



Seaford Town Council Finance & General Purposes Committee Agenda – 16th July 2024

To the Members of the Finance & General Purposes Committee

Councillors R Stirton (Chair), F Hoareau (Vice Chair), S Ali, L Boorman, R Buchanan, S Dubas, L Wallraven and M Wearmouth.

A meeting of the **Finance & General Purposes Committee** will be held in the

Council Chambers, 37 Church Street, Seaford, BN25 1HG on **Tuesday 16th**

July 2024 at **7.00pm**, which you are summoned to attend.

A handwritten signature in black ink, appearing to read 'A M Chugg'.

Adam Chugg

Town Clerk

5th July 2024

- **Public attendance at this meeting will be limited due to the size of the meeting, so public will need to register to guarantee a place**
- **The meeting will be video recorded and uploaded to the Town Council's YouTube channel after the meeting**
- **See the end of the agenda for further details of public access and participation.**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable 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 relevant legislation and Seaford Town Council Policy.

4. [Receipts, Payments and Bank Reconciliation Reports for February, March, April & May 2024](#)

To consider report 35/24 advising of receipts, payments and bank reconciliations for February, March, April and May 2024 (pages 6 to 9).

5. [Finance & General Purposes Committee Year End Income & Expenditure Report 2023 – 2024](#)

To consider report 36/24 presenting the year end 2023 - 2024 financial position for the Finance & General Purposes Committee (pages 10 to 30).

6. [Finance & General Purposes Finance Report to 31st May 2024](#)

To consider report 37/24 presenting the income and expenditure for 1st April 2024 to 31st May 2024 for the Finance & General Purposes Committee and to highlight significant variances from budget (pages 31 to 45).

7. [2024 - 2025 Grants Applications](#)

To consider report 38/24 presenting the grant applications received for consideration and approval as relevant (pages 46 to 54).

8. [Policy Review Update – July 2024](#)

To consider report 44/24 providing the Committee with an update on the 2024 – 2025 work schedule with the Town Council's policies (pages 55 to 59).

9. [Standing Orders Review](#)

To consider report 37/24 presenting the annual review of the Town Council's Standing Orders policy document (pages 60 to 94).

10. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next items of business for the reasons as set out below.

The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

11. Receipts Due for Payment as 1st July 2024 EXEMPT

To consider exempt report 39/24 informing the Committee of unpaid receipts due as 1st July 2024 (exempt pages).

Reason for exemption: to progress confidential debtor matters.

Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved

12. Write Off of Bad Debt EXEMPT

To consider exempt report 40/24 requesting the Committee to consider recommending that Full Council agrees to write-off an outstanding debt (exempt pages).

Reason for exemption: to progress confidential debtor matters.

Explanation of Reason: under Data Protection and Freedom of Information legislation, information about the financial arrangements and activities of a business or individual must remain confidential between the parties involved

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

The Town Council asks that you contact meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.45pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to admin@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Report No:	35/24
Agenda Item No:	4
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	Receipts, Payments and Bank Reconciliation Reports for February, March, April and May 2024
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for February, March, April and May 2024

Recommendations
The Finance & General Purposes Committee is recommended:
1.To note the contents of the report.

1. Information

- 1.1** In line with the Town Council's Financial Regulations, a councillor other than the Mayor shall be appointed to verify the bank reconciliations. The councillor shall sign the reconciliation and the original bank statement page as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2** The Chair of the Committee is the appointed councillor who will view and verify that they are in agreement with the bank reconciliations already reconciled by the Finance Manager.

- 1.3** In line with the above, the bank reconciliations from April 2023 to January 2024 have now been checked and verified by the Chair of this committee with no exceptions; hard copies are available on request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of February, March, April and May 2024.
- 1.5** Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6** The RFO continues to monitor the Cooperative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be organised on a day's notice provided there are two authorised signatories.
- 1.7** For clarity, the CCLA account has been set up in a way that monies within this account can only be transferred back and forth to the nominated Cooperative Account; any other type of payments from this account cannot be made.
- 1.8** The Town Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month into the Cooperative current account. A total of £105,646.53 was received for the 2023/24 financial year. Since 1st April 2024, a total of £16,702.99 has been received.
- 1.9** During 2023 - 2024, a net total of £105,000 was transferred out of the CCLA account leaving a balance of £1,620,000 at the end of the financial year.
- 1.10** Since 1st April 2024, a net total of £350,000 has been transferred into the CCLA account leaving a balance of £1,970,000 at the end of May 2024.
- 1.11** The interest rates have continued to rise with the rate at the end of May 2024 being 5.2200% compared to 4.4486% in May 2023.
- 1.12** As previously reported, the PSDF is a low-risk fund with points to note:
 - a) Security (AAA rated)
 - b) Liquidity (same day / 1 day access)
 - c) Yield (above the market after management fees)
 - d) £1.3bn fund - £100m from Town & Parish Councils
 - e) £25,000 minimum investment
 - f) The only money market fund used by Town & Parish Councils.

2. Financial Appraisal

- 2.1** As of 31st May 2024, the actual monies held in the Cooperative current account were £90,564.30 along with £1,970,000 being held in the CCLA Account. The balance carried forward in the accounts (Appendix A) includes items that are in the accounts but not yet cleared at the bank.

3. Contact Officer

- 3.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
Feb-24	£ 187,042.28	£ 292,147.23	£ 351,741.75	£ 127,447.76
Mar-24	£ 127,447.76	£ 262,697.83	£ 316,053.19	£ 74,092.40
Apr-24	£ 74,092.40	£ 857,018.97	£ 688,458.83	£ 242,652.54
May-24	£ 242,652.54	£ 232,037.21	£ 379,914.04	£ 94,775.71

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
Feb-24	£ 1,970,000.00	£ -	£ 200,000.00	£ 1,770,000.00
Mar-24	£ 1,770,000.00	£ -	£ 150,000.00	£ 1,620,000.00
Apr-24	£ 1,620,000.00	£ 500,000.00	£ -	£ 2,120,000.00
May-24	£ 2,120,000.00	£ -	£ 150,000.00	£ 1,970,000.00



Report No:	36/24
Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	Finance & General Purposes Committee Year End Income & Expenditure Report 2023 - 2024
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To present the year end 2023 - 2024 financial position for the Finance & General Purposes Committee

Recommendations
The Committee is recommended:
1.To note the contents of the report

1. Summary

- 1.1** Attached as Appendix A is the Finance & General Purposes (F&GP) Committee year end income and expenditure report for 2023 - 2024.
- 1.2** The Town Council's full precept, which is the amount of council tax that the Town Council required (£1,061,609), falls within the F&GP Committee budget.
- 1.3** Overall, the Committee's actual income exceeded budget by £108,720, with expenditure at £91,274 more than budget.
- 1.4** This resulted in a positive outcome for the Committee, with the net expenditure being £17,445 less than budget.

2. Budget Information

- 2.1** The significant variances for the individual cost centres are reported in Appendix B.

3. Earmarked Reserves (EMRs)

- 3.1** The EMRs attributed to this Committee and those shared with other committees are attached as Appendix C.
- 3.2** The Community Infrastructure Levy (CIL) represents the Town Council's share of funds received from local developments and which is issued by Lewes District Council. As these funds have specific usage restrictions, the Town Council will be considering the priorities for its allocation at an upcoming Full Council meeting
- 3.3** Capital receipts refer to the income generated from selling assets, which can only be utilised for capital expenditures. The entirety of this EMR has been allocated to cover a portion of the refurbishment costs for the Martello toilets.
- 3.4** The VAT Partial Exemption (PE) EMR income consists of reclaims from revised PE calculations for the financial years 2019 - 2020, 2020 - 2021, and 2021 - 2022. The financial years 2022 - 2023 and 2023 - 2024 will be reviewed this year, and any amounts owed to HMRC will be settled using the funds currently held in the EMR.

4. Financial Appraisal

- 4.1** This report represents the final income and expenditure figures for the 2023 - 2024 financial year.

5. Contact Officer

- 5.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	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>								
1022 CIL Grants	0	11,196	0	(11,196)			0.0%	
1025 Income Sponsorship	230	230	0	(230)			0.0%	230
1050 Income Rent	2,149	2,270	2,150	(120)			105.6%	
1051 Income Insurance Recharge	1,731	1,766	1,820	54			97.0%	
1055 Income Memorial Bench	2,598	2,550	0	(2,550)			0.0%	
1057 Income Electricity Recharge	7,239	8,374	13,400	5,026			62.5%	
1058 Income Water Recharge	4,040	4,206	4,750	544			88.5%	
1066 Income Concession	18,600	23,400	23,400	0			100.0%	
1073 Sports Pitch Hire & Green Fees	5,717	4,907	4,500	(407)			109.0%	
1095 Income Tennis Annual Pass	2,337	2,695	4,235	1,540			63.6%	
1096 Income Tennis Pay & Play	1,526	2,737	3,240	503			84.5%	
1097 Income Tennis Coaching Fees	0	0	990	990			0.0%	
Salts Recreation Ground :- Income	46,168	64,331	58,485	(5,846)			110.0%	230
4018 Water Refill Maint	58	36	0	(36)		(36)	0.0%	36
4052 Water & Sewerage	6,291	13,100	9,500	(3,600)		(3,600)	137.9%	
4053 Tennis Electric	383	355	0	(355)		(355)	0.0%	
4054 Salts Cafe Electric	7,239	8,375	0	(8,375)		(8,375)	0.0%	
4055 Electricity	307	838	15,400	14,562		14,562	5.4%	
4095 Tennis Court Expenditure	1,502	1,118	7,675	6,557		6,557	14.6%	
4096 LTA Loan	1,875	0	3,750	3,750		3,750	0.0%	
4100 Telecommunications	298	274	300	26		26	91.2%	
4115 Insurance	3,474	3,554	3,670	116		116	96.8%	
4155 Professional Fees	823	0	500	500		500	0.0%	
4201 Cleaning & Hygiene	0	6,392	0	(6,392)		(6,392)	0.0%	
4250 Memorial Bench	1,657	2,425	0	(2,425)		(2,425)	0.0%	
4251 Dog Bin Emptying	1,875	2,184	2,070	(114)		(114)	105.5%	
4252 Additional Litter Pick	0	0	1,000	1,000		1,000	0.0%	
4260 Grounds Maintenance Contract	70,786	67,238	74,325	7,087		7,087	90.5%	
4261 General Maintenance	5,784	3,577	5,000	1,423		1,423	71.5%	
4275 Building Maintenance	5,578	4,926	5,000	74		74	98.5%	
4276 CCTV	720	660	1,000	340		340	66.0%	
4283 Playground	6,186	35,319	21,000	(14,319)		(14,319)	168.2%	8,500
4411 VAT PE Adjustment overclaimed	4,113	0	0	0		0	0.0%	
Salts Recreation Ground :- Indirect Expenditure	118,949	150,372	150,190	(182)	0	(182)	100.1%	8,536
Net Income over Expenditure	(72,781)	(86,042)	(91,705)	(5,664)				
6000 plus Transfer from EMR	6,266	8,536						
6001 less Transfer to EMR	230	230						
Movement to/(from) Gen Reserve	(66,744)	(77,735)						

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 Crouch Recreation Ground								
1050 Income Rent	2,550	2,550	2,550	0			100.0%	
1051 Income Insurance Recharge	623	636	655	19			97.2%	
1055 Income Memorial Bench	6,255	1,200	0	(1,200)			0.0%	
1058 Income Water Recharge	705	927	2,250	1,323			41.2%	
1073 Sports Pitch Hire & Green Fees	10,127	11,169	10,500	(669)			106.4%	
Crouch Recreation Ground :- Income	20,260	16,482	15,955	(527)			103.3%	0
4052 Water & Sewerage	4,773	2,041	4,500	2,459		2,459	45.4%	
4115 Insurance	868	886	915	29		29	96.8%	
4155 Professional Fees	0	1,438	0	(1,438)		(1,438)	0.0%	
4250 Memorial Bench	3,380	1,930	0	(1,930)		(1,930)	0.0%	
4251 Dog Bin Emptying	1,339	1,560	1,410	(150)		(150)	110.6%	
4260 Grounds Maintenance Contract	35,235	29,050	31,900	2,850		2,850	91.1%	
4261 General Maintenance	2,486	5,474	3,000	(2,474)		(2,474)	182.5%	
4275 Building Maintenance	125	815	2,700	1,885		1,885	30.2%	
4283 Playground	2,760	5,114	5,000	(114)		(114)	102.3%	
4411 VAT PE Adjustment overclaimed	7,190	0	0	0		0	0.0%	
Crouch Recreation Ground :- Indirect Expenditure	58,156	48,307	49,425	1,118	0	1,118	97.7%	0
Net Income over Expenditure	(37,896)	(31,825)	(33,470)	(1,645)				
6000 plus Transfer from EMR	7,190	0						
Movement to/(from) Gen Reserve	(30,706)	(31,825)						
107 Martello Fields								
1011 Income Filming	0	1,170	0	(1,170)			0.0%	
1050 Income Rent	4,600	7,460	5,000	(2,460)			149.2%	
Martello Fields :- Income	4,600	8,630	5,000	(3,630)			172.6%	0
4115 Insurance	7	0	0	0		0	0.0%	
4251 Dog Bin Emptying	1,071	1,248	1,130	(118)		(118)	110.4%	
4260 Grounds Maintenance Contract	14,081	13,634	14,785	1,151		1,151	92.2%	
4261 General Maintenance	1,627	497	2,000	1,503		1,503	24.8%	
4411 VAT PE Adjustment overclaimed	1,821	0	0	0		0	0.0%	
4501 Filming Expenses	0	78	0	(78)		(78)	0.0%	
Martello Fields :- Indirect Expenditure	18,607	15,457	17,915	2,458	0	2,458	86.3%	0
Net Income over Expenditure	(14,007)	(6,827)	(12,915)	(6,088)				
6000 plus Transfer from EMR	1,821	0						
Movement to/(from) Gen Reserve	(12,186)	(6,827)						

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Other Open Spaces								
1011 Income Filming	0	313	0	(313)			0.0%	
1025 Income Sponsorship	230	250	0	(250)			0.0%	250
1050 Income Rent	90	90	90	0			100.0%	
1055 Income Memorial Bench	0	95	0	(95)			0.0%	
1072 Income Trees for Seaford	8,373	0	0	0			0.0%	
Other Open Spaces :- Income	8,693	748	90	(658)			830.6%	250
4018 Water Refill Maint	58	36	0	(36)		(36)	0.0%	36
4052 Water & Sewerage	(57)	142	450	308		308	31.5%	
4115 Insurance	39	48	60	12		12	79.8%	
4154 Land Registry Fees	0	0	60	60		60	0.0%	
4155 Professional Fees	520	0	0	0		0	0.0%	
4250 Memorial Bench	590	430	0	(430)		(430)	0.0%	
4251 Dog Bin Emptying	2,143	2,496	2,255	(241)		(241)	110.7%	
4260 Grounds Maintenance Contract	22,649	24,046	23,785	(261)		(261)	101.1%	
4261 General Maintenance	11,759	7,299	7,000	(299)		(299)	104.3%	
4262 Trees for Seaford	13,176	0	0	0		0	0.0%	
4275 Building Maintenance	846	0	1,000	1,000		1,000	0.0%	
4501 Filming Expenses	0	112	0	(112)		(112)	0.0%	
Other Open Spaces :- Indirect Expenditure	51,722	34,608	34,610	2	0	2	100.0%	36
Net Income over Expenditure	(43,029)	(33,861)	(34,520)	(659)				
6000 plus Transfer from EMR	13,234	36						
6001 less Transfer to EMR	8,603	250						
Movement to/(from) Gen Reserve	(38,399)	(34,075)						
113 Crypt								
1051 Income Insurance Recharge	0	0	300	300			0.0%	
1057 Income Electricity Recharge	1,539	1,922	0	(1,922)			0.0%	
1058 Income Water Recharge	141	236	0	(236)			0.0%	
1063 Income Gas Recharged	669	1,352	0	(1,352)			0.0%	
Crypt :- Income	2,349	3,510	300	(3,210)			1170.0%	0
4052 Water & Sewerage	155	236	0	(236)		(236)	0.0%	
4055 Electricity	1,854	1,776	0	(1,776)		(1,776)	0.0%	
4056 Gas	711	1,641	0	(1,641)		(1,641)	0.0%	
4115 Insurance	283	289	300	11		11	96.4%	
4275 Building Maintenance	4,884	6,398	500	(5,898)		(5,898)	1279.6%	3,661
4279 Fire & Security	0	75	0	(75)		(75)	0.0%	
Crypt :- Indirect Expenditure	7,887	10,415	800	(9,615)	0	(9,615)	1301.8%	3,661
Net Income over Expenditure	(5,538)	(6,905)	(500)	6,405				
6000 plus Transfer from EMR	1,414	3,661						

