	£37,000.00	£46,215.54	£152,683.23	£152,683.23	£0.00	Can only be used for Capital Expenditure. 2021-2022 £50,000 to be used for Sea defence Wall at Bönningstedt Beach Huts- £44,936 actual £22,000 for Martello toilets- unspent 2022-2023 £152,683 Martello Toilets
366	Seafrost Development Plan (SDP)	£58,882.08		£24,071.50	£34,810.58	£34,810.58	£0.00	For expenditure on SDP 2021/22 £20,071.5 spent on Martello toilets preliminary costs 2022-2023 £34,810.58 Martello Toilets
367	Water Refill Stations	£0.00	£2,010.00		£2,010.00		£2,010.00	Sponsorship income earmarked to use for maintenance
368	Tennis Courts	£0.00	£27,508.62		£27,508.62		£27,508.62	£7,010 unspent loan £20,498.62 surplus grant & loan income not spent
369	VAT PE Calculation	£0.00	£9,245.83		£9,245.83		£9,245.83	Sum received after partial exemption calculation
370	Training	£0.00	£1,941.00		£1,941.00		£1,941.00	surplus budget for future liability
371	Mayors Allowance	£0.00	£180.93		£180.93		£180.93	surplus budget due to year and financial year mis timings
372	Utilities	£0.00	£5,000.00		£5,000.00		£5,000.00	for future liabilities due to uncertain electricity and gas costs
	TOTAL EMR	£312,138.84	£277,469.92	£115,908.62	£517,576.52	£211,268.81	£306,307.71	

* RESTRICTED USE

EMR	Description	Nominal	Cost Centre	Amount Transferred	Notes
320	Elections	4190	210	£1,889.75	Unspent balance of budget
321	Building Maintenance	4275/4903	various	£11,835.00	Surplus Income over Expenditure- top up to £20,000
323	Crypt Grant	1091	113	£4,000.00	Grant received and not spent
326	Ground Maintenance	4260/1	various	£16,015	Surplus Income over Expenditure- top up to £20,000
327	Salts CCTV Grant	1053	105	£1,840.00	Grant received and not spent
334	SH Barn		116/225	£5,076	Unspent Balance of SH Barn budgets
334	Filming	1011/4501	116/117	£26,572.00	Additional income over budget - for repair to Hope Gap steps
336	Swimming Pool	4410	130	£9,101.20	Unspent balance of budget
340	Vehicles and Equipment	4272	various	£8,368.41	Surplus Income over Expenditure- top up to £20,000
344	Events		135	£16,333.00	Unspent Balance of events budgets + £10,000 for Bönningstedt electrics for concession
345	Memorial Benches	1055/4250	various	£1,649.00	Surplus Income over Expenditure
353	Professional fees	4155	various	£20,000	Unspent Balance of budgets top up to £20,000
354	Civic Expenses			£2,000	contingency for Mayors chain, Freedom of the Town
356	Playgrounds			£10,000	to spread the cost of replacement equipment
357	Shoal Maintenance			£5,000	Shoal Maintenance
362	Seafront Projects	1078/4254	117	£4,935	Surplus Income over Expenditure @ Martello entertainments area
367	Morrison's Grant	1053	225	£1,000.00	Grant received and not spent
368	Tennis court loan	4096	105	£7,010.00	Unspent Balance of budget- loan
368	Tennis court Grants	1095/4095	225	£20,498.62	Unspent Balance of grants & loan received
369	VAT Partial Exemption Calculation	1317/4411	various	£9,245.83	Sum received after Partial Exemption calculation
370	Training	4010	various	£1,941.00	Unspent Balance budgets
371	Mayors Allowance	4181	210	£180.93	Surplus budget that may be required due to year end miss-timings
372	Utilities			£5,000.00	Earmarked due to increased costs forecast but not budgeted
	TOTAL EARMARKED			£189,490.74	



Seaford Town Council

Report No:	30/22
Agenda Item No:	10
Committee:	Full Council
Date:	16th June 2022
Title:	Application for the Variation of the S.106 Agreement – Former Newlands School Site
By:	Geoff Johnson, Assistant Town Clerk (Strategic Projects)
Purpose of Report:	To seek the Town Council's authority for an application to Lewes District Council for a variation of the s.106 Agreement dated 15th July 2020, relating to the residential development at the former Newlands School site

Recommendations
The Full Council is recommended:
1. To agree that an application be submitted to Lewes District Council for a variation of the s.106 Agreement dated 15 th July 2020, relating to the residential development at the former Newlands School site.

1. Background

- 1.1 The Agreement under s.106 of the Town and Country Act 1990 dated 15th July 2020 sets out the obligations of the developers of the former Newlands School site.
- 1.2 The obligations relate to various matters including the provision of Affordable Housing, of the public green space on the site and the payments to be made to off-site provision of public sports facilities to replace those lost to the new development.

- 1.3** As members will be aware, the sum of £350,000 has been paid towards the provision of a new sports pitch for Seaford. The Agreement contains provisions and restrictions as to how that money should be spent namely:-
- (a)** During the five-year period from the commencement date of 19th October 2020 it can be spent on the provision of a new sports pitch in Seaford.
 - (b)** If it is not spent during that five-year period, it can be spent on new facilities on the Coastal Belt of Lewes District (Seaford, Newhaven, Peacehaven and East Telscombe).
 - (c)** If it is still not spent within seven years of the commencement date, it can be used to upgrade existing facilities at The Salts Recreation Ground or The Crouch.
 - (d)** If it still not spent within nine years of the commencement date, the search for a site reverts to the 'Coastal Belt'.
 - (e)** The terms allow the various periods to be shortened by Agreement.

