



Seaford Town Council

To the Members of the Full Council

The Annual Meeting of the Full Council will be held at 37 Church Street, Seaford on Thursday 16th May 2019 at 7.00pm, which you are summoned to attend.

James Corrigan
Town Clerk
3rd May 2019

AGENDA

- 1. Election of Mayor for the Municipal Year 2019-2020**
To receive nominations for the office of Mayor.
- 2. Declaration of Acceptance of Office - Mayor**
Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.
- 3. Election of Deputy Mayor for the Municipal Year 2019-2020**
To receive nominations for the office of Deputy Mayor.
- 4. Declaration of Acceptance of Office -- All Councillors**
To note the Declaration of Acceptance of Office by all members, and to consider approving extensions to any councillors who have not completed their declaration.
- 5. Apologies for Absence**
To consider apologies for absence.
- 6. 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.
- 7. Public Participation**
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
- 8. Young Mayor 2019-2020**
To facilitate the handover of the position of Young Mayor from Mr Dominic Avey to Mr James Jenkins and receive any update reports from the former and successive Young Mayor.
To welcome the new Deputy Young Mayor for the 2019/2020 Municipal Year further to the recent elections.
- 9. Committee Memberships**
To consider report 02/19 to appoint members to Committees and appoint the Chairmen and Vice Chairmen for the 2019/20 Municipal Year and consider the appointment of any new Committees (pages 3 & 4).

10. Representation on Outside Bodies

To consider report 03/19 presenting reports from Councillors concerning the representation on Outside Bodies and to appoint representatives for the 2019/20 Municipal Year (pages 5 to 39).

11. Fixed Asset Register

To consider report 04/19 presenting the Council's Fixed Asset Register (page 40 & Fixed Asset Register A3 at the end of this Agenda).

12. Insurance Arrangements

To consider report 05/19 providing an update on the Council's Insurance Arrangements (page 41).

13. Annual Subscriptions

To consider report 06/19 regarding the Council's Annual Subscriptions (pages to 42 & 43).

Report 04/19 – Fixed Asset Register (A3 papers at end of agenda)

For further information about items appearing on this Agenda please contact:

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Circulation: All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.



Seaford Town Council

Report 02/19

Agenda Item No: 9

Committee: Council

Date: 16th May 2019

Title: Committee Membership

By: James Corrigan, Town Clerk

Purpose of Report: To appoint members to committees, appoint the Chairs and Vice Chairs, and consider the appointment of any new committees.

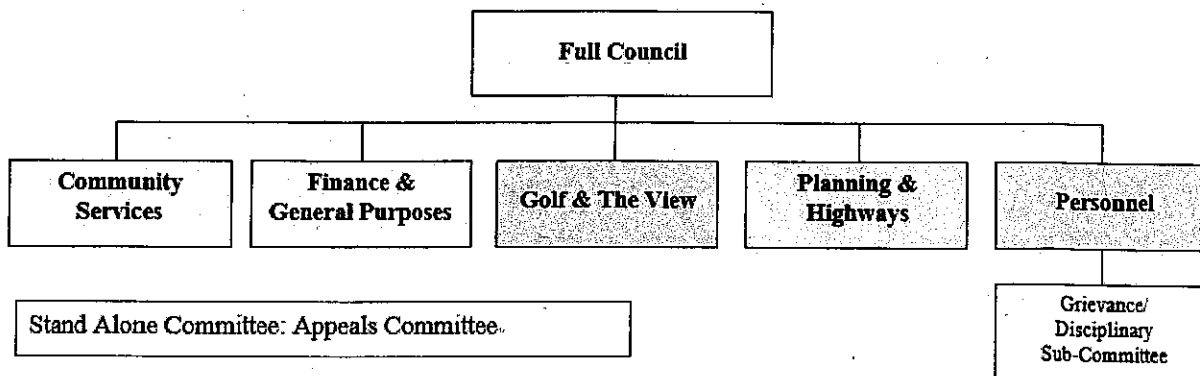
Recommendations

You are recommended:

1. To approve the existing committee structure.
2. To appoint Members to the standing committees and sub-committee (excluding the Appeals Committee membership).
3. To appoint Chairs to the relevant committees.
4. To appoint Vice-Chairs to the relevant committees.
5. To appoint Members to the stand-alone Appeals Committee.

1. Information

- 1.1 Standing Order 5 j.v requires that at its Annual Meeting the Council allocate membership to its committees.
- 1.2 The committee reporting structure is shown below:



- 1.3 The committee membership to be allocated is set out below:
 - a. Community Services Committee – 10 members
 - b. Finance & General Purposes Committee – 10 members
 - c. Golf & The View Committee – 10 members
 - d. Planning & Highways Committee – 10 members

- e. Personnel Committee – 6 members
- f. Disciplinary/Grievance Sub-Committee – 6 members
- g. Appeals Committee – 4 members (none of whom can be on the Personnel Committee or Disciplinary/Grievance Sub-Committee)

1.4 The Council may resolve to change the membership size of a committee if it is deemed necessary, although it is recommended not to for the membership of the Personnel, Disciplinary/Grievance and Appeals Committee for risk of not meeting the quorum at meetings (minimum of 3 members present to be quorate).