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(4,124)	(3,244)						
<u>114 South Street</u>								
4201 Cleaning & Hygiene	0	5,967	0	(5,967)		(5,967)	0.0%	
4275 Building Maintenance	1,728	4,677	2,000	(2,677)		(2,677)	233.8%	
South Street :- Indirect Expenditure	1,728	10,644	2,000	(8,644)	0	(8,644)	532.2%	0
Net Expenditure	(1,728)	(10,644)	(2,000)	8,644				
<u>115 Martello Tower</u>								
4115 Insurance	2,749	3,256	2,890	(366)		(366)	112.7%	
4275 Building Maintenance	4,388	8,395	4,000	(4,395)		(4,395)	209.9%	
Martello Tower :- Indirect Expenditure	7,137	11,651	6,890	(4,761)	0	(4,761)	169.1%	0
Net Expenditure	(7,137)	(11,651)	(6,890)	4,761				
<u>116 Seaford Head Estate</u>								
1011 Income Filming	45,495	29,900	25,000	(4,900)			119.6%	
1021 Income South Hill Barn	1,168	1,234	1,000	(234)			123.4%	
1050 Income Rent	10,000	10,000	10,000	0			100.0%	
1053 Income Grants	3,250	3,250	3,250	0			100.0%	
1054 Income Other	689	0	0	0			0.0%	
1055 Income Memorial Bench	2,993	248	0	(248)			0.0%	
1066 Income Concession	2,503	3,180	3,180	0			100.0%	
1200 Income Nature Reserve	594	692	0	(692)			0.0%	
Seaford Head Estate :- Income	66,691	48,503	42,430	(6,073)			114.3%	0
4115 Insurance	445	454	470	16		16	96.7%	
4155 Professional Fees	0	625	0	(625)		(625)	0.0%	
4156 Bank Charges	3	8	0	(8)		(8)	0.0%	
4199 Other Expenditure	789	0	0	0		0	0.0%	
4250 Memorial Bench	1,701	1,317	0	(1,317)		(1,317)	0.0%	
4251 Dog Bin Emptying	1,071	1,248	1,130	(118)		(118)	110.4%	
4260 Grounds Maintenance Contract	1,146	1,279	1,205	(74)		(74)	106.2%	
4261 General Maintenance	2,262	2,426	3,000	574		574	80.9%	
4275 Building Maintenance	1,155	199	1,000	801		801	19.9%	
4411 VAT PE Adjustment overclaimed	347	0	0	0		0	0.0%	
4500 Nature Reserve Expenses	18,945	20,991	18,000	(2,991)		(2,991)	116.6%	
4501 Filming Expenses	9,099	6,130	9,500	3,370		3,370	64.5%	
Seaford Head Estate :- Indirect Expenditure	36,962	34,677	34,305	(372)	0	(372)	101.1%	0
Net Income over Expenditure	29,729	13,825	8,125	(5,700)				
6000 plus Transfer from EMR	347	0						
Movement to/(from) Gen Reserve	30,076	13,825						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
117 Seafont								
1011 Income Filming	700	9,355	200	(9,155)			4677.5%	
1019 Rechargeable Income	0	453	0	(453)			0.0%	
1025 Income Sponsorship	710	710	0	(710)			0.0%	710
1055 Income Memorial Bench	757	0	0	0			0.0%	
1057 Income Electricity Recharge	3,819	10,018	12,000	1,982			83.5%	
1058 Income Water Recharge	166	94	200	106			47.0%	
1066 Income Concession	55,290	51,955	59,060	7,105			88.0%	
1078 Income Entertainment Area	150	0	0	0			0.0%	
1084 Income Promenade	249	0	200	200			0.0%	
1089 Income Memorial Telescope	4,923	0	0	0			0.0%	
Seafont :- Income	66,764	72,585	71,660	(925)			101.3%	710
4018 Water Refill Maint	233	154	0	(154)		(154)	0.0%	154
4019 Rechargeable Expenditure	0	365	0	(365)		(365)	0.0%	
4022 Telescope Expenditure	4,425	342	0	(342)		(342)	0.0%	
4052 Water & Sewerage	166	94	200	106		106	47.0%	
4055 Electricity	4,308	10,094	12,000	1,906		1,906	84.1%	
4115 Insurance	911	925	965	40		40	95.9%	
4155 Professional Fees	0	160	0	(160)		(160)	0.0%	
4201 Cleaning & Hygiene	0	5,751	0	(5,751)		(5,751)	0.0%	
4250 Memorial Bench	5,523	60	0	(60)		(60)	0.0%	
4253 Shelters	3,390	1,599	2,625	1,026		1,026	60.9%	
4254 Martello Entertainments Area	895	0	0	0		0	0.0%	
4261 General Maintenance	4,953	25,938	10,000	(15,938)		(15,938)	259.4%	
4270 Vehicles & Equipment Maint	0	586	100	(486)		(486)	586.0%	
4275 Building Maintenance	4,164	2,738	2,500	(238)		(238)	109.5%	
4501 Filming Expenses	140	2,084	40	(2,044)		(2,044)	5208.8%	
Seafont :- Indirect Expenditure	29,108	50,890	28,430	(22,460)	0	(22,460)	179.0%	154
Net Income over Expenditure	37,656	21,695	43,230	21,535				
6000 plus Transfer from EMR	233	154						
6001 less Transfer to EMR	710	710						
Movement to/(from) Gen Reserve	37,179	21,139						
118 Beach Huts								
1054 Income Other	188	385	0	(385)			0.0%	
1057 Income Electricity Recharge	65	38	300	263			12.5%	
1060 Beach Huts Site Licence	30,690	28,411	28,410	(1)			100.0%	
1061 Beach Hut Annual Rent	12,604	12,415	12,465	50			99.6%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1066 Income Concession	4,450	4,875	3,900	(975)			125.0%	
1094 Income Seasonal Beach Huts	15,263	14,550	15,260	710			95.3%	
Beach Huts :- Income	63,259	60,673	60,335	(338)			100.6%	0
4051 Rates	4,242	4,454	4,445	(9)		(9)	100.2%	
4052 Water & Sewerage	0	171	0	(171)		(171)	0.0%	
4055 Electricity	267	307	300	(7)		(7)	102.5%	
4110 Advertising & Publicity	0	0	250	250		250	0.0%	
4115 Insurance	646	572	600	28		28	95.3%	
4258 Seasonal Beach Hut Revenue Exp	12,378	13,286	14,500	1,214		1,214	91.6%	
4275 Building Maintenance	2,176	2,849	2,000	(849)		(849)	142.5%	
Beach Huts :- Indirect Expenditure	19,709	21,640	22,095	455	0	455	97.9%	0
Net Income over Expenditure	43,550	39,033	38,240	(793)				
<u>119 Old Town Hall</u>								
1050 Income Rent	1,541	1,594	1,600	6			99.6%	
1051 Income Insurance Recharge	180	184	190	6			96.8%	
Old Town Hall :- Income	1,721	1,778	1,790	12			99.3%	0
4115 Insurance	180	184	190	6		6	96.8%	
4155 Professional Fees	900	0	0	0		0	0.0%	
4275 Building Maintenance	994	270	1,200	930		930	22.5%	
4411 VAT PE Adjustment overclaimed	30	0	0	0		0	0.0%	
Old Town Hall :- Indirect Expenditure	2,104	454	1,390	936	0	936	32.6%	0
Net Income over Expenditure	(384)	1,324	400	(924)				
6000 plus Transfer from EMR	30	0						
Movement to/(from) Gen Reserve	(354)	1,324						
<u>121 Seaford in Bloom</u>								
1025 Income Sponsorship	0	500	450	(50)			111.1%	
Seaford in Bloom :- Income	0	500	450	(50)			111.1%	0
4402 Seaford in Bloom	5,329	5,649	5,800	151		151	97.4%	
Seaford in Bloom :- Indirect Expenditure	5,329	5,649	5,800	151	0	151	97.4%	0
Net Income over Expenditure	(5,329)	(5,149)	(5,350)	(201)				
<u>125 Allotments</u>								
1050 Income Rent	1,102	1,254	1,150	(104)			109.1%	
Allotments :- Income	1,102	1,254	1,150	(104)			109.1%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 General Maintenance	50	816	500	(316)		(316)	163.2%	
Allotments :- Indirect Expenditure	<u>50</u>	<u>816</u>	<u>500</u>	<u>(316)</u>	<u>0</u>	<u>(316)</u>	<u>163.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,052</u>	<u>438</u>	<u>650</u>	<u>212</u>				
<u>130 Other Recreation</u>								
4410 Swimming Pool	19,100	0	10,000	10,000		10,000	0.0%	
4411 VAT PE Adjustment overclaimed	(1,450)	0	0	0		0	0.0%	
Other Recreation :- Indirect Expenditure	<u>17,650</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(17,650)</u>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
6000 plus Transfer from EMR	7,652	0						
Movement to/(from) Gen Reserve	<u>(9,999)</u>	<u>0</u>						
<u>134 CCTV</u>								
1053 Income Grants	0	8,660	0	(8,660)			0.0%	
CCTV :- Income	<u>0</u>	<u>8,660</u>	<u>0</u>	<u>(8,660)</u>				<u>0</u>
4055 Electricity	5,588	2,964	6,000	3,036		3,036	49.4%	
4115 Insurance	398	406	425	19		19	95.5%	
4276 CCTV	8,154	34,884	8,755	(26,129)		(26,129)	398.5%	
CCTV :- Indirect Expenditure	<u>14,140</u>	<u>38,254</u>	<u>15,180</u>	<u>(23,074)</u>	<u>0</u>	<u>(23,074)</u>	<u>252.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,140)</u>	<u>(29,593)</u>	<u>(15,180)</u>	<u>14,413</u>				
<u>135 Community Service Events</u>								
1019 Rechargeable Income	0	80	0	(80)			0.0%	
1054 Income Other	0	100	25	(75)			400.0%	
1070 Armed Forces Day Income	208	276	200	(76)			138.1%	
1075 Income Christmas Event	1,766	0	3,000	3,000			0.0%	
1083 Income Street Market	515	648	440	(208)			147.3%	
Community Service Events :- Income	<u>2,489</u>	<u>1,104</u>	<u>3,665</u>	<u>2,561</u>			<u>30.1%</u>	<u>0</u>
4019 Rechargeable Expenditure	0	80	0	(80)		(80)	0.0%	
4115 Insurance	61	62	65	3		3	96.0%	
4195 Events Expenditure	1,007	1,361	1,600	239		239	85.1%	
4273 Christmas Lights	7,926	7,513	10,000	2,487		2,487	75.1%	
4281 Christmas Event Expenses	8,719	5,267	9,000	3,733		3,733	58.5%	
4282 Armed Forces Day Expenditure	1,281	1,523	2,000	477		477	76.1%	
4411 VAT PE Adjustment overclaimed	4	0	0	0		0	0.0%	
Community Service Events :- Indirect Expenditure	<u>18,999</u>	<u>15,807</u>	<u>22,665</u>	<u>6,858</u>	<u>0</u>	<u>6,858</u>	<u>69.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,510)</u>	<u>(14,703)</u>	<u>(19,000)</u>	<u>(4,297)</u>				
6000 plus Transfer from EMR	4	0						
Movement to/(from) Gen Reserve	<u>(16,506)</u>	<u>(14,703)</u>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225</u> <u>Projects Pool</u>								
1014 CIL & S106 Receipts	378,976	7,839	0	(7,839)			0.0%	7,839
1016 Beach Hut Sales	50,572	0	0	0			0.0%	
1022 CIL Grants	12,165	0	0	0			0.0%	
1053 Income Grants	2,000	0	0	0			0.0%	
Projects Pool :- Income	443,712	7,839	0	(7,839)				7,839
4095 Tennis Court Expenditure	21,853	0	0	0		0	0.0%	
4155 Professional Fees	8,544	2,345	15,000	12,655		12,655	15.6%	894
4257 Seafront Improvement Plan	9,032	0	10,000	10,000		10,000	0.0%	
4259 Bönningstedt Wall	21,040	2,678	0	(2,678)		(2,678)	0.0%	
4274 Projects Expenditure	36,171	5,369	36,000	30,631		30,631	14.9%	
4411 VAT PE Adjustment overclaimed	865	0	0	0		0	0.0%	
4420 Bonn BH Capital Expenditure	636	0	0	0		0	0.0%	
4421 Martello Toilets Capital Costs	16,412	258,192	220,000	(38,192)		(38,192)	117.4%	237,612
4424 South Hill Barn Development	22,506	3,250	20,000	16,750		16,750	16.3%	
Projects Pool :- Indirect Expenditure	137,058	271,834	301,000	29,166	0	29,166	90.3%	238,506
Net Income over Expenditure	306,654	(263,994)	(301,000)	(37,006)				
6000 plus Transfer from EMR	50,149	238,506						
6001 less Transfer to EMR	431,547	7,839						
Movement to/(from) Gen Reserve	(74,744)	(33,328)						
<u>301</u> <u>Planning & Highways</u>								
4263 Bus Shelter Maintenance/Clean	360	610	1,000	390		390	61.0%	
Planning & Highways :- Indirect Expenditure	360	610	1,000	390	0	390	61.0%	0
Net Expenditure	(360)	(610)	(1,000)	(390)				
Community Services :- Income	727,809	296,597	261,310	(35,287)			113.5%	
Expenditure	545,657	722,083	704,195	(17,888)	0	(17,888)	102.5%	
Net Income over Expenditure	182,152	(425,486)	(442,885)	(17,399)				
plus Transfer from EMR	88,339	250,893						
less Transfer to EMR	441,090	9,029						
Movement to/(from) Gen Reserve	(170,599)	(183,622)						

Finance & General Purposes

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Administration</u>								
1054 Income Other	0	0	100	100			0.0%	
1062 Income Telephone Recharge	621	746	610	(136)			122.4%	
1176 Precept	1,044,965	1,061,609	1,061,609	0			100.0%	
1190 Interest Received	39,573	105,647	12,000	(93,647)			880.4%	
1317 Income VAT PE Adjustment	0	38,866	0	(38,866)			0.0%	
1320 Income Walk The Chalk	0	3,280	0	(3,280)			0.0%	
Administration :- Income	1,085,159	1,210,148	1,074,319	(135,829)			112.6%	0
4000 Salaries & Wages	363,190	430,594	403,620	(26,974)	(26,974)		106.7%	
4001 Employers NI	31,048	39,417	35,140	(4,277)	(4,277)		112.2%	
4002 Employers Superannuation	63,423	72,169	69,085	(3,084)	(3,084)		104.5%	
4003 Sub-contracted Staff	0	49,055	0	(49,055)	(49,055)		0.0%	
4009 Recruitment Costs	2,137	1,241	500	(741)	(741)		248.2%	
4010 Staff Training	1,639	3,148	4,000	852	852		78.7%	
4011 Staff Protective Clothing	50	0	0	0	0		0.0%	
4012 Staff Expenses	500	849	800	(49)	(49)		106.1%	
4015 Office Refreshments	43	43	150	107	107		28.6%	
4100 Telecommunications	4,322	6,183	4,900	(1,283)	(1,283)		126.2%	
4105 Postage	228	409	250	(159)	(159)		163.5%	
4106 Stationery	1,286	1,339	1,300	(39)	(39)		103.0%	
4107 Photocopier	1,376	1,350	1,500	150	150		90.0%	
4108 Recycling & Shredding	285	340	400	60	60		85.0%	
4110 Advertising & Publicity	1,436	668	2,000	1,332	1,332		33.4%	
4112 Subscriptions	4,844	4,058	5,500	1,442	1,442		73.8%	
4113 Software Support	10,296	12,075	10,000	(2,075)	(2,075)		120.7%	
4114 Licence Fee	55	55	55	0	0		100.0%	
4115 Insurance	1,753	1,733	1,845	112	112		93.9%	
4116 Web Site	1,093	1,008	1,900	892	892		53.1%	
4118 IT Hardware	7,649	4,014	3,600	(414)	(414)		111.5%	
4154 Land Registry Fees	96	15	100	85	85		15.0%	
4155 Professional Fees	6,643	13,100	5,000	(8,100)	(8,100)		262.0%	
4156 Bank Charges	1,519	1,507	1,800	293	293		83.7%	
4157 Audit Fees	3,514	3,213	3,020	(193)	(193)		106.4%	
4180 Room Hire	0	40	0	(40)	(40)		0.0%	
4199 Other Expenditure	275	0	1,000	1,000	1,000		0.0%	
4272 Furniture & Equipment	1,910	2,094	1,500	(594)	(594)		139.6%	
4411 VAT PE Adjustment overclaimed	3,224	0	0	0	0		0.0%	
Administration :- Indirect Expenditure	513,833	649,717	558,965	(90,752)	0	(90,752)	116.2%	0
Net Income over Expenditure	571,326	560,431	515,354	(45,077)				
6000 plus Transfer from EMR	3,224	0						
Movement to/(from) Gen Reserve	574,550	560,431						