2. The Need for Proposed Changes

- 2.1** It has proved extremely difficult to locate a suitable new site in Seaford due mainly to amenity issues and the general shortage of useable open space brought about by the constraints of the boundary of the South Downs National Park.
- 2.2** Therefore, the Town Clerk has asked that we look into possible alternatives that may be legally possible. I can report that there may be scope for using the contribution to upgrade one of the two existing sites in the Town but to pursue this option the provisions of the Agreement would need to be modified. The five-year period for locating a new site and the extended period for locating a site in the Coastal Belt would have to be shortened sufficiently to allow immediate action to be taken to investigate the possible use of one of the two existing sites.

3. The Process for Making Proposed Changes

- 3.1** The provisions of s.106 of the 1990 Act allow provisions to be modified by agreement with the Local Planning Authority and named parties within five years of the date of the Agreement.
- 3.2** If authority is given for an application it would seek to replace the existing definition with the following:-

'SEAFORD SPORTS PITCH' (SPC) means a new pitch and facilities or an upgrade of an existing pitch and facilities at :-

1. The Salts Recreation Ground or
2. The Crouch, Bramber Road or
3. Any suitable site which may become available within Seaford and

To replace the time provisions with:-

- (a) If on the expiry of 9 years of the Commencement Date the SPC has not been spent on a site within Seaford then the SPC can be spent on an alternative site within the Coastal Belt of Lewes District.

4. Conclusion

- 4.1 As has been set out above, officers are recommending that the Town Council applies to Lewes District Council to make this amendment to the S106 agreement.

5. Financial Implications

- 5.1 There are no additional financial implications at this stage, although councillors should note the additional officer time that will be needed to action this change, and then work on proposals that will satisfy this new arrangement.
- 5.2 Full Council had voted to allow £5,000 to be spent on professional costs, and it is anticipated that some of these funds will now be saved.
- 5.3 The monies at 1.3 have been paid to Lewes District Council, which holds on to them until they are needed.
- 5.4 It has been agreed with Lewes District Council that the Town Council will conduct the feasibility work to identify sites within Seaford that could accommodate the provision of a new sports pitch. Depending on the site chosen, either the District Council will retain the funds and be responsible for the provision of the facilities OR the Town Council would be able to 'draw down' the funds as required or be transferred a lump sum towards any provisions it will be responsible for delivering (the more likely option if an upgrade were to be made to a Town Council-owned site).

6. Contact Officer

- 6.1 The Contact Officer for this report is Geoff Johnson, Assistant Town Clerk (Strategic Projects).

Assistant Town Clerk (Strategic Projects)	
Town Clerk	



Seaford Town Council

Report No:	31/22
Agenda Item No:	11
Committee:	Full Council
Date:	16th June 2022
Title:	Renaming of Martello Fields
By:	Geoff Johnson, Assistant Town Clerk (Strategic Projects)
Purpose of Report:	To present a proposal to rename the Martello Fields

Recommendations

The Full Council is recommended:

1. To agree in principle to the renaming of the Martello Fields.
2. To agree to the renaming of the Fields to be carried out through a competition as outlined in this report, as part of the celebrations for the Queen's Platinum Jubilee, and
3. To delegate to the Town Clerk and Assistant Town Clerk the authority to finalise the rules and to launch the competition and report back to Full Council for formal approval of the selected names in due course.

1. Introduction

- 1.1** It has been suggested that the Town Council should consider renaming part or all of the Martello Fields to mark the year of The Queen's Platinum Jubilee.
- 1.2** The royal connection to the town's Martello Fields derives from the fact that the land was gifted to the town by Elizabeth the First in 1592. The suggested renaming would therefore link this original donation from the first Queen Elizabeth to the 70-year reign of the second Queen Elizabeth.

2. Background

- 2.1** In local history this general area, prior to the recent residential development between Steyne Road and The Esplanade, was known by local residents as The Salts and The Beame Lands.
- 2.2** The current names for the three fields, Pump Field and Martello East and West are merely a convenient way of identifying the areas available for hire. It is considered that the Fields deserve more meaningful names to reflect their historical background and, at the same time, to mark the first ever Platinum Jubilee of an English monarch.

3. Suggested Naming Competition


- 3.1** It is proposed that the new names for the Fields should be decided through an informal competition involving all local residents, schools, clubs and societies. The rules would be straightforward. The new name for the field on the western end of the site, closest to the Martello Tower, should be based on the historical connection to Queen Elizabeth I. The middle or main field, currently Martello East, should be given a new name reflecting the Platinum Jubilee and reign of our current Queen and the smaller Pump Field to the east should be given a name with a local connection or reflecting local history.
- 3.2** It is proposed that the competition entries will be assessed by an independent local judge who will decide each of the three winning names. If there are multiple submissions of any of the winning names a draw will be made to decide the winner.
- 3.3** There may be a need for the 'winning' name to receive further approval. If, for example, the name contains the words 'Royal', 'Queen' or 'Elizabeth', these are classed as protected names and formal consent is required from the Government.
- 3.4** If the proposed name is less specific e.g simply using the words 'Jubilee' or 'Platinum' or both, no consent is required.
- 3.5** It is not anticipated that there would be any difficulty in obtaining formal approval in this case.

4. Financial Implications

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

5. Contact Officer

5.1 The Contact Officer for this report is Geoff Johnson, Assistant Town Clerk (Strategic Projects).

Assistant Town Clerk (Strategic Projects)	
Town Clerk	