1.5 One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Appeals and Grievance/Disciplinary.

1.6 As a standalone committee, the Appeals Committee will also ideally have Members who are not Chairs of other committees, who through their chairmanship are possibly less likely to be completely impartial/free of pre-judgement. It is therefore recommended that the Appeals Committee have Members appointed as the final item of business of this report.

1.7 To assist with preparation and discussion on the night, any Councillors wishing to be appointed to committees may inform the Executive Support Officer in advance of the meeting, who will make a note of all requests. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee the Council will need to discuss this.

1.8 Councillors are reminded that in addition to the scheduled meetings for the 2019/20 Municipal Year, key training has been arranged (shown in purple on the Committee Timetable) which is vital for relevant committee members to attend.

1.9 Once committee membership has been allocated (excluding the Appeals Committee, as above) the Council will need to elect a Chair and Vice-Chair for each of the relevant committees.

1.10 Standing Order 5 j.vi requires that at its Annual Meeting the Council also consider any requirement to establish any new committees in accordance with Standing Order 4.

1.11 It is the recommendation of the Town Clerk that there is no need for any additional committees to be created at this moment in time. This recommendation takes in to account the resource cost to operate committee meetings and the productivity of such committees.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk





Seaford Town Council

Report 03/19

Agenda Item No: 10

Committee: Council

Date: 16th May 2019

Title: Representation on Outside Bodies

By: James Corrigan, Town Clerk

Purpose of Report: To review the Council's representation on Outside Bodies and appoint representation for the 2019-2020 Municipal Year.

Recommendations

You are recommended:

1. To note the Representative Reports submitted from the 2018-2019 Municipal Year;
2. To appoint members to represent the Council on its Outside Bodies for the 2019-2020 Municipal Year;
3. To note the Council Representation on Outside Bodies policy, adopted March 2018.

1. Information

- 1.1 Standing Order 5.j.vii states that at its Annual Meeting the Council will conduct a review of representation on or work with external bodies and arrangements for reporting back.

Outside Body Reports

- 1.2 Members appointed to represent the Council on Outside Bodies are required to provide a formal written report at the end of the Municipal Year by way of keeping the Council up to date and assisting with the appointment of representatives for the following Municipal Year.
- 1.3 The table at Appendix A lists the Outside Bodies and the 2018-19 appointed member representatives.
- 1.4 The reports received by 29th April 2019 are marked as received on Appendix A, with the reports themselves attached as Appendix B.

2018-2019 Outside Body Representation

- 1.5 There are some updates/points to note regarding the Council's representation on Outside Bodies;
- a. Fair Trade Group – At its meeting on 15th January, the group disbanded.
 - b. Lewes District Association of Local Councils – It is recommended by past representatives that the number of representatives reduce to two.
 - c. Newhaven Port Access Road Liaison Committee – This is a new outside body that approached the Town Clerk asking STC to appoint a representative. Note, the next meeting of this p . 5 s 20th May at 2pm in Newhaven.

- 1.6 Appendix A also shows the number of representative positions to be appointed at the meeting for the 2019-2020 Municipal Year.
- 1.7 Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current representative.
- 1.8 Members are reminded that the representatives who sit on the Bishopstone United Charity do so as trustees. It is imperative that the Council nominate two Trustees who are willing to sit on the Charity as a Trustee in order that decisions can be taken by the Charity. Councillors should be aware that they will be responsible for the maintenance of a listed building and the welfare of the two Almshouse tenants.
- 1.9 To assist with preparation and discussion on the night, any Councillors wishing to remove themselves from an appointment or to be appointed to represent an Outside Body may inform the Executive Support Officer in advance of the meeting, who will make a note of all changes. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to act as representative than the current allocated number the Council will need to discuss this.

Reporting Arrangements

- 1.10 The Council has an adopted Council Representation on Outside Bodies policy on 29th March 2018, the review date of this policy is April 2020.
- 1.11 Section 4 of the policy sets out and advises on the reporting arrangements for representatives.
- 1.12 Not all tenant groups have Council representation on the committees (namely Seaford Rugby Football Club, The Base, Arts@theCrypt, Seaford Scouts, Blatchington Pond Society, Seaford Museum & Heritage Society and the Old Town Hall Community Tearoom Group), Officers have therefore made contact and asked for copies of agendas, reports and minutes of any meetings to be emailed to the Council, to ensure communication channels stay open.