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205 Premises - Church Street								
1050 Income Rent	8,150	9,456	9,200	(256)			102.8%	
1053 Income Grants	1,435	0	0	0			0.0%	
1087 Income CCTV	300	0	0	0			0.0%	
Premises - Church Street :- Income	9,885	9,456	9,200	(256)			102.8%	0
4050 Rent payable	19,780	19,780	20,000	220		220	98.9%	
4051 Rates	8,281	8,300	8,695	395		395	95.5%	
4059 Church Street Service Charges	16,421	21,208	15,000	(6,208)		(6,208)	141.4%	
4201 Cleaning & Hygiene	0	0	100	100		100	0.0%	
4270 Vehicles & Equipment Maint	318	971	450	(521)		(521)	215.8%	
4275 Building Maintenance	2,025	1,895	1,500	(395)		(395)	126.4%	
4276 CCTV	1,410	10	500	490		490	2.0%	
4903 Term Maintenance	279	0	0	0		0	0.0%	
Premises - Church Street :- Indirect Expenditure	48,512	52,165	46,245	(5,920)	0	(5,920)	112.8%	0
Net Income over Expenditure	(38,627)	(42,709)	(37,045)	5,664				
206 Premises - Hurdis House								
1050 Income Rent	24,870	0	27,350	27,350			0.0%	
1051 Income Insurance Recharge	421	430	445	15			96.6%	
Premises - Hurdis House :- Income	25,291	430	27,795	27,365			1.5%	0
4115 Insurance	436	446	450	4		4	99.0%	
4155 Professional Fees	800	3,053	1,000	(2,053)		(2,053)	305.3%	
4275 Building Maintenance	1,095	0	1,000	1,000		1,000	0.0%	
4301 Public Works Loan Payment	15,002	15,002	15,005	3		3	100.0%	
4411 VAT PE Adjustment overclaimed	1,881	0	0	0		0	0.0%	
Premises - Hurdis House :- Indirect Expenditure	19,214	18,501	17,455	(1,046)	0	(1,046)	106.0%	0
Net Income over Expenditure	6,077	(18,071)	10,340	28,411				
6000 plus Transfer from EMR	1,881	0						
Movement to/(from) Gen Reserve	7,958	(18,071)						
210 Civic Expenses								
1080 Income Jubilee Event	90	0	0	0			0.0%	
1081 Young Mayor Income	100	0	0	0			0.0%	
Civic Expenses :- Income	190	0	0	0				0
4013 Members Expenses	6	14	150	136		136	9.6%	
4014 Member Training	640	1,585	2,000	415		415	79.3%	

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4106 Stationery	0	156	200	44		44	77.8%	
4113 Software Support	2,357	2,468	2,510	42		42	98.3%	
4115 Insurance	58	59	65	6		6	90.8%	
4118 IT Hardware	595	0	500	500		500	0.0%	
4180 Room Hire	334	792	500	(292)		(292)	158.3%	
4181 Civic - Mayors Allowance	1,019	1,227	1,500	273		273	81.8%	
4182 Catering & Hospitality	13	142	200	58		58	71.2%	
4183 Civic - Awards	113	349	200	(149)		(149)	174.5%	
4184 Civic - other	3,995	5,919	12,500	6,581		6,581	47.4%	
4188 Town Crier Expenses	40	40	200	160		160	20.0%	
4189 Young Mayor	140	90	250	160		160	35.9%	
4190 Election Costs	0	32,102	30,610	(1,492)		(1,492)	104.9%	1,492
Civic Expenses :- Indirect Expenditure	9,309	44,942	51,385	6,443	0	6,443	87.5%	1,492
Net Income over Expenditure	(9,119)	(44,942)	(51,385)	(6,443)				
6000 plus Transfer from EMR	1,985	1,492						
Movement to/(from) Gen Reserve	(7,134)	(43,450)						
<u>215 Grants</u>								
4401 Grants	20,000	25,000	25,000	0		0	100.0%	
4406 Service Funding Agreements	5,000	5,000	5,000	0		0	100.0%	
Grants :- Indirect Expenditure	25,000	30,000	30,000	0	0	0	100.0%	0
Net Expenditure	(25,000)	(30,000)	(30,000)	0				
Finance & General Purposes :- Income	1,120,525	1,220,034	1,111,314	(108,720)			109.8%	
Expenditure	615,868	795,324	704,050	(91,274)	0	(91,274)	113.0%	
Net Income over Expenditure	504,657	424,709	407,264	(17,445)				
plus Transfer from EMR	7,089	1,492						
Movement to/(from) Gen Reserve	511,746	426,201						

Golf Course and The View

<u>101 Golf Course</u>								
1000 Golf Course Season Ticket	183,652	185,600	196,600	11,000			94.4%	
1001 Golf Course Green Fees M-F	115,874	150,081	124,000	(26,081)			121.0%	
1002 Golf Course Green Fees w/eb/h	98,482	125,489	90,000	(35,489)			139.4%	
1003 Golf Course Societies	77,081	79,460	75,000	(4,460)			105.9%	
1004 Golf Course Locker	1,009	1,203	2,250	1,047			53.5%	

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1007 Golf Course Air Traffic	7,500	7,500	7,500	0			100.0%	
1019 Rechargeable Income	179	176	0	(176)			0.0%	
1050 Income Rent	85	85	85	0			100.0%	
1054 Income Other	646	750	700	(50)			107.1%	
1077 Income Sale Equipment	6,017	0	0	0			0.0%	
1311 Buggy Hire	14,379	16,258	21,000	4,742			77.4%	
Golf Course :- Income	504,903	566,602	517,135	(49,467)			109.6%	0
4000 Salaries & Wages	108,653	137,766	138,640	874		874	99.4%	
4001 Employers NI	10,444	13,511	12,855	(656)		(656)	105.1%	
4002 Employers Superannuation	14,154	21,673	19,010	(2,663)		(2,663)	114.0%	
4009 Recruitment Costs	623	0	1,000	1,000		1,000	0.0%	
4010 Staff Training	1,070	1,550	2,000	450		450	77.5%	
4011 Staff Protective Clothing	1,470	1,799	1,600	(199)		(199)	112.4%	
4019 Rechargeable Expenditure	179	176	0	(176)		(176)	0.0%	
4041 Golf Professional Retainer	60,600	56,963	68,355	11,392		11,392	83.3%	
4045 Golf Course Player Costs	1,916	780	1,600	820		820	48.8%	
4046 Golf Club Membership Fees	14,506	16,091	16,520	429		429	97.4%	
4051 Rates	10,365	5,925	22,000	16,075		16,075	26.9%	
4052 Water & Sewerage	1,893	(295)	2,000	2,295		2,295	(14.8%)	
4060 Refuse	676	891	275	(616)		(616)	324.1%	
4100 Telecommunications	755	776	750	(26)		(26)	103.5%	
4105 Postage	0	9	50	41		41	17.5%	
4106 Stationery	237	129	300	171		171	43.1%	
4110 Advertising & Publicity	0	1,269	0	(1,269)		(1,269)	0.0%	
4112 Subscriptions	510	535	560	25		25	95.5%	
4113 Software Support	1,845	2,290	1,890	(400)		(400)	121.2%	
4114 Licence Fee	75	75	75	0		0	100.0%	
4115 Insurance	10,235	10,485	10,695	210		210	98.0%	
4116 Web Site	108	90	100	10		10	90.0%	
4156 Bank Charges	5,916	6,815	6,500	(315)		(315)	104.8%	
4201 Cleaning & Hygiene	232	272	500	228		228	54.3%	
4251 Dog Bin Emptying	1,071	1,248	1,200	(48)		(48)	104.0%	
4261 General Maintenance	38,636	41,399	41,000	(399)		(399)	101.0%	
4270 Vehicles & Equipment Maint	18,935	19,423	20,000	577		577	97.1%	
4271 Vehicle & Equipment Lease	81,149	49,790	60,220	10,430		10,430	82.7%	
4272 Furniture & Equipment	4,577	4,994	1,000	(3,994)		(3,994)	499.4%	4,200
4275 Building Maintenance	2,405	3,484	1,000	(2,484)		(2,484)	348.4%	2,230
4276 CCTV	0	0	500	500		500	0.0%	
4279 Fire & Security	1,099	904	1,400	496		496	64.5%	
4308 Golf Course Overheads	21,165	17,875	19,500	1,625		1,625	91.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4309 Buggy Lease & Maintenance	8,202	7,960	9,500	1,540		1,540	83.8%	
4314 Cost of Card Top Up Incentives	0	4,190	0	(4,190)		(4,190)	0.0%	
4411 VAT PE Adjustment overclaimed	(21,816)	0	0	0		0	0.0%	
Golf Course :- Indirect Expenditure	401,885	430,842	462,595	31,753	0	31,753	93.1%	6,430
Net Income over Expenditure	103,019	135,760	54,540	(81,220)				
6000 plus Transfer from EMR	(21,816)	6,430						
Movement to/(from) Gen Reserve	81,203	142,190						
102 Capital Costs-Golf & The View								
4155 Professional Fees	0	1,059	2,000	941		941	52.9%	
4301 Public Works Loan Payment	104,977	104,977	105,000	23		23	100.0%	
4411 VAT PE Adjustment overclaimed	(6,461)	0	0	0		0	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	98,515	106,036	107,000	964	0	964	99.1%	0
Net Expenditure	(98,515)	(106,036)	(107,000)	(964)				
6000 plus Transfer from EMR	(6,461)	0						
Movement to/(from) Gen Reserve	(104,977)	(106,036)						
103 The View								
1050 Income Rent	1,000	4,750	1,000	(3,750)			475.0%	
1054 Income Other	0	338	0	(338)			0.0%	
1305 Income Golf Course Overheads	21,165	17,875	19,500	1,625			91.7%	
1306 Income Golf Club Room Hires	3,004	7,081	2,000	(5,081)			354.1%	
1307 Income Bar Sales	182,074	186,661	172,000	(14,661)			108.5%	
1308 Income Food Sales	224,739	224,216	232,000	7,784			96.6%	6,250
1310 Income - Society Food	32,434	37,787	35,000	(2,787)			108.0%	
1312 Function Food Sales	85,820	89,507	72,000	(17,507)			124.3%	
1316 Events Income - The View	471	558	300	(258)			186.1%	
The View :- Income	550,708	568,773	533,800	(34,973)			106.6%	6,250
4000 Salaries & Wages	278,844	279,252	295,570	16,318		16,318	94.5%	
4001 Employers NI	18,316	14,908	16,840	1,932		1,932	88.5%	
4002 Employers Superannuation	17,207	13,081	18,585	5,504		5,504	70.4%	
4003 Sub-contracted Staff	16,522	41,240	6,000	(35,240)		(35,240)	687.3%	
4009 Recruitment Costs	2,854	2,695	1,000	(1,695)		(1,695)	269.5%	
4010 Staff Training	0	448	1,000	552		552	44.8%	
4012 Staff Expenses	0	0	150	150		150	0.0%	
4016 Staff Uniform	0	118	100	(18)		(18)	118.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Timesheet & Rota Software	226	226	240	14		14	94.3%	
4051 Rates	3,331	1,971	7,000	5,029		5,029	28.2%	
4052 Water & Sewerage	7,797	12,118	9,000	(3,118)		(3,118)	134.6%	
4055 Electricity	21,876	19,995	24,000	4,005		4,005	83.3%	
4056 Gas	4,220	4,182	4,000	(182)		(182)	104.6%	
4060 Refuse	3,668	3,759	3,900	141		141	96.4%	
4100 Telecommunications	3,177	3,755	3,200	(555)		(555)	117.3%	
4105 Postage	1	10	50	40		40	20.3%	
4106 Stationery	834	634	800	166		166	79.3%	
4107 Photocopier	0	670	560	(110)		(110)	119.7%	
4110 Advertising & Publicity	1,104	90	2,500	2,410		2,410	3.6%	
4112 Subscriptions	75	0	75	75		75	0.0%	
4113 Software Support	1,199	1,090	1,210	120		120	90.1%	
4114 Licence Fee	1,031	1,436	1,050	(386)		(386)	136.8%	
4115 Insurance	3,195	3,220	3,355	135		135	96.0%	
4116 Web Site	234	310	230	(80)		(80)	134.9%	
4155 Professional Fees	0	4,650	5,000	350		350	93.0%	
4156 Bank Charges	6,705	6,284	6,000	(284)		(284)	104.7%	
4196 Functions Expenditure-The View	2,489	2,397	800	(1,597)		(1,597)	299.7%	
4199 Other Expenditure	0	27	0	(27)		(27)	0.0%	
4201 Cleaning & Hygiene	20,289	19,145	20,000	855		855	95.7%	
4202 Linen Cleaning	4,940	4,534	3,600	(934)		(934)	125.9%	
4270 Vehicles & Equipment Maint	3,098	6,774	4,000	(2,774)		(2,774)	169.3%	
4272 Furniture & Equipment	4,888	961	2,000	1,039		1,039	48.1%	
4275 Building Maintenance	3,891	11,270	5,000	(6,270)		(6,270)	225.4%	
4276 CCTV	131	132	500	368		368	26.4%	
4279 Fire & Security	1,192	1,150	1,250	100		100	92.0%	
4303 Food Expenditure	134,310	122,614	135,600	12,986		12,986	90.4%	
4304 Bar Expenditure	68,693	65,189	68,800	3,611		3,611	94.8%	
4306 Catering Utensils & Equip	4,137	3,679	2,000	(1,679)		(1,679)	183.9%	
4307 DNU-BarUtens&Equip	123	0	0	0		0	0.0%	
4311 Pest Control	1,935	1,772	2,000	228		228	88.6%	
4313 Stock Take	500	0	1,100	1,100		1,100	0.0%	
4314 Cost of Card Top Up Incentives	5,903	0	5,000	5,000		5,000	0.0%	
4903 Term Maintenance	637	0	0	0		0	0.0%	

The View :- Indirect Expenditure	649,573	655,786	663,065	7,279	0	7,279	98.9%	0
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Net Income over Expenditure	(98,865)	(87,013)	(129,265)	(42,252)
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6000 plus Transfer from EMR	2,673	0
6001 less Transfer to EMR	0	6,250

Movement to/(from) Gen Reserve	(96,192)	(93,263)
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Golf Course and The View :- Income	1,055,611	1,135,375	1,050,935	(84,440)			108.0%
Expenditure	1,149,973	1,192,664	1,232,660	39,996	0	39,996	96.8%
Net Income over Expenditure	(94,362)	(57,288)	(181,725)	(124,437)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	(25,604)	6,430						
less Transfer to EMR	0	6,250						
Movement to/(from) Gen Reserve	(119,966)	(57,108)						
Grand Totals:- Income	2,903,945	2,652,007	2,423,559	(228,448)			109.4%	
Expenditure	2,311,498	2,710,072	2,640,905	(69,167)	0	(69,167)	102.6%	
Net Income over Expenditure	592,447	(58,065)	(217,346)	(159,281)				
plus Transfer from EMR	69,824	258,815						
less Transfer to EMR	441,090	15,279						
Movement to/(from) Gen Reserve	221,181	185,471						