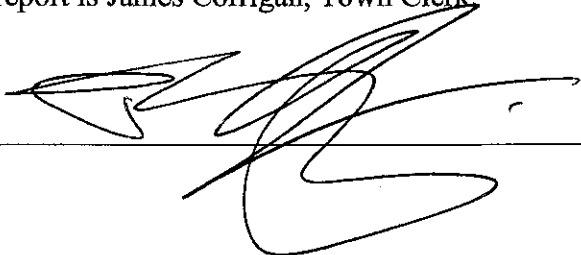
2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk

Town Clerk



REPORT 03-19 APPENDIX A

Seaford Town Council Outside Body Representatives 2018-2019

Report received =

Outside Body	Representative/s	Representative/s	Considerations from report
Access in Seaford & Newhaven	Olivia Honeyman	1	
Bishopstone United Charities	Maggie Wearmouth Penny Lower	2	
Citizen's Advice Bureau	Cheryl White	1	
Community Rail Partnership	Richard Honeyman	1	
Community Transport - Lewes Area (CTLA)	Dave Argent	1	
Crouch Bowling Club	Phil Boorman	1	
Cuckmere Community Bus	Phil Boorman	1	
East Sussex Association of Local Councils	Mark Brown	1	
Environment Agency Meetings	Olivia Honeyman	3	
	Rahnuma Hayder		
	Nick Freeman		
Fair Trade Group	Olivia Honeyman	2	DISBANDED January 2019
	Linda Wallraven		
Impact Seaford	Sam Adeniji	1	
Lewes Community Safety Partnership - Joint Action Group	Penny Lower	2	
	Cheryl White		
Lewes District Assoc of Local Councils (LDALC)	Dave Argent	3	Reduce to two reps
	Phil Boorman		
	Penny Lower		
Mercread Youth Centre	Lindsay Freeman	1	
Neighbourhood Plan Steering Group	Lindsay Freeman	3	
	Richard Honeyman		
	Linda Wallraven		
Plastic-Free Seaford Steering Group	Nick Freeman	2	
	Penny Lower		
Seaford Allotment & Leisure Garden Society	Maggie Wearmouth	1	
Seaford Chamber of Commerce	Phil Boorman	2	
	Penny Lower		
Seaford Community Flood Action Group	Olivia Honeyman	2	
	Cheryl White		
Seaford Community Partnership	Richard Honeyman	1	
Seaford Cricket Club	Jim Lord	1	
Seaford Football Club	Richard Honeyman	1	No communication from SFC
Seaford Head Golf Club	Lindsay Freeman	1	
Seaford Head Nature Reserve M'ment Committee	James Elton	2	
	Phil Boorman		
Seaford Head Swimming Pool	Terry Goodman	1	
Seaford Senior's Forum	Dave Argent	1	
Stakeholders Group on Health Issues	Phil Boorman	4	No. of reps may need reviewing.
	Olivia Honeyman		
	Alan Latham		
	Maggie Wearmouth		
Strengthening Local Relationships	Barry Burfield	3	
	Linda Wallraven		
	Terry Goodman		
Tree Wardens Group	James Elton	1	
Youth Task Group	Lindsay Freeman	1	



D3-19-Appendix B

Seaford Town Council

**Report from a Representative on an Outside Body
for the Municipal Year 2018-2019**

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Access in Newhaven and Seaford
Number of Meetings Held:	9
Number of Meetings Attended:	7

Principal Activities/Purpose:	Campaigning for disabled access to public places, commercial premises in the local area.
Achievements:	To continue to raise awareness of disability access issues. To be a contact point in the area. Have advised and sought guidance on various issues. We had a visit from the local Neighbourhood First officers where we discussed access concerns. The officer has now attended a few meetings.
Issues of Importance to the Council/Current Work of significance to the Council:	The chair of the Access group regularly attends the Seaford Health Stakeholders Issues meetings, amongst many others to ensure that access issues are addressed. The Councillor representative can liaise between STC and the Access group.
Areas of Concern (financial, support/assistance, publicity etc):	

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?

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Number of Representatives Correct?	Yes
	If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	The meetings are held on the 3 rd Monday of each month at 6.30pm at the Seeability centre, off St Peters Road, Seaford
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Penny Lower [Chair of Trustees re-elected April 2018] Maggie Wearmouth
Outside Body/Organisation:	Bishopstone United Charities
Number of Meetings Held:	3
Number of Meetings Attended:	3

Principal Activities/Purpose:	Board of Trustees to manage two Almshouses in Bishopstone Village. New Board formed in 2017 [after resignations in 2016]. Other Trustees: Phillip Pople, Stephen Taylor and Father Trevor Smyth. Clerk: Ian Everest
Achievements:	All aspects of the administration and documentation brought up to date and fit for purpose. Weekly Maintenance Contributions re-assessed and guidelines for all processes and policies now conform to The Almshouse Association guidelines. Further maintenance and safety checks completed. Formalised maintenance schedule. The accommodation in both houses is now much improved.
Issues of Importance to the Council/Current Work of significance to the Council:	The Almshouses are in Seaford boundaries and have historic and practical value to the town. Involvement by Councillors gives valuable links with the Bishopstone community.
Areas of Concern (financial, support/assistance; publicity etc):	The chimneys will require some structural repair to ensure their integrity at some point.

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes

Recommendations (if any) to the Council or next Councillors to act as representative:	None
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Any Other Comments Relating to this Outside Body/Organisation:	<p>As before: Ian Everest as Clerk to The Trustees is an invaluable resource. He is efficient and has all the skills and knowledge to guide the Board. The two Parishioners give willingly of their time to work on practical tasks including maintenance, building surveys and liaison with local groups and the authorities. It has been decided to retain all the historic records for the time being.</p> <p>At AGM on April 17th, Stephen Taylor was elected as new Chair.</p>
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Please kindly return this form to the Executive Support Officer by 29 April at the latest.