Finance & General Purposes Committee Variance Reporting 2023-24

		Previously Reported	Current Update
201	Administration		
1176	Precept	<p>27.06.23 - 50% of the Precept is received in April with the 2nd half due to be received in early September.</p> <p>19.12.23 - The full amount of Precept has been received</p>	
1190	Interest Received	<p>27.06.23 - 50% of the budgeted income has already been received. If the interest rates continue a their current level, it is likely that approx £38K + would be received by the end of the year.</p> <p>12.09.23 - Interest rates continue to increase and based on what has been received already, then overall amount at year end could now be around £70K.</p> <p>19.12.23 - The total interest at year end is now estimated around £90,000.</p>	<p>16.07.24 - This accounts for most of the additional income. When the budget was set, although interest rates had risen considerably since the previous year, it was deemed prudent to budget conservatively, given the uncertainty about whether rates would revert to their much lower average over the year. In reality, rates increased by 0.99% during the year, resulting in a total amount of £105,647 being received against a budget of £12,000.</p>
1317	Income VAT PE Adjustment	<p>12.03.24 - this relates to the VAT claim made by the VAT consultant for the year 2021-22. The RFO and Finance Mgr have worked with a VAT expert to submit information that has resulted in a VAT refund being obtained.</p>	<p>16.07.24 - as previously reported</p>
1320	Income Walk the Chalk		<p>16.07.24 - this relates to unbudgeted income for assisting with the Walk the Chalk event during September 2023. Further information is provided elsewhere on this agenda.</p>
4000	Salaries & Wages		<p>16.07.24 - the totals of the Salary, NI and Pension budgets were above budget by 6.76% (£34,335) due to new roles, incremental increases and the national pay deal.</p>
4001	Employers NI		
4002	Employers Superannuation		
4003	Sub Contracted Staff	<p>19.12.23 - These additional costs relate to the Locum RFO, Project Management Consultancy Fees, & Temporary HR Officer</p> <p>12.03.24 - as previously reported</p>	<p>16.07.24 - as previously reported</p>
4009	Recruitment Costs	<p>19.12.23 - This is slightly over budget due to the need for new staff in 2023</p> <p>12.03.24 - as previously reported</p>	<p>16.07.24 - the costs increased further following the recent advertising for a new Planning Officer.</p>
4100	Telephone	<p>12.03.24 - this account is showing slightly overbudget due to the new mobile phones that were required for the office team.</p>	<p>16.07.24 - along with the new mobile phones for the office team as previously reported, the upgraded broadband, wireless routers and handsets have been included in this account code.</p>
4105	Postage		<p>16.07.24 - this is showing an overspend of £159 (63.5%) but this is due to an error with a year end accrual. An amount of £110 should have been allocated to the Photocopier account. In reality, the overspend for the postage is therefore £49 (19.6%) which is largely due to increased postage costs.</p>
4112	Subscriptions	<p>27.06.23 - The majority of subscriptions are paid out in full at the beginning of the year which is why there is a high % of expenditure spent.</p> <p>12.09.23 - as previously reported</p>	
4113	Software Support	<p>27.06.23 - The majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.</p> <p>12.09.23 - Whilst a large part of the budget is paid on our ICT costs for the year in April, Microsoft have informed us of considerably increased which when invoiced in September and October, it is likely to take this account overbudget.</p> <p>19.12.23 - As previously reported</p>	<p>16.07.24 - this account went overbudget by £2,075 (20.7%) due to the server licence of £1,150 not budgeted for along with a significant increase of Microsofts prices as previously reported.</p>
4115	Insurance	<p>27.06.23 - The council's insurance is paid in April of each year so unless there are any changes throughout the year, this budget has now been fully spent.</p> <p>12.09.23 - as previously reported</p>	
4155	Professional Fees	<p>19.12.23 - This is overbudget due to the need for additional HR Support</p>	<p>16.07.24 - this account finished significantly overbudget due to the need for additional HR support and solicitors costs reviewing legal agreements/documentation.</p>
4157	Audit Fees	<p>27.06.23 - The minus amount of expenditure is due to an accrual from last year where we have not yet received the invoice for last year's external audit.</p> <p>12.09.23 - as previously reported. The external audit invoice is usually received by the end of September</p> <p>19.12.23 - as the external auditor invoice for 23/24 will not be received until September 2024, an accrual will be done at the year end to account for this. An extra amount will need to be accrued for the additional work that the external auditor had to carry out which is likely to take the account over budget.</p>	<p>16.07.24 - as previously reported.</p>

		Previously Reported	Current Update
4272	Furniture & Equipment	<p>12.09.23 - this account is over budget largely due to four new desks required for the admin offices.</p> <p>19.12.23 - as previously reported.</p> <p>12.03.24 - further spend was necessary to replace a broken office chair. It is not expected that costs will increase further before the year end</p>	16.07.24 - as previously reported
205 Premises Church Street			
1050	Income Rent	<p>27.06.23 - 58.9% of the budgeted income has been received due to 9 months rent being invoiced. The remaining 3 months rent will be invoiced in December.</p> <p>12.09.23 - as previously reported</p>	
4050	Rent Payable	<p>27.06.23 - The expenditure is showing at 50% due to our rent being invoiced for 6 months.</p> <p>12.09.23 - as previously reported</p>	
4059	Church Street Service Charges	<p>27.06.23 - the expenditure is showing a credit amount which is due to an accrual from last year for the service charges not yet invoiced.</p> <p>12.09.23 - as previously reported.</p> <p>19.12.23 - this is still showing in credit as previously explained - their invoice should be received by the end of January.</p> <p>12.03.24 - the invoice is now likely to arrive during March.</p>	16.07.24 - the costs are £6,208 more than budgeted (41.4%) due to utility periods being invoiced more promptly rather than 6 months or more in arrears which the budget had been based on.
4270	Vehicles & Equip Maint		16.07.24 - this account is more than budgeted largely due to essential repairs to the garage door.
4275	Building Maintenance	<p>27.06.23 - the majority of the budget has been spent on work to the internal offices to accommodate additional staff. The offices are now at their maximum capacity.</p> <p>12.09.23 - as previously reported.</p> <p>19.12.23 - this account is over budget mainly due to the works to offices to accommodate additional staff (ie new data points; moving of furniture; rubbish clearance)</p>	16.07.24 - as previously reported
206 Hurdis House			
1050	Income Rent		16.07.24 - Council is aware of the reason for this income not being received and that this detail is exempt from being included within public agenda documents.
1051	Income Insurance	<p>27.06.23 - the annual insurance recharge is invoiced in April of each year. There is no further income expected in this account.</p> <p>12.09.23 - as previously reported.</p>	
4115	Insurance	<p>27.06.23 - as explained in the 201 Cost Ctr, the insurance is invoiced in April of each year and so there should be no further costs against this budget.</p> <p>12.09.23 - as previously reported.</p>	
4155	Professional Fees	19.12.2023 - The budget is overspent due to the external professional support required.	12.03.24 - as previously reported
210 Civic Expenses			
4113	Software Support	<p>27.06.23 - the majority of expenditure for this account is spent in April which is why there is high % of expenditure spent.</p> <p>12.09.23 - as reported above, Microsoft have considerably increased their prices which will result in this account going over budget once the invoices arrive in Sep & Oct</p> <p>19.12.23 - all costs have now been met for 23/24 with no further expense anticipated.</p>	16.07.24 - as previously reported
4180	Room Hire		16.07.24 - the additional spend is primarily attributable to the increased need to hold committee meetings off the premises.
4183	Civic - Awards	27.06.23 - the majority of this budget is for awards at the Town Forum.	16.07.24 - the additional spend is due to a missed accrual at the beginning of 2023, which resulted in the award costs for two Town Forums being recorded in the same year.
4190	Election Costs	19.12.2023 - an invoice from LDC regarding this year's elections is expected to be received shortly and it is anticipated that this budget will be fully spent.	16.07.24 - the additional spend is entirely due to Lewes District Council increasing its original estimate, on which the budget was based. It was explained that all costs related to the election had risen considerably since their estimate a year prior, leaving them with little choice but to pass these increased costs on to the parish councils. The additional cost has been met from the election EMR.

Seaford Town Council

Earmarked Reserves

A/C code	Reserve Details	Opening Balance 01/04/2023	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
320	Elections	£26,138.16			£1,492.06	£24,646.10	Built up over the years to spread the cost of 4 yearly elections. As there was a budget for the elections, only the part of the invoice not covered by the budget came from the EMR.	F&GP
321	Building Maintenance	£20,000.00	£20,000.00			£40,000.00	Contingency to meet unexpected liability on all buildings	Shared
326	Grounds Maintenance	£20,000.00	£5,000.00			£25,000.00	Contingency to meet unexpected liability on all grounds and open spaces	Shared
335	Recruitment Costs	£5,000.00				£5,000.00	To fund unknown recruitment costs	F&GP / Golf
340	Vehicles & Equipment	£22,509.05	£8,920.95		£6,430.00	£25,000.00	Contingency to meet unexpected liability for vehicles & equipment. Reserve built up to fund replacements 2023-24 £4,200 for GC Buggies & Locker room refurb £2,230 - Golf Container £2,500 for new yard container (actual cost is £2,230 for container)	Shared
353	Professional Fees	£11,455.93	£10,000.00		£894.00	£20,561.93	Contingency to meet unknown Liabilities 2023/24 £10,000 budgeted to put in. £894 spent on Bonn Wall	Shared
355	Civic Expenses	£1,242.00	£6,443.00			£7,685.00	From Civic underspends Contingency for unknown liabilities e.g.for Mayors chain/ Freedom of the Town	F&GP
361	CIL Receipts *	£459,486.56	£7,839.26		£16,594.72	£450,731.10	Income received from Community Infrastructure Levies received - Restricted use- to be discussed at Full Council 2023-2024 £16,594.73 was used for the Martello Toilets (CILrs approved a budget of £228,982 - the remainder will be used in 2024-2025)	Shared

A/C code	Reserve Details	Opening Balance 01/04/2023	Income/ Transfers from other Reserves	Transfers to other Reserves	Used to Fund expenditure	Closing Balance	Notes	Committee
363	Capital Receipts*	£133,705.50			£133,705.50	£0.00	Can only be used for Capital Expenditure. <u>2023-2024</u> Martello Toilets	Shared
369	VAT PE Calculation	£19,499.56	£38,866.00	£0.00		£58,365.56	Sum received after partial exemption calculations	Shared
370	Training	£3,000.00				£3,000.00	Surplus budget for future liability	Shared
371	Mayors Allowance	£481.44	£273.11		£481.44	£273.11	Surplus budget due to Mayoral year end and financial year mis timings Returned to General Reserves where not required.	F&GP
372	Utilities	£5,000.00				£5,000.00	For future liabilities due to uncertain electricity and gas costs	Shared
	TOTAL EMR	£727,518.20	£97,342.32	£0.00	£159,597.72	£665,262.80		

* **RESTRICTED
USE**



Report No:	37/24
Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	Finance & General Purposes Finance Report to 31st May 2024
By:	Lucy Clark, Responsible Financial Officer
Purpose of Report:	To present the Income and Expenditure for 1st April 2024 to 31st May 2024 for the Finance & General Purposes Committee and to highlight significant variances from budget

Recommendations
The Committee is recommended:
1. To note the contents of the report.

1. Information

- 1.1** Attached in Appendix A is the detailed income and expenditure for the period of 1st April 2024 to 31st May 2024 for all committees compared to the annual budget.
- 1.2** This report only covers the Finance & General Purposes (F&GP) Committee (see pages 7 - 9 of Appendix A for the F&GP cost centres) as over/under performance against budget on other committees are reported at individual committee meetings. However, any questions arising with other areas of the income and expenditure report are welcomed.
- 1.3** With regards to the F&GP Committee Income & Expenditure report, any significant variances are reported in Appendix B.

2. Financial Appraisal

- 2.1** As at 31st May 2024, the F&GP expenditure is £133,796 which is 16.5% of the projected budget.
- 2.2** The F&GP income is £564,219, which is 48.7% of the projected budget (due to receiving half the precept income).
- 2.3** The Full Council actual spend is £484,664 being 23.9% of the budget and the income being £1,037,460 which is 51.1% of the budget.

3. Contact Officer

- 3.1** The Contact Officer for this report is Lucy Clark, Responsible Financial Officer.

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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</u>	<u>Salts Recreation Ground</u>							
1025	Income Sponsorship	230	230	0		100.0%		
1050	Income Rent	1,802	2,180	378		82.6%		
1051	Income Insurance Recharge	1,933	1,854	(79)		104.2%		
1057	Income Electricity Recharge	557	8,610	8,053		6.5%		
1058	Income Water Recharge	(473)	4,988	5,461		(9.5%)		
1066	Income Concession	25,000	24,000	(1,000)		104.2%		
1073	Sports Pitch Hire & Green Fees	544	5,000	4,456		10.9%		
1095	Income Tennis Annual Pass	935	3,025	2,090		30.9%		
1096	Income Tennis Pay & Play	614	3,500	2,886		17.5%		
	Salts Recreation Ground :- Income	31,141	53,387	22,246		58.3%	0	
4018	Water Refill Maint	251	0	(251)	(251)	0.0%	251	
4052	Water & Sewerage	751	12,600	11,849	11,849	6.0%		
4053	Tennis Electric	11	404	393	393	2.8%		
4054	Salts Cafe Electric	556	8,434	7,878	7,878	6.6%		
4055	Electricity	36	674	638	638	5.4%		
4095	Tennis Court Expenditure	694	7,282	6,588	6,588	9.5%		
4096	LTA Loan	1,875	1,875	0	0	100.0%		
4100	Telecommunications	61	355	294	294	17.1%		
4115	Insurance	3,773	3,735	(38)	(38)	101.0%		
4155	Professional Fees	0	1,000	1,000	1,000	0.0%		
4201	Cleaning & Hygiene	2,780	16,725	13,945	13,945	16.6%		
4250	Memorial Bench	0	500	500	500	0.0%		
4251	Dog Bin Emptying	0	2,611	2,611	2,611	0.0%		
4252	Additional Litter Pick	0	1,000	1,000	1,000	0.0%		
4260	Grounds Maintenance Contract	0	74,500	74,500	74,500	0.0%		
4261	General Maintenance	105	6,100	5,995	5,995	1.7%		
4275	Building Maintenance	1,747	5,000	3,253	3,253	34.9%		
4276	CCTV	0	850	850	850	0.0%		
4283	Playground	30	20,000	19,970	19,970	0.1%		
4900	Suspense A/c	416	0	(416)	(416)	0.0%		
	Salts Recreation Ground :- Indirect Expenditure	13,087	163,645	150,558	0	150,558	8.0%	251
	Net Income over Expenditure	18,054	(110,258)	(128,312)				
6000	plus Transfer from EMR	251						
	Movement to/(from) Gen Reserve	18,305						