Seaford Town Council

**Report from a Representative on an Outside Body
for the Municipal Year 2018-19**

Name of Representative:	Cllr Richard Honeyman
Outside Body/Organisation:	Sussex Community Rail Partnership – Seaford to Brighton
Number of Meetings Held:	3
Number of Meetings Attended:	2

Principal Activities/Purpose:	Promote and support off peak/weekend travel on the Seaford to Brighton line as part of the wider Sussex Community Rail Partnership. Members include local authorities, both universities- Brighton and Sussex -and Brighton and Hove Albion Football Club. Now includes some of the tourist attractions in Brighton itself such as the Toy Museum which is in the Brighton Station vicinity.
Achievements:	The organisation has started up again with a new Officer at its helm – her brief now includes West Coastway so can join up some ideas. Various volunteer garden schemes and cafes at the various stations with publicity of walking and cycling activities.
Issues of Importance to the Council/Current Work of significance to the Council:	Possible conservation work at Bishopstone station in forthcoming year

Areas of Concern (financial, support/assistance, publicity etc):	They are good at their own self publicity as are part financed from Govia Thameslink Railway group despite ongoing industrial relations at the organisation. Other issues that affect rail usage is the widespread rail improvement programme that frequently affects lines from Seaford to Lewes/Brighton/Haywards Heath on one or more days at the weekend, at some or part of the routes specified. Ultimately this aspect is Network Rail led. When large events are held in Brighton at weekends improvement works seem to go ahead any despite for example the Brighton Marathon where often alternatives are not forthcoming especially if the event is expanding.
Should Representation Continue?	Yes P . 1 2

	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	I am willing to continue next year
Any Other Comments Relating to this Outside Body/Organisation:	All meetings are held in the daytime.

Please kindly return this form to the Executive Support Officer by Monday 29 April 2019 at the latest.



Seaford Town Council

**Report from a Representative on an Outside Body
for the Municipal Year 2018-2019**

Name of Representative:	Mark Brown
Outside Body/Organisation:	ESALC
Number of Meetings Held:	One
Number of Meetings Attended:	One AGM

Principal Activities/Purpose:	Attended as STC Rep.
Achievements:	Update on current legislation Presentation from East Sussex Police Chief Constable, Giles York
Issues of Importance to the Council/Current Work of significance to the Council:	Chief Constable stated categorically that he would not be placing more police on the streets of East Sussex
Areas of Concern (financial, support/assistance, publicity etc):	None

Should Representation Continue?	Yes /
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	One rep is sufficient as both the Town Clerk and Facilities Manager attend
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Any Other Comments Relating to this Outside Body/Organisation:	SALC issues regular newsletters which keep the council informed of matters of interest so I consider that we have enough support from SALC
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Please kindly return your completed form to the ECO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Environmental Agency/Beach User group
Number of Meetings Held:	4
Number of Meetings Attended:	4

Principal Activities/Purpose:	To bring together the various organisations that deal with Environmental issues, in Seaford and Newhaven.
Achievements:	We nearly have the beach safety signage ready, which should be done this year. The work of the beach safety signage has had many organisations to ensure that the information and format is correct.
Issues of Importance to the Council/Current Work of significance to the Council:	The regular meetings enable the Environment Agency, the Newhaven Harbour officers, the Seaford Lifeguards, Lewes District and Seaford Town Council to meet regularly plus a few residents also attend to discuss issues.
Areas of Concern (financial, support/assistance, publicity etc):	

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	The meetings are currently held on a Tuesday afternoon
Any Other Comments Relating to this Outside Body/Organisation:	

Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Seaford Fairtrade group
Number of Meetings Held:	1
Number of Meetings Attended:	1

Principal Activities/Purpose:	<p>'That Seaford Fairtrade group be closed and any monies remaining after settlement of final bills be donated to the Fairtrade Foundation in accordance with the group's constitution'</p> <p>This was the decision made at the last Seaford Fairtrade meeting held on the 15th January.</p>
Achievements:	N/A
Issues of Importance to the Council/Current Work of significance to the Council:	N/A
Areas of Concern (financial, support/assistance, publicity etc):	N/A



Seaford Town Council

**Report from a Representative on an Outside Body
for the Municipal Year 2018-2019**

Name of Representative:	Penny Lower
Outside Body/Organisation:	Community Safety Partnership [Joint Action Group] Lewes
Number of Meetings Held:	12
Number of Meetings Attended:	9

Principal Activities/Purpose:	<p>Priorities for 2018/19:</p> <ol style="list-style-type: none"> 1. Anti-Social Behaviour 2. Reduce the number of Killed or Seriously Injured on Lewes district's Roads 3. Proactively Respond to Emerging Threats and Priorities based on Threat, Risk and Harm 4. Contributing to the work of Agencies and Partnerships that have a Leading Role in Supporting Victims and Offenders
Achievements:	<p>Consider bids for funding and allocate funds to local statutory and voluntary groups. Monitor progress and outcomes.</p> <p>Represent Lewes JAG at Eastbourne and Lewes Strategic Group. [3 meetings]</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>Advice STC officers and members on bidding for funds. Report on issues of importance with regards to the priorities above and information from statutory partners.</p>
Areas of Concern (financial, support/assistance, publicity etc):	<p>Other STC rep does not attend.</p>

Should Representation Continue?	Yes
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	If no, why do you think not? Have the group/organisation agreed with this?
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Number of Representatives Correct?	Yes
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	Two rep's should ensure 100% attendance
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Recommendations (if any) to the Council or next Councillors to act as representative:	
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Any Other Comments Relating to this Outside Body/Organisation:	Meetings alternate between Lewes and Newhaven. Strategic Group meets in Eastbourne
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Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Penny Lower
Outside Body/Organisation:	Lewes District Association of Local Councils
Number of Meetings Held:	4 + [ESALC 3]
Number of Meetings Attended:	4 + [ESALC 3]

Principal Activities/Purpose:	<p>To facilitate the exchange of information between Parishes in the Lewes Area.</p> <ul style="list-style-type: none">. To promote and develop the social, economic, cultural and recreational life of parishes in the Lewes area.. To assist and support members with local challenges.. To inform and discuss Local Government issues.. To maintain dialogue with Lewes District Council and East Sussex County Council on local issues.. To maintain liaison with other bodies
Achievements:	<p>Receipt of reports and input from LDC, ESCC service areas, Police and PCC.</p> <p>PL nominated to represent LDALC as a Board Member of ESALC.</p> <p>Meeting with local MPs re A27 developments</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>Networking and sharing of information with other town and parish councils.</p> <p>Passing on of good practice and issues relevant to STC.</p> <p>Access to SALC and ESALC Conferences and to training events</p>
Areas of Concern (financial, support/assistance, publicity etc):	<p>Other STC rep's have not attended to my knowledge.</p>

Should Representation Continue?	P . 2 1 Yes
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Number of Representatives Correct?	Two sufficient
Recommendations (if any) to the Council or next Councillors to act as representative:	As with other outside bodies rep's should give a brief report after every meeting – there are always updates and information to share.
Any Other Comments Relating to this Outside Body/Organisation:	Attendance sometimes disappointing. Should apply for more places at Autumn Conference where there are usually spaces on the night.

Please kindly return this form to the Executive Support Officer by 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-19

Name of Representative:	Cllr Richard Honeyman
Outside Body/Organisation:	Seaford Neighbourhood Plan
Number of Meetings Held:	6
Number of Meetings Attended:	5

Principal Activities/Purpose:	To assist in the progress of the Seaford Neighbourhood Development Plan. This included Steering Group Meetings looking at the component parts of this. This is a public led project contributing primarily to this. If approved by a referendum vote this forms part 2 of the Core Strategy of the update to the non-saved parts of the Local Plan 2003. Large documentation approved and now with LDC for the Regulation 14 and 16 stage
Achievements:	Draft development plan as a whole to the Regulation 14 stage to Lewes DC.
Issues of Importance to the Council/Current Work of significance to the Council:	Possible sites allocation for housing and economic development needs in Town. Recreation space – Including Local Green Spaces is also looked into. All relevant to Town Council as a partnership in this.
Areas of Concern (financial, support/assistance, publicity etc):	Ongoing

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	I am willing to continue
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Any Other Comments Relating to this Outside Body/Organisation:	n/a
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Please kindly return this form to the Executive Support Officer by Monday 29 April 2019 at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Penny Lower
Outside Body/Organisation:	Plastic Free Seaford
Number of Meetings Held:	3 Formal & numerous open meetings and informal meetings
Number of Meetings Attended:	3 +++++

Principal Activities/Purpose:	<p>There are five objectives as the criteria in getting towns to successfully become plastic free. These five objectives all encompass taking local policy action, committing to ditching single-use plastic and making a concerted effort to make alternatives readily available. It is a Community effort and will involve organising fundraisers and putting together a Steering Group from the Community, combining a range of local businesses, Chamber of Commerce representatives and Town Councillor representation.</p>
Achievements:	<p>STC has supported the lead campaigner in reviewing the use of plastics on Council premises and in advising tenants. Significant progress has been made across the town and the achievement of Plastic Free status should happen this Summer. Some business are now 'champions'. STC has agreed to give a proportion of donations from South Hill Barn car park box to help with PFS expenses. Beach-cleaning events are monthly and well-attended.</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>Seaford is joining a large number of coastal and other towns in moving towards plastic free status plus wider environmental improvements and awareness-raising.</p>
Areas of Concern (financial, support/assistance, publicity etc):	<p>The Steering Group has not set up a Community Incorporated Organisation as agreed and there has been a delay in opening a bank account. PFS continues to flourish under the lead person, but the Steering Group has a limited role.</p>

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	No
	There were two representatives but one ceased to attend or support the Steering Group.