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106 Crouch Recreation Ground							
1050 Income Rent	638	2,550	1,913			25.0%	
1051 Income Insurance Recharge	724	668	(56)			108.4%	
1058 Income Water Recharge	(77)	600	677			(12.9%)	
1073 Sports Pitch Hire & Green Fees	156	10,500	10,344			1.5%	
Crouch Recreation Ground :- Income	1,440	14,318	12,878			10.1%	0
4052 Water & Sewerage	232	3,000	2,768		2,768	7.7%	
4115 Insurance	1,015	931	(84)		(84)	109.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	1,778	1,778		1,778	0.0%	
4260 Grounds Maintenance Contract	0	28,400	28,400		28,400	0.0%	
4261 General Maintenance	0	5,000	5,000		5,000	0.0%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4283 Playground	30	5,000	4,970		4,970	0.6%	
Crouch Recreation Ground :- Indirect Expenditure	1,277	49,609	48,332	0	48,332	2.6%	0
Net Income over Expenditure	164	(35,291)	(35,455)				
107 Martello Fields							
1050 Income Rent	2,570	5,000	2,430			51.4%	
Martello Fields :- Income	2,570	5,000	2,430			51.4%	0
4018 Water Refill Maint	230	0	(230)		(230)	0.0%	230
4115 Insurance	6	0	(6)		(6)	0.0%	
4251 Dog Bin Emptying	0	1,425	1,425		1,425	0.0%	
4260 Grounds Maintenance Contract	0	14,317	14,317		14,317	0.0%	
4261 General Maintenance	35	2,000	1,965		1,965	1.8%	
Martello Fields :- Indirect Expenditure	271	17,742	17,471	0	17,471	1.5%	230
Net Income over Expenditure	2,298	(12,742)	(15,040)				
6000 plus Transfer from EMR	230						
Movement to/(from) Gen Reserve	2,528						
108 Other Open Spaces							
1050 Income Rent	0	90	90			0.0%	
Other Open Spaces :- Income	0	90	90			0.0%	0
4052 Water & Sewerage	62	200	138		138	30.9%	
4115 Insurance	51	50	(1)		(1)	102.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154 Land Registry Fees	0	60	60		60	0.0%	
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	2,844	2,844		2,844	0.0%	
4260 Grounds Maintenance Contract	0	45,248	45,248		45,248	0.0%	
4261 General Maintenance	3,699	7,200	3,501		3,501	51.4%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
Other Open Spaces :- Indirect Expenditure	3,812	58,102	54,290	0	54,290	6.6%	0
Net Income over Expenditure	(3,812)	(58,012)	(54,200)				
<u>113 Crypt</u>							
1057 Income Electricity Recharge	114	0	(114)			0.0%	
1063 Income Gas Recharged	288	0	(288)			0.0%	
Crypt :- Income	402	0	(402)				0
4055 Electricity	114	0	(114)		(114)	0.0%	
4115 Insurance	304	305	1		1	99.6%	
4275 Building Maintenance	0	3,000	3,000		3,000	0.0%	
4279 Fire & Security	0	75	75		75	0.0%	
Crypt :- Indirect Expenditure	418	3,380	2,962	0	2,962	12.4%	0
Net Income over Expenditure	(16)	(3,380)	(3,364)				
<u>114 South Street</u>							
4201 Cleaning & Hygiene	2,655	15,165	12,510		12,510	17.5%	
4275 Building Maintenance	0	2,000	2,000		2,000	0.0%	
South Street :- Indirect Expenditure	2,655	17,165	14,510	0	14,510	15.5%	0
Net Expenditure	(2,655)	(17,165)	(14,510)				
<u>115 Martello Tower</u>							
4115 Insurance	3,419	3,420	1		1	100.0%	
4275 Building Maintenance	1,560	15,000	13,440		13,440	10.4%	
Martello Tower :- Indirect Expenditure	4,979	18,420	13,441	0	13,441	27.0%	0
Net Expenditure	(4,979)	(18,420)	(13,441)				
<u>116 Seaford Head Estate</u>							
1011 Income Filming	7,500	20,000	12,500			37.5%	
1021 Income South Hill Barn	0	1,000	1,000			0.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1050 Income Rent	5,000	10,000	5,000			50.0%	
1053 Income Grants	0	3,250	3,250			0.0%	
1066 Income Concession	625	3,480	2,855			18.0%	
1200 Income Nature Reserve	180	0	(180)			0.0%	
Seaford Head Estate :- Income	13,305	37,730	24,425			35.3%	0
4115 Insurance	539	480	(59)		(59)	112.3%	
4155 Professional Fees	107	11,000	10,893		10,893	1.0%	
4156 Bank Charges	0	16	16		16	0.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4251 Dog Bin Emptying	0	1,425	1,425		1,425	0.0%	
4260 Grounds Maintenance Contract	0	1,344	1,344		1,344	0.0%	
4261 General Maintenance	54	3,000	2,946		2,946	1.8%	
4275 Building Maintenance	0	4,000	4,000		4,000	0.0%	
4500 Nature Reserve Expenses	(167)	21,450	21,617		21,617	(0.8%)	
4501 Filming Expenses	1,500	4,000	2,500		2,500	37.5%	
Seaford Head Estate :- Indirect Expenditure	2,033	47,215	45,182	0	45,182	4.3%	0
Net Income over Expenditure	11,272	(9,485)	(20,757)				
117 Seafront							
1011 Income Filming	0	200	200			0.0%	
1025 Income Sponsorship	460	460	0			100.0%	
1057 Income Electricity Recharge	356	12,600	12,244			2.8%	
1058 Income Water Recharge	12	150	138			7.8%	
1066 Income Concession	49,025	64,540	15,515			76.0%	
1084 Income Promenade	199	0	(199)			0.0%	
Seafront :- Income	50,051	77,950	27,899			64.2%	0
4018 Water Refill Maint	60	0	(60)		(60)	0.0%	60
4022 Telescope Expenditure	0	200	200		200	0.0%	
4052 Water & Sewerage	39	150	111		111	25.8%	
4055 Electricity	0	12,600	12,600		12,600	0.0%	
4115 Insurance	1,248	975	(273)		(273)	128.0%	
4201 Cleaning & Hygiene	2,367	18,200	15,833		15,833	13.0%	
4250 Memorial Bench	0	500	500		500	0.0%	
4253 Shelters	292	2,400	2,108		2,108	12.1%	
4261 General Maintenance	580	10,000	9,420		9,420	5.8%	
4270 Vehicles & Equipment Maint	0	150	150		150	0.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4501 Filming Expenses	0	40	40		40	0.0%	
Seafront :- Indirect Expenditure	4,584	46,215	41,631	0	41,631	9.9%	60
Net Income over Expenditure	45,467	31,735	(13,732)				
6000 plus Transfer from EMR	60						

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	45,527						
118 Beach Huts							
1054 Income Other	192	0	(192)			0.0%	
1057 Income Electricity Recharge	0	50	50			0.0%	
1060 Beach Huts Site Licence	28,411	28,411	0			100.0%	
1061 Beach Hut Annual Rent	12,837	12,837	0			100.0%	
1066 Income Concession	0	4,900	4,900			0.0%	
1094 Income Seasonal Beach Huts	9,241	14,550	5,309			63.5%	
Beach Huts :- Income	50,681	60,748	10,067			83.4%	0
4051 Rates	979	4,677	3,698		3,698	20.9%	
4052 Water & Sewerage	187	100	(87)		(87)	186.9%	
4055 Electricity	(44)	300	344		344	(14.7%)	
4115 Insurance	588	600	12		12	98.0%	
4258 Seasonal Beach Hut Revenue Exp	4,842	15,225	10,383		10,383	31.8%	
4275 Building Maintenance	0	5,000	5,000		5,000	0.0%	
4502 Toilet Hire	216	0	(216)		(216)	0.0%	
Beach Huts :- Indirect Expenditure	6,768	25,902	19,134	0	19,134	26.1%	0
Net Income over Expenditure	43,913	34,846	(9,067)				
119 Old Town Hall							
1050 Income Rent	0	1,600	1,600			0.0%	
1051 Income Insurance Recharge	0	193	193			0.0%	
Old Town Hall :- Income	0	1,793	1,793			0.0%	0
4055 Electricity	49	0	(49)		(49)	0.0%	
4115 Insurance	198	193	(5)		(5)	102.6%	
4275 Building Maintenance	220	1,300	1,080		1,080	16.9%	
Old Town Hall :- Indirect Expenditure	467	1,493	1,026	0	1,026	31.3%	0
Net Income over Expenditure	(467)	300	767				
121 Seaford in Bloom							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	0	6,000	6,000		6,000	0.0%	
Seaford in Bloom :- Indirect Expenditure	0	6,000	6,000	0	6,000	0.0%	0
Net Income over Expenditure	500	(5,500)	(6,000)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Allotments</u>							
1050 Income Rent	1,311	1,338	27			98.0%	
Allotments :- Income	<u>1,311</u>	<u>1,338</u>	<u>27</u>			<u>98.0%</u>	<u>0</u>
4261 General Maintenance	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>1,311</u>	<u>838</u>	<u>(473)</u>				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<u>134 CCTV</u>							
4055 Electricity	0	3,465	3,465		3,465	0.0%	
4115 Insurance	158	428	270		270	37.0%	
4276 CCTV	0	9,000	9,000		9,000	0.0%	
CCTV :- Indirect Expenditure	<u>158</u>	<u>12,893</u>	<u>12,735</u>	<u>0</u>	<u>12,735</u>	<u>1.2%</u>	<u>0</u>
Net Expenditure	<u>(158)</u>	<u>(12,893)</u>	<u>(12,735)</u>				
<u>135 Community Service Events</u>							
1025 Income Sponsorship	0	1,000	1,000			0.0%	
1083 Income Street Market	457	465	8			98.3%	
Community Service Events :- Income	<u>457</u>	<u>1,465</u>	<u>1,008</u>			<u>31.2%</u>	<u>0</u>
4080 D-Day 80	1,516	10,000	8,484		8,484	15.2%	
4115 Insurance	64	65	1		1	98.8%	
4195 Events Expenditure	0	1,180	1,180		1,180	0.0%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	0	6,000	6,000		6,000	0.0%	
Community Service Events :- Indirect Expenditure	<u>1,580</u>	<u>27,245</u>	<u>25,665</u>	<u>0</u>	<u>25,665</u>	<u>5.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,123)</u>	<u>(25,780)</u>	<u>(24,657)</u>				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	300	0	(300)			0.0%	
1053 Income Grants	40,000	0	(40,000)			0.0%	40,000
Projects Pool :- Income	<u>40,300</u>	<u>0</u>	<u>(40,300)</u>				<u>40,000</u>

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Tennis Court Expenditure	(8,338)	0	8,338		8,338	0.0%	
4155 Professional Fees	0	5,000	5,000		5,000	0.0%	
4259 Bönningstedt Wall	720	0	(720)		(720)	0.0%	
4274 Projects Expenditure	0	16,500	16,500		16,500	0.0%	
4421 Martello Toilets Capital Costs	164,653	0	(164,653)		(164,653)	0.0%	164,653
Projects Pool :- Indirect Expenditure	157,035	21,500	(135,535)	0	(135,535)	730.4%	164,653
Net Income over Expenditure	(116,735)	(21,500)	95,235				
6000 plus Transfer from EMR	164,653						
6001 less Transfer to EMR	40,000						
Movement to/(from) Gen Reserve	7,918						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	30	1,000	970		970	3.0%	
Planning & Highways :- Indirect Expenditure	30	1,000	970	0	970	3.0%	0
Net Expenditure	(30)	(1,000)	(970)				
Community Services :- Income	192,158	254,319	62,161			75.6%	
Expenditure	199,153	528,026	328,873	0	328,873	37.7%	
Net Income over Expenditure	(6,995)	(273,707)	(266,712)				
plus Transfer from EMR	165,194						
less Transfer to EMR	40,000						
Movement to/(from) Gen Reserve	118,199						
Finance & General Purposes							
<u>201 Administration</u>							
1062 Income Telephone Recharge	240	550	310			43.6%	
1176 Precept	550,510	1,101,019	550,509			50.0%	
1190 Interest Received	7,833	20,000	12,167			39.2%	
Administration :- Income	558,583	1,121,569	562,986			49.8%	0
4000 Salaries & Wages	77,916	493,916	416,000		416,000	15.8%	
4001 Employers NI	7,438	45,741	38,303		38,303	16.3%	
4002 Employers Superannuation	12,609	85,681	73,072		73,072	14.7%	
4003 Sub-contracted Staff	13,177	5,000	(8,177)		(8,177)	263.5%	
4009 Recruitment Costs	115	500	385		385	23.0%	
4010 Staff Training	(120)	4,000	4,120		4,120	(3.0%)	
4012 Staff Expenses	137	800	663		663	17.1%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 Office Refreshments	7	100	93		93	7.2%	
4100 Telecommunications	962	3,300	2,338		2,338	29.2%	
4105 Postage	0	250	250		250	0.1%	
4106 Stationery	128	1,300	1,172		1,172	9.9%	
4107 Photocopier	39	1,890	1,851		1,851	2.0%	
4108 Recycling & Shredding	250	400	150		150	62.5%	
4110 Advertising & Publicity	114	2,000	1,886		1,886	5.7%	
4112 Subscriptions	4,663	5,755	1,092		1,092	81.0%	
4113 Software Support	7,899	12,700	4,801		4,801	62.2%	
4114 Licence Fee	0	60	60		60	0.0%	
4115 Insurance	1,932	1,820	(112)		(112)	106.2%	
4116 Web Site	90	1,200	1,110		1,110	7.5%	
4118 IT Hardware	0	4,335	4,335		4,335	0.0%	
4154 Land Registry Fees	3	100	97		97	3.0%	
4155 Professional Fees	2,875	7,300	4,425		4,425	39.4%	
4156 Bank Charges	111	1,800	1,689		1,689	6.2%	
4157 Audit Fees	(2,585)	3,111	5,696		5,696	(83.1%)	
4199 Other Expenditure	0	200	200		200	0.0%	
4272 Furniture & Equipment	299	2,000	1,701		1,701	15.0%	
Administration :- Indirect Expenditure	128,059	685,259	557,200	0	557,200	18.7%	0
Net Income over Expenditure	430,524	436,310	5,786				
<u>205 Premises - Church Street</u>							
1050 Income Rent	5,636	9,000	3,364			62.6%	
Premises - Church Street :- Income	5,636	9,000	3,364			62.6%	0
4050 Rent payable	0	21,000	21,000		21,000	0.0%	
4051 Rates	1,668	8,715	7,047		7,047	19.1%	
4059 Church Street Service Charges	0	17,000	17,000		17,000	0.0%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4270 Vehicles & Equipment Maint	97	464	367		367	21.0%	
4275 Building Maintenance	314	1,625	1,311		1,311	19.3%	
4276 CCTV	110	300	190		190	36.7%	
Premises - Church Street :- Indirect Expenditure	2,193	49,104	46,911	0	46,911	4.5%	0
Net Income over Expenditure	3,443	(40,104)	(43,547)				
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	28,718	28,718			0.0%	
1051 Income Insurance Recharge	0	455	455			0.0%	
Premises - Hurdis House :- Income	0	29,173	29,173			0.0%	0

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4115 Insurance	468	455	(13)		(13)	102.9%	
4155 Professional Fees	1,300	5,000	3,700		3,700	26.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4301 Public Works Loan Payment	0	15,005	15,005		15,005	0.0%	
Premises - Hurdis House :- Indirect Expenditure	1,768	21,460	19,692	0	19,692	8.2%	0
Net Income over Expenditure	(1,768)	7,713	9,481				
<u>210 Civic Expenses</u>							
4013 Members Expenses	0	125	125		125	0.0%	
4014 Member Training	0	2,000	2,000		2,000	0.0%	
4106 Stationery	0	100	100		100	0.0%	
4113 Software Support	1,295	2,600	1,305		1,305	49.8%	
4115 Insurance	61	62	1		1	97.9%	
4180 Room Hire	390	600	210		210	65.0%	
4181 Civic - Mayors Allowance	37	1,500	1,463		1,463	2.5%	
4182 Catering & Hospitality	1	200	199		199	0.3%	
4183 Civic - Awards	(80)	200	280		280	(39.8%)	
4184 Civic - other	24	1,000	976		976	2.4%	
4188 Town Crier Expenses	0	200	200		200	0.0%	
4189 Young Mayor	48	250	202		202	19.3%	
4190 Election Costs	0	10,000	10,000		10,000	0.0%	
Civic Expenses :- Indirect Expenditure	1,776	18,837	17,061	0	17,061	9.4%	0
Net Expenditure	(1,776)	(18,837)	(17,061)				
<u>215 Grants</u>							
4401 Grants	0	30,000	30,000		30,000	0.0%	
4406 Service Funding Agreements	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	35,000	35,000	0	35,000	0.0%	0
Net Expenditure	0	(35,000)	(35,000)				
Finance & General Purposes :- Income	564,219	1,159,742	595,523			48.7%	
Expenditure	133,796	809,660	675,864	0	675,864	16.5%	
Movement to/(from) Gen Reserve	430,423						

Golf Course and The View

<u>101 Golf Course</u>							
1000 Golf Course Season Ticket	189,943	200,841	10,899			94.6%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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	34,200	140,000	105,800			24.4%	
1002 Golf Course Green Fees w/eb/h	28,275	116,500	88,225			24.3%	
1003 Golf Course Societies	17,813	75,000	57,187			23.8%	
1004 Golf Course Locker	807	2,250	1,443			35.9%	
1007 Golf Course Air Traffic	1,875	7,500	5,625			25.0%	
1025 Income Sponsorship	0	3,000	3,000			0.0%	
1050 Income Rent	0	85	85			0.0%	
1054 Income Other	958	850	(108)			112.7%	
1100 Income Advertising	0	2,600	2,600			0.0%	
1311 Buggy Hire	3,963	21,400	17,438			18.5%	
Golf Course :- Income	277,833	570,026	292,193			48.7%	0
4000 Salaries & Wages	25,827	165,617	139,790		139,790	15.6%	
4001 Employers NI	2,518	16,576	14,058		14,058	15.2%	
4002 Employers Superannuation	5,191	32,714	27,523		27,523	15.9%	
4009 Recruitment Costs	0	500	500		500	0.0%	
4010 Staff Training	0	2,100	2,100		2,100	0.0%	
4011 Staff Protective Clothing	649	2,100	1,451		1,451	30.9%	
4041 Golf Professional Retainer	9,815	70,280	60,465		60,465	14.0%	
4045 Golf Course Player Costs	317	1,000	683		683	31.7%	
4046 Golf Club Membership Fees	0	20,016	20,016		20,016	0.0%	
4051 Rates	1,858	25,276	23,418		23,418	7.4%	
4052 Water & Sewerage	0	2,100	2,100		2,100	0.0%	
4060 Refuse	70	866	796		796	8.1%	
4100 Telecommunications	784	920	136		136	85.2%	
4105 Postage	0	50	50		50	0.0%	
4106 Stationery	20	300	280		280	6.8%	
4110 Advertising & Publicity	0	300	300		300	0.0%	
4112 Subscriptions	0	560	560		560	0.0%	
4113 Software Support	1,838	2,319	482		482	79.2%	
4114 Licence Fee	0	75	75		75	0.0%	
4115 Insurance	10,046	11,009	963		963	91.2%	
4116 Web Site	114	95	(19)		(19)	120.0%	
4156 Bank Charges	1,280	8,306	7,026		7,026	15.4%	
4201 Cleaning & Hygiene	401	250	(151)		(151)	160.2%	
4251 Dog Bin Emptying	0	1,514	1,514		1,514	0.0%	
4261 General Maintenance	20,150	45,000	24,850		24,850	44.8%	
4270 Vehicles & Equipment Maint	7,134	21,000	13,866		13,866	34.0%	
4271 Vehicle & Equipment Lease	29,040	62,650	33,610		33,610	46.4%	
4272 Furniture & Equipment	3,611	4,000	389		389	90.3%	
4275 Building Maintenance	120	2,500	2,380		2,380	4.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4276 CCTV	0	250	250		250	0.0%	
4279 Fire & Security	463	655	192		192	70.7%	
4308 Golf Course Overheads	0	20,000	20,000		20,000	0.0%	
4309 Buggy Lease & Maintenance	1,645	9,250	7,605		7,605	17.8%	
Golf Course :- Indirect Expenditure	122,889	530,148	407,259	0	407,259	23.2%	0
Net Income over Expenditure	154,944	39,878	(115,066)				
<u>102 Capital Costs-Golf & The View</u>							
4155 Professional Fees	0	20,000	20,000		20,000	0.0%	
4301 Public Works Loan Payment	17,103	105,000	87,897		87,897	16.3%	
Capital Costs-Golf & The View :- Indirect Expenditure	17,103	125,000	107,897	0	107,897	13.7%	0
Net Expenditure	(17,103)	(125,000)	(107,897)				
<u>103 The View</u>							
1050 Income Rent	11,250	45,000	33,750			25.0%	
1307 Income Bar Sales	(4,660)	0	4,660			0.0%	
1308 Income Food Sales	(3,340)	0	3,340			0.0%	
The View :- Income	3,250	45,000	41,750			7.2%	0
4052 Water & Sewerage	(150)	0	150		150	0.0%	
4055 Electricity	(115)	0	115		115	0.0%	
4056 Gas	2	0	(2)		(2)	0.0%	
4100 Telecommunications	86	0	(86)		(86)	0.0%	
4115 Insurance	2,958	3,355	397		397	88.2%	
4155 Professional Fees	0	2,000	2,000		2,000	0.0%	
4202 Linen Cleaning	121	0	(121)		(121)	0.0%	
4270 Vehicles & Equipment Maint	0	5,000	5,000		5,000	0.0%	
4275 Building Maintenance	8,456	11,000	2,544		2,544	76.9%	
4276 CCTV	111	0	(111)		(111)	0.0%	
4279 Fire & Security	255	0	(255)		(255)	0.0%	
4316 The View Transition Costs	0	10,000	10,000		10,000	0.0%	
The View :- Indirect Expenditure	11,724	31,355	19,631	0	19,631	37.4%	0
Net Income over Expenditure	(8,474)	13,645	22,119				
Golf Course and The View :- Income	281,083	615,026	333,943			45.7%	
Expenditure	151,715	686,503	534,788	0	534,788	22.1%	
Movement to/(from) Gen Reserve	129,368						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,037,460	2,029,087	991,627			51.1%	
Expenditure	484,664	2,024,189	1,539,525	0	1,539,525	23.9%	
Net Income over Expenditure	<u>552,796</u>	<u>4,898</u>	<u>(547,898)</u>				
plus Transfer from EMR	165,194						
less Transfer to EMR	40,000						
Movement to/(from) Gen Reserve	<u>677,990</u>						

Finance & General Purposes Committee Variance Reporting

Meeting Date: 16th July 2024

		Current Update
201	Administration	
1176	Precept	16.07.24 - this income is the first half of the Precept. The balance will be paid in September 24.
4003	Sub Contracted Staff	16.07.24 - While the staff restructuring is in progress, it has been necessary to hire temporary staff. Although this has resulted in an overbudget of £8,177, it is balanced by the salary budget which stands at £77,916 instead of the projected £82,320 by the end of month two.
4010	Staff Training	16.07.24 - the minus figure relates to an accrual - ie where an invoice is still waiting to be received for training that related to the 23/24 financial year.
4108	Recycling & Shredding	16.07.24 - the annual invoice has been received and paid for the main shredding bin. The balance will cover adhoc recycling needs (ie garage clearance) throughout the remainder of the year.
4112	Subscriptions	16.07.24 - this is showing a high % of expenditure due to the majority of annual subscriptions being paid in full at the beginning of the year.
4113	Software Support	16.07.24 - this is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.
4115	Insurance	16.07.24 - this account has now been paid in full for the year. The slight overspend is due to increasing the Fidelity Insurance as previously reported at the Full Council meeting on 20/06/24.
4157	Audit Fees	16.07.24 - the minus figure relates to an accrual - ie where an invoice is still waiting to be received for the year end audit relating to the 23/24 financial year.
205	Premises Church Street	
4115	Insurance	16.07.24 - the unbudgeted expenditure within this cost centre relates to the new defibrillator
206	Hurdis House	
4115	Insurance	16.07.24 - this account has now been paid in full for the year. The slight overspend is due to underbudgeting, however the overall insurance expenditure covering all cost centres remains within budget.
210	Civic Expenses	
4113	Software Support	16.07.24 - this is showing a high % of expenditure due to the half the microsoft annual fee already accounted for by an accrual at the beginning of the year.
4115	Insurance	16.07.24 - this account has been fully paid for the year.
4180	Room Hire	16.07.24 - this expenditure relates to hire of halls for full council meetings.
4183	Civic - Awards	16.07.24 - the minus figure relates to an accrual - ie where an invoice is still waiting to be received relating to the 23/24 financial year.



Report No:	38/24
Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	2024 – 2025 Grant Applications
By:	Lucy Clark, Responsible Financial Officer (RFO)
Purpose of Report:	To present the grant applications received for consideration and approval as relevant

Recommendations
The Committee is recommended:
<ol style="list-style-type: none"> 1. To consider the grant applications detailed in Appendices A and B and note the recommendations of the Town Council's Grants Working Group. 2. To agree the successful grant applicants in the 2024 - 2025 scheme and amounts to be awarded. 3. To consider the recommendation of the Grants Working Group to ear mark any under spend in the grants budget at year end.

1. Information

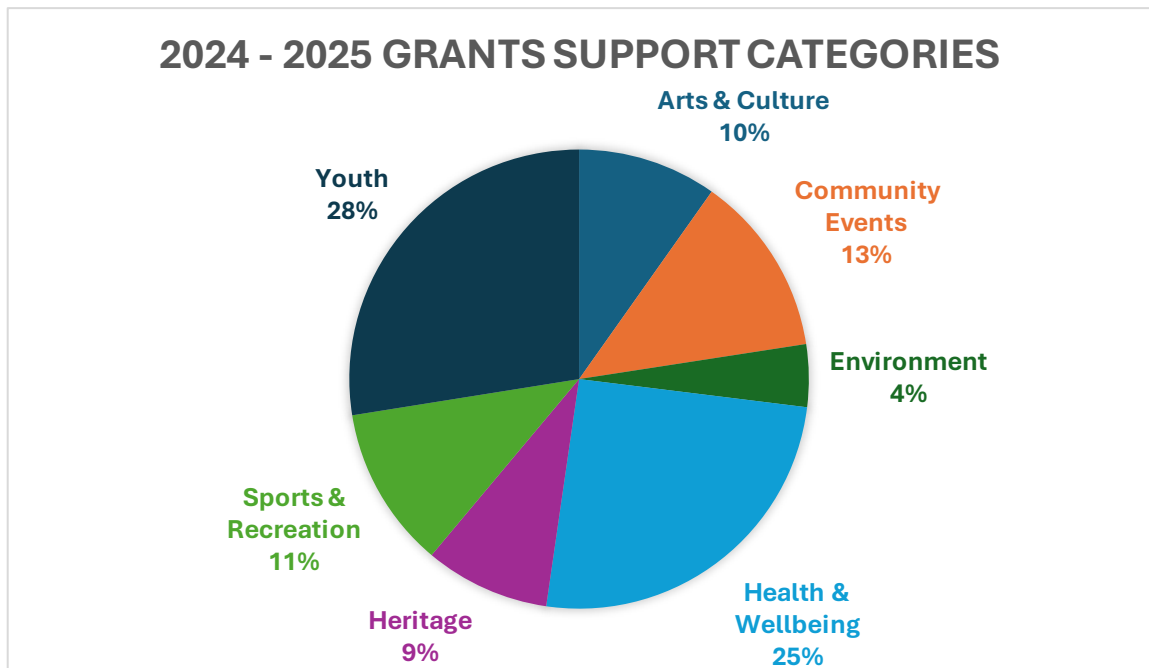
- 1.1** The Town Council's Discretionary Grant Scheme for 2024 - 2025 opened on 1st April 2024, offering local community groups, charities or voluntary organisations the opportunity to apply for a financial grant from the Town Council.
- 1.2** There are two types of grants available. Small grants for up to £500 and large grants for over £500, up to a maximum of £3,000.
- 1.3** The closing date for all applications and supporting documents to be returned was 31st May 2024.

- 1.4 The grants scheme was promoted via press releases, the Town Council's website and Facebook, advising those who wished to apply to download an application form direct from the Town Council's website.
- 1.5 The 2024 - 2025 approved budget for both small and large grants is £30,000. After deducting the current Service Funding Agreement amounts from this budget (see section 3), the available amount to allocated is £26,000.
- 1.6 Thirty applications were received overall, with a total grant request of £56,833.
- 1.7 The Grants Working Group, open to all members of this Committee, met on 13th June 2024 to review the applications received. Full applications and supporting documents were made available to all Committee members for consideration prior to this meeting.
- 1.8 Due to the significant oversubscription of the grants pool, the working group was tasked with reducing the amount of most grants awarded or turning down some applicants. In order to ensure this was done fairly across all applicants, the working group was careful to consider each application individually alongside the Town Council's Discretionary Grants Policy and ensure a consistent approach.
- 1.9 As a result, not all of the grants budget is recommended as being allocated – this is covered in more detail in the appendices attached. Not utilising all of the budget reflects the fair and consistent approach taken with assessing the applications and reaching the recommended grant amounts i.e. not just allocating the remaining funds across the applicants in order to utilise all of the budget.

2. Grants Working Group Recommendations

- 2.1 Following this process, the working group recommends that the large grants are awarded as per Appendix A and the small grants are awarded as per Appendix B.
- 2.2 The recommendations from the working group are that nineteen grants be awarded, utilising a budget of £21,443.

2.3 The chart below gives an indication of the categories of grants that the working group has recommended be awarded:



2.4 In addition to the above, the working group has recommended that the remaining balance of the grants pool be allocated to a Grants Ear Marked Reserve at the year end, to be allocated to the 2025 – 2026 scheme.

2.5 All applicants receive feedback on their application where the amount awarded has been reduced or, in some case, no award has been made. The feedback will be as per the working group comments set out within the appendices to this report, save where this Committee makes any changes and the feedback will therefore be updated accordingly.

3. Service Funding Agreements

3.1 The Town Council has two Service Funding Agreements in place, with Lewes District Citizens Advice (LDCA) and Cuckmere Community Buses (CCB).

3.2 In addition to the grants pool of £30,000, a further £5,000 was separately budgeted specifically for the Service Funding Agreement (SFA) with LDCA.

3.3 The Town Council approved - at its Finance & General Purposes Committee meeting on 12th March 2024 - to extend the SFA for a further three years but at an increased rate of £6,500 per year. The additional £1,500 was approved to come from the 2024 - 2025 community grants pool.

3.4 The CCB SFA was considered after the 2024 – 2025 budget was set - by Full Council on 28th March 2024 - and, as result, this year's funding of £2,500 is to be allocated from the grants pool.

3.5 In the proposed budget allocation for the next two financial years, a total of £9,000 will be dedicated to the SFA budget. This allocation is intended to fully cover the financial needs of two specific organisations, thereby eliminating the necessity to draw funds from the community grants budget for these purposes.

4. Financial Appraisal

4.1 For reasons explained within section 2 of this report, the available amount to allocate to the 2024 - 2025 community grants is £26,000.

4.2 The total amount of grants requested is £56,833.

4.3 The recommendations from the Grants Working Group are to utilise £22,718 of the £26,000 available budget, leaving a balance of £3,282.00.

4.4 The Grants Working Group recommends that this remaining balance be allocated to a Grants Ear Marked Reserve at the year end.

5. Contact Officer

5.1 The Contact Officer for this report is Lucy Clark, RFO.

Returned Small Grant Applications (up to £500) for 2024-25

Grants Working Group Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2024	Recommended Amount to Award 2024	Working Group (WG) Comments
Seaford Head School	New Scooter Stand to encourage more students to scoot to school.	£ 500.00	£ -	Didn't meet criteria in the policy - withheld bank statements
Seaford Choral Society	To provide a wide range of enjoyable & stimulating choral music for our members & audiences.	£ 500.00	£ -	The policy is not to pay towards staffing costs (professional musicians)
Air Ambulance Charity Kent Surrey Sussex	A contribution to the operating costs of HEMS (Helicopters, Rapid Response Vehicles, Medical Equipment, Fuel & Highly Trained Crews)	£ 500.00	£ 500.00	N/A - full amount
Just Friends	Subsidising tea parties & themed lunches.	£ 500.00	£ -	This group is based in Eastbourne with just 10 Seaford members and there were concerns around the funds not being ringfenced for Seaford-based users
The Base	New Bass Amp as equipment is over 9 years old & doesn't always work.	£ 350.00	£ 350.00	N/A - full amount
Havens Community Hub	To support the Havens Food Cooperative Project& its continuing collections.	£ 500.00	£ -	This group is based in Newhaven and there is a foodbank within Seaford
South Coast & East Sussex Bird Voluntary Network	Possible purchase of an Incubator to take in small birds prior to transfer.	£ 500.00	£ -	The Grants working group has concerns around the uncertainty of the spend and lack of financial details to support the application
Seahaven Poets	To put towards costs for LitFest 2025.	£ 500.00	£ 125.00	The Grants working group was not in favour of contributing towards the venue hire fees (as a Council-owned building) but will contribute towards the insurance costs
Seaford Community Garden	To purchase 15 Yoga Mats plus storage unit, smart speaker, 15 pots, seeds, compost & refreshments in partnership with Seaford Medical Practice.	£ 300.00	£ 300.00	N/A - full amount
Total Requested for 9 Grant Applications		£ 4,150.00	£ 1,275.00	

Returned Large Grant Applications (up to £3,000) for 2024-25

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2024	Recommended Amount to Award 2024	Working Group (WG) Comments
Bishopstone United Charities	To replace two rear windows, one for each dwelling in Eadric House as currently in a state of disrepair. Relevant consents have been obtained.	£ 2,950.00	£ 2,000.00	The Grants working group fed back that the charity may explore what other funding is also available for the preservation of a listed building
Building Bridges Seaford C.I.C	To cover the start up costs & running for one year of an inter-generational café style drop in session once a month at the Mecread Youth Centre.	£ 2,040.00	£ -	The Grants working group was not in favour of contributing towards staffing cost or venue hire. There were also concerns around the lack of evidence of inter-generational activity, predicted numbers and whether there could be other grant funding opportunities for this type of start up activity
Care for the Carers	To deliver four Young Carers Clubs over the year at the Mecread Youth Centre.	£ 1,603.00	£ 603.00	Reduced to not include posters and resources / refreshments as the Grants working group was not in favour of contributing towards these
Cuckmere Valley Canoe Club	To replace a number of our Junior Boats which are now 10 years old, in poor repair and nearing the end of their usable life. In addition, it would be used to replace equipment for juniors ie buoyancy aids, helmets and paddles to enable to continue providing junior kayaking sessions.	£ 2,586.00	£ 2,586.00	N/A - full amount
Culture Connect Project CIC	To cover costs associated with hosting free of charge weekend events at The Mecread Centre, offering local families an enriching experience that celebrates diversity through creative expression. This will include venue rental, materials for arts and craft activities, workshop facilitators and promotional expenses.	£ 3,000.00	£ 1,050.00	This will cover art supplies and marketing and two sessions
Family Support Work (FSW)	Funding will be used towards the costs for home-visits offering practical & emotional support to vulnerable families living in Seaford over twelve months.	£ 1,367.00	£ 1,000.00	Reduced to not include the travel costs as the Grants working group was not in favour of contributing towards these