Recommendations (if any) to the Council or next Councillors to act as representative:	The STC representative needs to ensure that the Steering Group functions effectively. They need to work with the PFS lead and ensure that STC supports the initiative when appropriate. An interest in environmental issues essential.
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Any Other Comments Relating to this Outside Body/Organisation:	<p>This initiative is linked to other campaigns in the town and there are many types of activities and diverse meetings, events and partners e.g. the local schools.</p> <p>The role of the STC Representative needs clarification and should perhaps centre on the functioning of the Steering Group as a guiding body.</p>
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Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Maggie Wearmouth
Outside Body/Organisation:	Seaford Allotments
Number of Meetings Held:	12
Number of Meetings Attended:	5

Principal Activities/Purpose:	To administer the STC owned Allotments in Sutton Drove.
Achievements:	Successful administration of a large number of allotments. Agreement to participate in the National Garden Scheme Seaford Open Gardens day 16.6.19.
Issues of Importance to the Council/Current Work of significance to the Council:	Careful stewardship of the allotments, giving support and advice to plot holders. Bringing about a sense of community involvement and interest in gardening in general. Helping education about environmental issues such as the conservation of water and use of herbicides. Beekeeping projects are planned!
Areas of Concern (financial, support/assistance, publicity etc):	None

Should Representation Continue?	Yes
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If no, why do you think not? Have the group/organisation agreed with this?

Yes but at a lower level than previously, say twice yearly plus the AGM. The society is very well run and knows how/ when to ask the Town Clerk for advice eg legal issues.

Number of Representatives Correct?	Yes
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Only one rep is required

Recommendations (if any) to the Council or next Councillors to act as representative:

The rep should be a gardener if possible, otherwise the debates would make little sense.

There are monthly meetings but they are usually very hands-on issue about plot allocation, waiting lists and maintenance/ security.

Any Other Comments Relating to this Outside Body/Organisation:

Eddie Collicot the chairman is planning to leave Seaford and his successor has not been confirmed.

Due to digital /IT issues, it has been agreed that the name of the organisation will change from SALGS to Seaford Allotments. I have asked that the Town Clerk is formally informed when this change takes place.

Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Penny Lower
Outside Body/Organisation:	Seaford Chamber of Commerce
Number of Meetings Held:	12 + 12 breakfasts
Number of Meetings Attended:	9 + 9

Principal Activities/Purpose:	<p>“to strengthen the position of our members and ensure that the interests of local businesses are heard. We can help any size company at any stage of development to grow and prosper within the Seaford and south coast area”</p>
Achievements:	<p>STC Representatives report Council matters and updates to the Chamber Board and report back on Chamber activities and issues. Assist with Christmas Magic publicity delivery. Introduce Plastic Free Seaford initiative resulting in support from Chamber.</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>Keeping in touch with local businesses. Mutual benefits and co-operation e.g. Christmas Magic.</p>
Areas of Concern (financial, support/assistance, publicity etc):	<p>Attending the monthly breakfasts is very useful in making wider contacts and requires an early start [7am] and costs £10. There are few retailers in the town as members.</p>

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	The two rep's should agree an attendance schedule to avoid duplication of information and spread the time and financial commitment.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Seaford Flood action group
Number of Meetings Held:	4
Number of Meetings Attended:	4

Principal Activities/Purpose:	To work with residents, the council and various organisations that are involved in flooding issues. The group is made up of residents, councillors, council officers from Lewes District Council and East Sussex County Council.
Achievements:	The group has built up a good working relationship with the officers from LDC, ESCC and Southern Water. The group has worked with Southern Water to promote their Keep it clear campaign through articles in the Seaford Town Council newsletter, for example. The next challenge is to research where a rain garden could be built in Seaford to help reduce the flow of water, to prevent the water going into residents' homes.
Issues of Importance to the Council/Current Work of significance to the Council:	<p>The Keep it clear campaign is helping to educate residents as to what they should not put down their drains.</p> <p>The Vice chair has continued to work with the officers from LDC, ESCC, and Southern Water regarding the Brooklyn Road pumping station.</p>
Areas of Concern (financial, support/assistance, publicity etc):	To continue raising the profile of the group, with more publicity.

Should Representation Continue?	Yes
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	If no, why do you think not? Have the group/organisation agreed with this?
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Number of Representatives Correct?	Yes
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	If no, how many and why?
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Recommendations (if any) to the Council or next Councillors to act as representative:	The group meets four times per year.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

**Report from a Representative on an Outside Body
for the Municipal Year 2018-19**

Name of Representative:	Cllr Richard Honeyman
Outside Body/Organisation:	Seaford Community Partnership
Number of Meetings Held:	4
Number of Meetings Attended:	3

Principal Activities/Purpose:	Overarching organisation of the many and varied voluntary bodies businesses and statutory organisations across Seaford (some are cross border as well) to make Seaford an even better place to work and relax for both residents and visitors alike.
Achievements:	Over this year the completion of the Shoal at Splash Point, tree planting, continued Neighbourhood Plan representation/input at consultation meetings including transport issues, the ongoing historic blue plaques of local interest linking in the Museum, and local signage from the seafront to the town centre and vice-versa.
Issues of Importance to the Council/Current Work of significance to the Council:	All relevant as STC is partner.
Areas of Concern (financial, support/assistance, publicity etc):	Self funding generally. Shoal created income for costs of each of the stage with name plaques. Ongoing day to day payments have come from STC in a form of a small grant.