Returned Large Grant Applications (up to £3,000) for 2024-25

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2024	Recommended Amount to Award 2024	Working Group (WG) Comments
Friends of Walmer Road Rec	Purchasing a picnic bench at Walmer Road park along with funding towards road safety signs to help stop dangerous parking outside Chyngton School at drop off and pick up times.	£ 2,139.00	£ -	The Grants working group deemed that, in accordance with policy, these both sat within the responsibility of other authorities - as a District Council-owned park and with the County Council responsible for highways safety
GIA (Gardening in Action) CIC	To renovate, enhance & maintain the platform planters at Seaford Station.	£ 3,000.00	£ 1,000.00	This will part-fund the planters but not the insurance/van running costs etc
Mercread Youth Centre	Would like to buy eighty folding chairs and two trolleys which will also help to free up more storage space.	£ 2,498.00	£ -	The Grants working group felt that this was not a priority to justify allocating grant funding to
Newhaven & Seaford Sea Cadet Corps	Following the closure of our permanent premises, a grant would be used to buy or rent alternative storage for charity equipment.	£ 2,400.00	£ 1,050.00	This will fund the shed and base but not storage costs
Seaford 6th Scout Group	Towards funding of emergency repairs to bulding following water leaking into the building through the roof and some windows, repair fire door and re-seal some exterior concrete panels. Further works required to make good the interior once areas have dried out.	£ 3,000.00	£ -	The Grants working group discussed this being a Town Council-owned building and this relating to landlord/tenant responsibilities as per the lease and the available routes to renegotiate this in future leases - this will be taken offline from the grants process and discussed through the necessary channels
Seaford Bonfire Society	Provision of medical emergency professionals and assistance towards the cost of event security.	£ 3,000.00	£ 2,000.00	Reduced to offer the same as the previous year's contribution, which includes covering medical emergency funding and a contribution towards the remaining costs
Seaford Community Events Committee	Towards the cost of event management, health and safety provisions, security and first aid on the day at Motorfest.	£ 3,000.00	£ 900.00	This will cover the security for the event

Returned Large Grant Applications (up to £3,000) for 2024-25

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2024	Recommended Amount to Award 2024	Working Group (WG) Comments
Seaford District Guides	To purchase four 6-8 person tents for the Brownies and Guides camping experiences that will be offered.	£ 2,200.00	£ 1,600.00	Reduced to cover the cost of four tents, but not the porches. The Grants working group also queried if the porches may be able to be found cheaper than quoted
Seaford Dramatic Society (Seaford Little Theatre)	Funding towards essential roof repairs which is leaking and allowing mould to penetrate the building.	£ 3,000.00	£ 1,750.00	Reduced due to oversubscription of the grants pool but also the scale of works and being carried out over a number of years
SEDS Connective	Funding for providing three types of Wellbeing courses within Seaford with approximately 6-10 persons in one session course.	£ 1,500.00	£ 504.00	This is a contribution towards the course leader costs
St James's Trust (Seaford)	To fund the weekly Minibus Hire for the Tuesday Lunch Club.	£ 2,400.00	£ 2,400.00	N/A - full amount
St Wilfrid's Hospice (Eastbourne)	To support people who wish to remain at home when they are diagnosed with a terminal illness.	£ 2,000.00	£ 1,000.00	This is a contribution towards the travel costs, although the Grants working group did note that it isn't usually in favour of contributing towards travel but was in agreement to make an exception due to travel being critical to the delivery of this vital service
T21 Productions Limited (currently processing name change to Seahaven Pride Limited)	To provide toilets, wristbands and separate parade insurance at Seahaven Pride.	£ 3,000.00	£ -	The Town Council recently agreed to offer grant in kind support to the value of £1,699 for the delivery of this event
Teddy Treats Childrens Charity	To organise a panto trip for local families with children in need of support at Christmas.	£ 3,000.00	£ 2,000.00	This will cover the Christmas Panto costs and contribute towards two activities

Returned Large Grant Applications (up to £3,000) for 2024-25

Grants Working Group
Recommendation

Name of Organisation	Summarised Purpose of Grant	Amount Requested 2024	Recommended Amount to Award 2024	Working Group (WG) Comments
The Youth Counselling Project	To provide sixty sessions of Welbeing Support & Mental Health Interventions to six additional Seaford children or young people in need.	£ 3,000.00	£ -	The Grants working group deemed that the Town Council has supported this group over the years and they are now in a much more self-sufficient position, noting that this is not to prevent the group from applying in future years
Total Requested for 21 Grant Applications		£ 52,683.00	£ 21,443.00	



Report No:	44/24
Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	Policy Review Update – July 2024
By:	Georgia Raeburn, Governance Manager
Purpose of Report:	To provide the Committee with an update on the 2024 – 2025 work schedule with the Town Council’s policies

Recommendations
The Committee is recommended:
1.To note the contents of the report.

1. Policies Introduction

- 1.1** The Town Council has a full suite of policies governing its operations and ensuring complete transparency and openness about these processes.
- 1.2** Full Council received a report in May 2024 setting out the policy reviews scheduled for the 2024 – 2025 municipal year and some information surrounding the review process.
- 1.3** For any wanting to revisit this report or the more in depth introduction to the policy systems in place, this can be viewed on the [Town Council’s website](#).
- 1.4** This report to Committee is providing an update on the work against this schedule. It is intended to provide an update of this nature at each Finance & General Purposes Committee meeting.

2. Work Schedule Progress

2.1 Attached at Appendix A is the 2024 – 2025 policy review planner.

2.2 The updates to the version presented to May Full Council are highlighted in red bold, with a comment in the 'Review Notes' column.

2.3 In addition to the information within the appendix, there are a number of updates to be shared in relation to the active policy reviews:

(a) Complaints Procedure

- i. A small group of councillors and officers met to discuss the revisions to the complaint handling procedure, as instructed by Full Council in May.
- ii. This work is on target for a revised Complaints Procedure to be presented to July Full Council for consideration.

(b) Internal Communications Procedure

- i. As agreed at June Full Council, a task and finish group has met to begin work on creating a draft Internal Communications Procedure, relating to Councillor Officer communications.
- ii. This work is on target to be presented to July Full Council for consideration.
- iii. This procedure will form part of the Town Council's future Communications Strategy document, the review date of which is to be determined but will be during the current municipal year.

(c) Financial Regulations

- i. The national model financial regulations have been issued, which is the document that the Town Council's Financial Regulations will be reviewed against.
- ii. There are a number of changes to the model regulations and as such, will require time to review. The model regulations are written to apply to all parish and town councils – ranging from those with a budget of a few thousand up to the 'super' town councils, with an annual precept over £1million or turnover over £1.5million.
- iii. Seaford Town Council is a super town council and will have to ensure it is using the parts of the model regulations appropriate to a council of its size.

- iv. This review will be presented to this Committee in October 2024, to then make recommendations to November Full Council.

(d) Member's Allowance Policy

- i. Following the discussion at March 2024 Full Council, officers understand the importance of this work and will be undertaking the review of this policy in time for the next budget setting process.
- ii. The review will include looking at the feasibility (both financial and logistical) of the Town Council offering a member's allowance and, if agreed, whether this can/should be backdated to the start of the current municipal year.

(e) Procurement Policy (Title TBC)

- i. Following the decision of Full Council in June, an external expert will be engaged to undertake a review of the Town Council's procurement practices and create a draft procurement policy (exact title to be determined) for consideration by the Town Council.
- ii. It is likely that this policy will be presented to the Finance & General Purposes Committee before being recommended to Full Council for adoption.
- iii. Work on this will begin in the autumn, with the external expert appointed before then.

3. Financial Appraisal

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

4. Contact Officer

- 4.1 The Contact Officer for this report is Georgia Raeburn, Governance Manager.

2024 - 2025 Policy Review Planner

Updated: July 2024

Red bold = changes from previous version seen

Report 44-24 Appendix A

Policy Ref.	Title	Status	Full Council Review Date	Committee & Review Date	Responsible Officer	Review Frequency	Prior Engagement with Cllrs	Review Notes
Co 2	Council Representation on Outside Bodies	Completed	May-24	-	ATC	4	-	
C4	Complaints Procedure	Deferred	May-24	-	HRGM	4	-	Deferred to July Full Council
NEW	Civility & Respect - Councillor Officer Protocol	Completed	May-24	-	TC	TBC	-	
C7	Standing Orders	Active	Jul-24	F&GP, Jul-24	HRGM	1	Y	Changed to July in order to allow review being brought through F&GP
C4	Complaints Procedure	Active	Jul-24	-	HRGM	4	-	Agreed by May Full Council
NEW	Internal Communications Procedure	Active	Jul-24	-	ATC	TBC	Y	Agreed by June Full Council
FS 14	Diversity & Inclusion Policy - Tennis	Active	Sep-24	Comm. Serv, Sep-24	HRGM	5	-	
FS 15	Safeguarding Policy - Tennis	Active	Sep-24	Comm. Serv, Sep-24	HRGM	5	-	
M3	Traveller Policy	Active	Sep-24	Comm. Serv, Sep-24	HRGM	3	-	Changed to September (from July) due to workload demands delaying review
C6	Scheme of Delegation	To be started	Sep-24	-	HRGM	1	Y	Changed to September (from July) to enable review to take place after outcome of Staffing Structure Review known
F4	Financial Regulations	Active	Nov-24	F&GP, Oct-24	RFO	1	Y	Following review of national model document, to come through October F&GP to November Full Council
CC 5	Member's Allowances Policy	Active	Nov-24	-	RFO	4	Y	Enabling decision before budget is considered by committees/Full Council
P3	Disciplinary Procedure	To be started	Nov-24	Personnel, Oct-24	HRGM	3	-	
P6	Grievance Policy	To be started	Nov-24	Personnel, Oct-24	HRGM	3	-	
P11	Training and Development Policy	To be started	Nov-24	Personnel, Oct-24	HRGM	3	-	
NEW	Recruitment Policy	To be started	Nov-24	Personnel, Oct-24	HRGM	TBC	-	
P20	Staff Handbook	Active	Nov-24	Personnel, Oct-24	HRGM	1	-	
Co 4	Petition Policy	To be started	Jan-25	-	HRGM	5	-	
FI 1	Data Protection Policy	To be started	Jan-25	-	HRGM	5	-	
P1	Appraisal Scheme Policy	To be started	Mar-25	Personnel, Feb-25	HRGM	3	-	
P12	Maternity, Paternity and Adoption Policy	To be started	Mar-25	Personnel, Feb-25	HRGM	5	-	Retitle as 'Leave Policy'
P14	Acceptable Use of Computers, Internet and Email Facilities Policy	To be started	Mar-25	-	ATC	4	Y	
P16	Additional Hours Policy	To be started	Mar-25	Personnel, Feb-25	HRGM	3	-	
F5	General & Financial Risk Assessment	To be started	Mar-25	-	RFO	1	-	
F9	Annual Investment Strategy	To be started	Mar-25	-	RFO	1	-	
CC 4	Mayor's Portfolio	To be started	TBC	-	ATC	4	Y	Not taken to June Full Council as too soon in Mayoral term - new target date to be identified
FS 3	Corporate Sponsorship Policy	To be started	TBC	Comm. Serv, TBC	HAPS	5	-	Target date to be confirmed once staffing capacity to work on this is clarified (through Staffing Structure Review)
NEW	Procurement Policy (Title TBC)	Active	TBC	-	HAPS	TBC	-	June Full Council approved appointing an external expert to undertake this piece of work - target date to be identified in consultation with external expert
FS 2	Events Policy	To be started	TBC	Comm. Serv, TBC	HAPS	4	-	Target date to be confirmed once staffing capacity to work on this is clarified (through Staffing Structure Review)
NEW	Communications Strategy	Active	TBC	-	ATC	TBC	Y	Target date to be confirmed
CC 3	Honorary Freedom of the Town Policy	To be started	TBC	-	ATC	5	-	Target date to be confirmed
CC 6	Committee Chairs Management Group Policy	To be started	TBC	-	TC	4	Y	Target date to be confirmed

Policy Reference Rough Guide:

- C Civic
- Co Communications
- F Finance
- FI Freedom of Information
- FS Facilities & Services
- M Miscellaneous
- P Personnel

Review Frequency Rough Guide:

- 1 = required annually
- 3 = operational
- 4 = best practice to have each Council administration review once
- 5 = strategic / led by external factors



Report No:	29/24
Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	16th July 2024
Title:	Annual Review of Standing Orders
By:	Georgia Raeburn, Governance Manager
Purpose of Report:	To present the annual review of the Town Council's Standing Orders policy document

Recommendations
The Committee is recommended:
1. To recommend that Full Council adopts the Standing Orders policy document as presented with report 29/24.

1. Information

- 1.1** As a core part of a local council's governance documents, it is considered best practice that local councils review their Standing Orders annually.
- 1.2** The National Association of Local Councils (NALC) governs the national model standing orders, which all parish and town councils are recommended to adopt.
- 1.3** Officers have undertaken the annual review of the Town Council's Standing Orders policy document and the reviewed document is included at Appendix A of this report.
- 1.4** Officers have checked and can confirm that there have been no further changes to the national model Standing Orders since the last review in June 2023.
- 1.5** The recommended changes are tracked within the appendix, with a commentary provided below:

(a) Section 1 – Rules of Debate at Meetings

This section has been re-ordered, with sub-headings introduced, to try and aid the ease of use.

Some language has been changed to better reflect terminology the Town Council uses i.e. 'proposed and seconded' instead of 'moved'.

(b) Section 2 – Disorderly Conduct at Meetings

It has been clarified that the actions available in this section apply to all those in attendance at meetings i.e. councillors, officers, public or other third parties.

(c) Section 3 – Meetings Generally

The deleted sections of text have been moved up to section 1 as they relate to the flow of debate / voting at meetings.

Clarity has been given that a meeting may extend beyond three hours, where a resolution is passed to this effect. This is required occasionally to ensure business can be concluded.

(d) Section 5 – Ordinary Full Council Meetings

The requirement to approve annual subscriptions at the annual meeting has been removed. It is instead intended that subscriptions will be reviewed at budget setting time. This will enable an accurate budget to be set and also have approval of the spend ahead of when many subscriptions are invoiced (ahead of the April financial year change for many).

(e) Section 6 – Extraordinary Meetings

A definition has been provided to ensure clarity around what constitutes an extraordinary meeting.

Better clarity around the process of calling an extraordinary meeting has been provided.

(f) Section 9 – Motions Requiring Written Notice

Text has been added to better clarify how a motion received is included on the agenda.

(g) Section 13 – Code of Conduct and Dispensations

Further detail has been provided around the declaring of interests and options available to a councillor, to make this section more user-friendly.

Better clarity has also been provided on the process for considering dispensation requests depending on when it is submitted i.e. before or during a meeting.

(h) Section 14 - Code of Conduct Complaints

This has been updated to reflect that the Town Council has a pre-appointed Acting Proper Officer (the Assistant Town Clerk post).

Clarity has been provided around the process the Monitoring Officer will take to provide the Town Council with the relevant details and recommendations following a Code of Conduct complaint being investigated.

(i) Section 15 – Proper Officer

Better clarity has been provided on what may or may not be delegated by the Proper Officer.

(j) Section 19 – Handling Staff Matters

The Town Council's Appraisal Policy sets out details of the appraisal scheme for all employees – including the Town Clerk – so this section has been updated to refer to the relevant policy document.

(k) Section 25 – Councillor Activities

Now reflects that the Town Council has an adopted Councillor Officer Protocol in place.

- 1.6** The Committee is recommended to pass a recommendation that Full Council adopts the Standing Orders policy document as presented with report 29/24.

2. Financial Appraisal

- 2.1** There are no direct financial implications as a result of this report.

3. Contact Officer

- 3.1** The Contact Officer for this report is Georgia Raeburn, Governance Manager.



Seaford Town Council

Standing Orders

2024 Review Version

Policy Ref.	C7	
Date Last Adopted	29 th June 2023 (addition made in March 2023)	
Date of Next Review	June 2024	
Possible Prompts for Earlier Review	<ul style="list-style-type: none"> • Change in national model Standing Orders 	
Previous Adoption Dates	May 2022 August 2021 June 2020 June 2019 May 2018 May 2017	May 2016 November 2014 June 2013 June 2012 March 2011
Author	Town Clerk	

Standing Orders

Introduction

Standing Orders are the written rules of Seaford Town Council. They are used to confirm the Town Council's internal organisation, administrative procedures, procedural matters for meetings and enable good and effective working relationships between officers and members.

Meetings of Full Council and its committees, councillors, the Proper Officer and Responsible Financial Officer are subject to many statutory (legal) requirements. The Standing Orders confirm those statutory requirements.

These Standing Orders are based on the national model produced by the National Association of Local Councils (NALC). Standing orders that are within bold type contain statutory requirements and it is therefore recommended that councils adopt them without changing them. Other standing orders not in bold are designed to help the Town Council operate effectively but do not contain statutory requirements so they may be drafted or amended to suit the Town Council's needs.

The Town Council has a suite of other policies that may be made mention to in the Standing Orders. The Town Council has its adopted Financial Regulations which regulate and control the financial affairs and accounting procedures of the Town Council.