Should Representation Continue?	Yes
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If no, why do you think not? Have the group/organisation agreed with this?

Number of Representatives Correct?	Yes
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If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	Am willing to continue
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Any Other Comments Relating to this Outside Body/Organisation:	n/a
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Please kindly return this form to the Executive Support Officer by Monday 29 April 2019 at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Maggie Wearmouth
Outside Body/Organisation:	Health Stakeholder Group
Number of Meetings Held:	5
Number of Meetings Attended:	5 as chair

Principal Activities/Purpose:	To bring together Health Stakeholders in Seaford to share and discuss matters of mutual concern.
Achievements:	Improving public participation and service contribution to current debate about LDC proposed Health Hub.
Issues of Importance to the Council/Current Work of significance to the Council:	<p>The proposed LDC Health Hub could have a radical effect on the economy and wellbeing of Seaford, both positive and negative. Footfall in central Seaford, parking, public transport the loss of the green space playing field and the over sixties Club at the Downs Leisure Centre are just some of the issues raised.</p> <p>My main concern is the lack of input from the local Clinical Commissioning Group who are crucial players in the current discussions. I joined the clinical locality planning group in August 2018 in order to further participate at an organisational level but the group was disbanded in October 2018 and has not yet reformed. The key CCG locality manager moved away and I have no direct contact with the CCG.</p> <p>There are high public expectations about this significant project but I have not been able to secure factual responses to several of the queries I have passed onto the CCG and LDC officers.</p>

<p>Areas of Concern (financial, support/assistance, publicity etc):</p>	<p>The lack of any formal Terms of Reference or STC support other than the use the Council chamber and administration support for email circulation limits the effectiveness of this group.</p> <p>Health providers change staff frequently, so keeping contact with service providers and commissioners is a challenge.</p>
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<p>Should Representation Continue?</p>	<p>Yes</p>
	<p>If no, why do you think not? Have the group/organisation agreed with this?</p> <p>The group is run entirely by councillors without whom the meetings would not happen. However there needs to be much greater clarity of the purpose and authority of the group, otherwise it becomes a mere talking shop.</p>
<p>Number of Representatives Correct?</p>	<p>Not sure</p>
	<p>The main issue is about the knowledge and expertise of the person chairing the Group meetings and how well the stakeholders are involved and informed. The current circumstances were fortunate in that I as chair have medical knowledge and networks. It would be much more challenging for a non medical chair to make sense of matters.</p> <p>For most of the time I have been involved , only two out of four councillors have attended.</p>

<p>Recommendations (if any) to the Council or next Councillors to act as representative:</p>	<p>Terms of Reference need to be agreed</p> <p>Note taking and circulation of information and updates need more admin support.</p>
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<p>Any Other Comments Relating to this Outside Body/Organisation:</p>	<p>A wide range of Stakeholders either attend the meeting or receive meeting notes including</p> <ul style="list-style-type: none"> • GP practice managers, • ESCC community link workers (adult and children), Adult Social Care, <p>P . 3 6 esentatives from the Clinical Commissioning Group</p>
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| | <ul style="list-style-type: none">• representatives from provider Trusts such as Sussex Partnership Foundation Trust.• CEO of Wave Leisure• Members of the Public with particular concerns such as mental health or dementia services,• Seaford Residents Voice• Local charities supporting children and families, older people and those with disabilities eg Access• Town councillors• the local MP. |
|--|--|

The two main concerns of residents are the Health Hub and mental health services, particularly families with troubled children and teenagers. Social isolation and wellbeing in all age groups are common themes of discussion.

Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report from a Representative on an Outside Body for the Municipal Year 2018-2019

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Seaford Health Stakeholders Issues group
Number of Meetings Held:	5
Number of Meetings Attended:	4

Principal Activities/Purpose:	To inform Councillors and residents of health concerns, what is and is not happening in the Seaford area.
Achievements:	Since the announcement of the health hub at the Downs Leisure Centre in 2018, the group has been discussing the health hub. Officers from Lewes District Council have attended the meetings that have been held in 2019, to hear the views of the group, and we have been able to pass on any comments or concerns that we have received to ensure that the officers are made aware of them.
Issues of Importance to the Council/Current Work of significance to the Council:	Particularly important with the proposed health hub that the group is able to liaise with the various stakeholders.
Areas of Concern (financial, support/assistance, publicity etc):	

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	The meetings are held on a Tuesday morning.
Any Other Comments Relating to this Outside Body/Organisation:	

Please kindly return your completed form to the ESO by Monday 29th April at the latest.



Seaford Town Council

Report 04/19

Agenda Item No: 11
Committee: Council
Date: 16th May 2019
Title: Fixed Asset Register
By: Lucy Clark, Finance Manager
Purpose of Report: To present the Council's Fixed Asset Register.