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1 Rules of debate at all meetings

General Debate

- a Councillors shall address the presiding Chair.
- b A councillor shall indicate that they wish to speak by raising a hand and councillors shall be heard in the order in which they indicated. If two or more councillors indicate at once, the presiding Chair shall call upon one of them to speak before the other.
- c When given permission by the Chair of the meeting to speak councillors shall stand whilst addressing the Chair (except when a councillor has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a councillor to be seated when speaking.
- ed Whenever the presiding Chair speaks during a debate all other councillors shall be silent.
- de These rules apply to Full Council as well as committee and sub-committee meetings.

Motions

- ef Debate on an agenda item can and usually will take place prior to any motion being made.
- fg Reports, and motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- gh A motion (including an amendment) shall not be progressed unless it has been ~~moved~~ proposed and seconded.
- hi A motion on the agenda that is not ~~moved by its proposer~~ proposed and seconded may be treated by the Chair of the meeting as withdrawn.
- ij If a motion (including an amendment) has been seconded, it may be withdrawn

by the proposer only with the consent of the seconder and the meeting.

Amendments

- jk** An amendment is a proposal to remove or add words to a recommendation or motion. It shall not negate the motion.
- kl** If an amendment to the original recommendation or motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- lm** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- mn** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- no** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- op** Subject to Standing Order 1(**qp**) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- pq** One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- qr** A councillor may not move more than one amendment to an original or substantive motion.
- rs** The mover of an amendment has no right of reply at the end of debate on it.
- st** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

Debate on Motions

tu Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. in exercise of a right of reply.

tv With the exception of 1(ut) above, the Chair will only allow a councillor to speak again if the councillor is introducing new information.

vw When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory requirements.

wx Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that

the mover of the motion under debate has exercised or waived their right of reply.

y Excluding motions moved under Standing Order 1 (~~wv~~) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

Voting

z The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Town Council at the Annual Meeting of the Town Council.

aa Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor the voting on any question shall be recorded so as to show how each councillor present voted. Such a request shall be made before or after the vote but certainly before moving on to the next item of business on the agenda.

Point of Order

*bb During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.

A councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

ycc A point of order shall be decided by the Chair of the meeting and their decision shall be final.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly – this includes councillors, officers, members of the public or other third parties present. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may ~~move~~ propose that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other suitable premises are available free of charge or at a reasonable cost.**
- b **A minimum of three clear days' notice of Full Council meetings must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include:**
 - 1. **the day on which notice was issued**
 - 2. **the day of the meeting**
 - 3. **a Sunday**
 - 4. **a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning**

- c A minimum of three clear days' notice of a committee or sub-committee meeting must be given to councillors and the public. The minimum three clear days for notice of a meeting must not include:
 - 1. the day on which notice was issued
 - 2. the day of the meeting
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public who are present at meetings during public participation may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, subject to the Town Council's Public Participation policy.
- f A person present at a meeting may not create an oral report or oral commentary (such as, for example, using an audio recorder to record that person's commentary on the meeting, or to take that person's verbal notes of the meeting) about a meeting as it takes place without permission from the meeting Chair. This is so as to prevent disruption to or confusion at the meeting.
- g **Subject to Standing Order 3 (f), a person attending the meeting is permitted to film, photograph, make an audio recording of the meeting, or other means, in order to enable those not present to see or hear an accurate account of the meeting as it takes/took place or later in order to give them an accurate oral or written account of the meeting.**
- h **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

~~i—A councillor shall indicate that they wish to speak by raising their hand and councillors shall be heard in the order in which they indicated. When given permission by the Chair of the meeting to speak councillors shall stand whilst addressing the Chair (except when a councillor has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a councillor to be seated when speaking.~~

~~j—A councillor who speaks at a meeting shall direct their comments to the Chair of that meeting.~~

ki Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Town Council may in their absence be done by, to or before the Vice-Chair of the Town Council (if any).

lj The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

mk Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.

~~n—The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.~~

~~See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Town Council at the Annual Meeting of the Town Council.~~

~~o—Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to either, show how each councillor present voted or show how the individual councillors voted – it will be up to the councillor requesting the recorded vote to state which record~~

~~they are requiring. Such a request shall be made before moving on to the next item of business on the agenda.~~

pl The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent, noting those that have given apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

qm A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Town Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.

rn No business may be transacted at a meeting unless at least one-third of the whole number of members of the Full Council or committee are in attendance at the meeting (regardless of if they have declared an interest and abstained from voting or exited the meeting for an agenda item) and in no case shall the quorum of a meeting be less than three.

See **Standing Order 4d(viii)** below for the quorum of a committee or sub-committee meeting.

so If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

tp A meeting shall not exceed a period of three hours, except where a motion is passed by the meeting to extend beyond three hours.

uq In the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by Full Council (or committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.

vr All formal meetings of Full Council and its committees must be administered by an appropriate Town Council Officer or, where that is not deemed appropriate, by an officer sourced from another local authority or authorised local government body.

4 Committees, sub-committees and working groups

- a The Town Council can operate two different types of committee or sub-committee;
 - i. Standing committees/sub-committees, which have ongoing responsibilities concerning the performance of the statutory powers and functions of the Town Council and related work.
 - ii. Advisory committees/sub-committees, which are usually created with short-term responsibilities or where the terms of reference do not fall within those of an existing committee.
- b Reference to a 'committee' or 'sub-committee' within the Standing Orders document refers to both standing and advisory committees/sub-committees.
- c **Unless Full Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be**

determined by the committee.

- d **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Town Council.**
- e **Unless Full Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- f Councillors who cannot attend a committee or sub-committee can appoint any councillor to attend in their absence as a voting ex-officio member (a 'substitute'). The absent councillor must advise the Town Clerk or Committee Clerk of the nomination.
- g All councillors who are not members of a committee (save for those attending as a substitute as per Standing Order 4f above) are entitled to attend the said meeting and participate but not vote and will leave for any confidential items of business.
- h Exempt committee papers for all committees and sub-committees will be issued to committee members and any substitutes but not non-committee or non-sub-committee councillors.
- i Any exception to the 4(g) or 4(h) above would be determined by the Proper Officer in consultation with Chair of the relevant committee, but councillors must understand that some matters will be **absolutely** confidential to the members of the meetings.
- j Full Council may appoint standing committees or advisory committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Full Council;

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to Standing Orders 4(f) to (i) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or sub-committee.
- k Full Council or one of its committees or sub-committees may appoint a working group to undertake a specific task.
- l Working groups are not subject to those Standing Orders relating to committees/sub-committees. For clarity, working group meetings are not public meetings; there are no notice or minutes requirements and no right for the public to access the meetings.

- m When a working group is established, its parent committee will determine clearly defined terms of reference, including whether or not the group has the ability to co-opt its own members, whether councillors or non-councillors.
- n Working groups will not have any decision-making powers beyond the ability to co-opt their own members, whether councillors or non-councillors. A working group will usually report back to its parent committee, making recommendations for decisions to be made.
- o Working groups are not usually subject to being re-established at each annual meeting (as committees/sub-committees are), save for in an ordinary election year where a change in councillors may mean this is required.
- p A working group will dissolve when its terms of reference have been completed or its parent committee determines the group's work has finished.

5 Ordinary Full Council meetings

- a In an election year, the annual meeting of the Town Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Town Council shall be held on such day in May as the Town Council may direct.**
- c If no other time is fixed, the annual meeting of the Town Council shall take place at 7pm.**
- d In addition to the annual meeting of the Town Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Town Council directs.**
- e The first business conducted at the annual meeting of the Town Council shall be the election of the Chair and Vice-Chair (if any) of the Town Council.**
- f The Chair of the Town Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting**

- until their successor is elected at the next annual meeting of the Council.
- g** The Vice-Chair of the Town Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Town Council at the next annual meeting of the Town Council.
- h** In an election year, if the current Chair of the Town Council has not been re-elected as a member of the Town Council, they shall preside at the meeting until a successor Chair of the Town Council has been elected. The current Chair of the Town Council shall not have an original vote in respect of the election of the new Chair of the Town Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chair of the Town Council has been re-elected as a member of the Town Council, they shall preside at the meeting until a new Chair of the Town Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Town Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chair of the Town Council and Vice-Chair (if any) of the Town Council at the annual meeting of the Town Council, the business of the annual meeting shall include:
- i.** In an election year, delivery by the Chair of the Town Council and councillors of their acceptance of office forms unless the Town Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Town Council of their acceptance of office form unless the Town Council resolves for this to be done at a later date;
 - ii.** Confirmation of the accuracy of the minutes of the last meeting of Full Council;
 - iii.** Receipt of the minutes of the last meeting of a committee;
 - iv.** Consideration of the recommendations made by a committee;

- v. Appointment of members to existing committees;
- vi. Appointment of any new committees in accordance with Standing Order 4 above;
- vii. Review of representation on or work with external bodies and arrangements for reporting back;
- viii. In an election year, to make arrangements with a view to the Town Council becoming eligible to exercise the general power of competence in the future;
- ix. Review of inventory of land and assets including buildings and office equipment;
- x. ~~Review of the Town Council's and/or staff Subscriptions to other bodies.~~

6 Extraordinary meetings of Full Council and committees and sub-committees

- a An extraordinary meeting can be defined as a meeting that has not been previously agreed by Full Council (a committee or sub-committee) and is scheduled on a needs basis during a municipal year.
- b **The Chair of the Town Council may convene an extraordinary meeting of Full Council at any time.**
- c **If the Chair of the Town Council does not or refuses to call an extraordinary meeting of Full Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of Full Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- d The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- e If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so

by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

f The convening of extraordinary meetings (whether under 6a - d above) will be done in collaboration with the Proper Officer. If this is not possible, this will be undertaken in collaboration with the officer that will administer the meeting in accordance with Standing Order 3r.

eg The Proper Officer looking to arrange an extraordinary meeting will do so in consultation with the relevant meeting Chair and where there is a clear justification for an additional meeting.

7 Previous resolutions

a A resolution shall not be reversed within six months except either by:

- i. a special motion, which requires written notice by at least 50% plus one of those in attendance at the meeting where the original decision took place, to be given to the Proper Officer in accordance with Standing Order 9 below, or
- ii. by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

a Where more than two persons have been nominated for a position to be filled by the Town Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a The preferred operation of the Town Council is for councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary. However, if a councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Town Council's statutory functions, powers and obligations or an issue which specifically affects the Town Council's area or its residents, such as national policies or those of a principal authority, waste services, anti-social behaviour, transport / education / health infrastructure etc.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e The motion shall be included on the agenda with a brief covering report from the Proper Officer, appending the councillor motion.
- f If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- g If the wording or subject of a proposed motion is considered to be improper by the Proper Officer, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the

agenda or rejected.

- h Subject to Standing Order 9(f) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Motions received shall be recorded and numbered in the order that they are received.
- j Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection, which will have been informed to the proposer of the motion.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11 Management of information

See also Standing Order 20.

- a **The Town Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Town Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Town Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Town Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the

draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes ~~or recordings of the meeting~~ for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also Standing Order 3(o) above.

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Town Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which they have a prejudicial interest (whether pecuniary or non-pecuniary). They may return to the meeting after it has considered the matter in which they had the interest.
- bc When declaring a non-prejudicial interest, the councillor or non-councillor with voting rights will inform the meeting if they intend to remain in the meeting room, take part in the discussion and / or take part in the vote. A councillor may wish to seek the advice of the meeting Clerk or Chair on this, ideally ahead of the meeting or alternatively, as soon as the interest is realised and declared.
- ed **Dispensation requests shall be in writing and submitted to the Proper**

Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

de Dispensation requests raised before a meeting shall be determined by the Proper Officer. Where a dispensation request is raised at the start of the meeting, this shall be determined by the Council / committee itself under the guidance of the Proper Officer or meeting clerk.~~A decision as to whether to grant a dispensation shall be made by a meeting of Full Council, or committee or sub-committee for which the dispensation is required and that decision is final.~~

ef A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

fg Subject to Standing Orders 13(d) and (e) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

gh **A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances the following applies:**

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;**
- ii. **granting the dispensation is in the interests of persons living in the Town Council's area or;**
- iii. **it is otherwise appropriate to grant a dispensation.**

14 Code of conduct complaints

- a Upon notification by the District Council that it has deemed a complaint worthy of investigation that a councillor or non-councillor with voting rights has breached the Town Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to Full Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Town Council of this fact, and the ~~Chair shall nominate another staff member to assume the duties of the~~Acting Proper Officer shall assume the duties in relation to the complaint until it has been determined and Full Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Town Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, Full Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
The District Council's Monitoring Officer will submit a report containing recommendations for Full Council to consider.

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Town Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall (either themselves or via delegation to other officers
N.B. that emboldened items may not be delegated other than to the designated

Acting Proper Officer):

- i. **At least three clear days before a meeting of Full Council, a committee or a sub-committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillors has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Town Council convened by councillors is signed by them).**
- ii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Town Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Town Council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the Town Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and

destruction of information held by the Town Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;

See also Standing Order 22 below.

- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Town Council in accordance with its Financial Regulations.
- xiii. record every planning application notified to the Town Council and the Town Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Town Council to the Chair or in their absence Vice-Chair (if any) of the Planning & Highways committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee;
- xv. manage access to information about the Town Council via the publication scheme; and
- xvi. retain custody of the seal of the Town Council which shall not be used without a resolution to that effect.

See also Standing Order 23 below.

16 Responsible Financial Officer

- a The Town Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a “Proper practices” in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.

18 Financial controls and procurement

- a The Town Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Town Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Town Council’s accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Full Council OR the Personnel Committee or the Grievance / Disciplinary Sub-

Committee is subject to Standing Order 11 above.

- b The Town Clerk shall manage the Town Council's sickness absence in accordance with Town Council Policy.
- c ~~The Mayor of the Town Council and the Chair of the Personnel Committee (or Vice-Chair if this is the Mayor) or in their absence, the Deputy Mayor shall conduct an annual review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Personnel committee. The Town Council's Appraisal Policy sets out the details of the annual review of performance, including those for the Town Clerk.~~
- d All staff grievances will be conducted in accordance with the Town Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The Town Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall ~~be password protected~~ have access restricted accordingly and be encrypted.
- g In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

20 Responsibilities to provide information

See also Standing Order 21.

- a **In accordance with freedom of information legislation, the Town Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Town Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)**

(England) Regulations 2015.

21 Responsibilities under data protection legislation

(Below is not an exclusive list).

See also Standing Order 11.

- a **The Town Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b **The Town Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Town Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Town Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Town Council shall maintain a written record of its processing activities.**

22 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Town Council, its councillors or staff shall be handled in accordance with the Town Council's Press & Media Policy, Press Release Procedure and Communications Strategy.

23 Execution and sealing of legal deeds

See also Standing Orders 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution.

- b Subject to Standing Order 23(a) above, the Town Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24 Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of Full Council shall be sent, together with the agenda, to the ward councillors of the District and County Councils representing the area of the Town Council.
- b Where deemed necessary by the relevant officer, correspondence sent to the District or County Councils shall be copied to the relevant District or County councillor(s).

25 Councillor activities

- a The Town Council's Councillor Officer Protocol sets out the roles and responsibilities of councillors and officers, and how both work in partnership to ensure the success of the Town Council.
- b Unless authorised by a resolution, no councillor shall:
 - i inspect any land and/or premises which the Town Council has a right or duty to inspect (this does not apply to publicly accessible property); or
 - ii issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Town Council.
- c Subject to Standing Order 25a, councillors are encouraged to:
 - i maintain open communication with the electorate, members of public, local businesses and other routes in which to ensure they can represent the wishes and needs of the town.
 - ii sit on Town Council committees, sub-committees and/or working groups and partake in meetings and the decision-making process.

- iii. attend and support Town Council events and public activities.
- iv. represent the Town Council on identified outside bodies, maintain two-way communications for the betterment of both parties.
- v. help positively promote the work and activities of the Town Council within the local communities and wider area.
- vi. work collaboratively with officers for the benefit of the Town Council and town.
- vii. familiarise themselves with Town Council policy documents.
- viii. bring to the attention of relevant councillors, Chairs or officers, anything that they believe is relevant to the business and activities of the Town Council.
- ix. monitor their own attendance at Town Council meetings to ensure they do not automatically vacate their office as a result of six months of inactivity (officers can provide greater clarity on this requirement).
- x. commit to enacting their role and duties in accordance with the Member's Code of Conduct.

26 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements (those in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Town Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with Standing Order 9 above. This provision does not apply when Full Council is carrying out a scheduled review of the Standing Orders policy document.
- c The Proper Officer shall provide a copy of the Town Council's Standing Orders to a councillor as soon as possible after they have delivered their acceptance of office form.

- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

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