Recommendations

You are recommended:

1. To note the Fixed Asset Register as attached at Appendix A.
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1. Information

- 1.1 When the Asset Register was adopted at the Council meeting on 18th May 2015 it was explained that the value of Council assets will only change when assets are sold or purchased and therefore remain at their proxy cost. This follows the guidance as set out in the Practitioners Guide on Governance and Accountability for Local Councils.
- 1.2 Appendix A, which can be found at the back of the agenda, shows the Fixed Asset Register. The proxy cost is either based on the insurance value from 2012 or the known purchase costs. The insurance values increase by approximately 3% each year and where there has been an addition to the asset.
- 1.3 Community land is given only a notional value in accordance with the recommendations for community land. Buildings and other insured assets have been valued at their insurance valuation i.e. replacement cost. Uninsured assets are given an estimated value.
- 1.4 Insurance values that remain based on the figures from 31st March 2012 will be reviewed during 2020 prior to the premium renewal in 2021 as there may be considerable changes to assets with the possibility of further new Beach Huts at Bonningstedt Parade and new Martello Toilets.
- 1.5 This Register remains a working document.

2. Financial Appraisal

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

3. Contact Officer

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

Finance Manager

Town Clerk



Seaford Town Council

Report 05/19

Agenda Item No: 12
Committee: Council
Date: 16th May 2019
Title: Insurance Arrangements
By: Lucy Clark, Finance Manager
Purpose of Report: To present an update on the Council's Insurance Arrangements.

Recommendations

You are recommended:

1. To note the information regarding the Council's Insurance Arrangements.

1. Information

- 1.1 The Council is currently in a 3 plus 2-year option Long Term Agreement with Zurich which allowed the Council to benefit from discounts for a 5-year policy but with the option to end the contract after 3 years.
- 1.2 At the Full Council Meeting held on 18th October 2019, it was approved to take up the opportunity to continue with its long-term agreement with Zurich thus receiving discounted rates for 2019/20 and 2020/21 along with receiving a monetary credit of £671 on the 2018/19 costs.
- 1.3 The extended new contract runs from 1st April 2019 until 31st March 2021 with a premium total of £21,193.54 for this financial year. This is an increase of £2,273.59 compared to the costs in 18/19.
- 1.4 Most of this increase is in relation to The View as it was realised by the Deputy Town Clerk that the loss of revenue figures for Seaford Head Golf Club and The View did not cover the required 24-month revenue period and adjusted to £2.1m. This in turn increased the premium by £2,0867 for 2019/20.
- 1.5 Other factors are that the usual 3% uplift across assets has been imposed and that the Martello Bridge has now been added.

2. Financial Appraisal

- 2.1 The Financial implications are as reported in section 1 of this report.

3. Contact Officer

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

Finance Manager

Town Clerk

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Seaford Town Council

Report 06/19

Agenda Item No: 13
Committee: Council
Date: 16th May 2019
Title: Annual Subscriptions
By: James Corrigan, Town Clerk
Purpose of Report: To review the Council's annual subscriptions and approve the spend therein.

Recommendations

You are recommended:

1. To approve the Council's subscriptions and spend therein as detailed below.

1. Information

The Council and its officers hold subscriptions to the following external bodies, which it is recommended the Council approves continuing with:

	Subscription (purpose)	2018/19 Amount
1.1	Association of Accounting Technicians <i>(continuation of membership for Finance Manager further to achieving AAT Qualification and to ensure access to relevant accounting materials and updates)</i>	£124
1.2	British and International Golf Greenkeepers Association <i>(key greenkeeping professional body, membership covers all Greenkeeping staff and the Council, valued source of information and updates)</i>	£432
1.3	Chartered Institute of Legal Executives <i>(Town Clerk's membership, necessary to retain Chartered Lawyer status)</i>	£364
1.4	Chartered Institute of Management <i>(Town Clerk's membership)</i>	£220
1.5	Chartered Institute of Personnel and Development <i>(necessary membership for Town Clerk to undertake MSC in Human Resources Management)</i>	£95
1.6	Sussex Association of Local Councils (SALC) <i>(key association for support and information for local councils, also includes National Association of Local Councils membership)</i>	£2,997.06

1.8	Lewes District Council Association of Local Councils <i>(key association for networking with other local councils and receiving updates and information on local council news and issues)</i>	£50
1.9	Local Council Advisory Service <i>(access to helpline and guidance for local councils on risk management)</i>	£95
1.10	Local Council Review publication <i>(quarterly publication with local council and government updates)</i>	£17
1.11	Seaford Chamber of Commerce <i>(provides vital networking opportunities with local traders)</i>	£75
1.12	Seaford Fairtrade Group <i>(necessary for the town to maintain Fairtrade status)</i>	£10
1.13	Guild of Mace Bearers <i>(membership for Seaford's Town Crier)</i>	£35
1.14	Survey Monkey <i>(platform for Council to consult with and seek views of public easily, and effectively collate and analyse data)</i>	£280
1.15	NEW – Employer Link <i>(via the Local Government Association, this provides employment/HR support and access to useful guidance and updates)</i>	£456

2. Financial Appraisal

The figures at 1.1-1.14 above are the cost for 2018-2019 and therefore may be subject to slight change for the 2019-2020 subscription.

There is an estimated total of £5,250 to spend as an implication of this report, against the budgeted figure for subscriptions of £5,345.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk

