



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at **the Council Chamber, 37 Church Street, Seaford**, on Thursday 18<sup>th</sup> April 2013 at **7.00pm**

**Present:**

Councillor S Adeniji (Chairman)

Councillor's M F Brown, I White, B Burfield, T Goodman, P Franklin, S Gauntlett.

Mrs S Shippen, Mr S Cooper, Mrs L Clark – Seaford Town Council

3 Members of the public

**F&GP 57      Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors L Wallraven and R E Allen.

**F&GP 58      Minutes**

It was **AGREED** that the minutes of the meeting held on 28 February 2013 be **APPROVED** and signed by the Chairman.

**F&GP 59      Disclosure of Interests**

Councillor B Burfield declared an interest other than pecuniary interest in item 7b of the agenda as he is an ordinary member of Seaford Bonfire Society.

Councillor I White declared an interest other than a pecuniary interest in item 7a of the agenda as his grandson is involved in 9<sup>th</sup> Seaford Scouts and his wife is involved with St James' Trust.

Councillor M Brown declared an interest other than a pecuniary interest in item 7a of the agenda as he is involved with the Seaford & Bishopstone Neighbourhood Watch Association.

**F&GP 60      Public Participation**

Jim Anderson      Seaford Rotary Club drew attention to item 8 of the agenda, hope members would support the recommendations stated as the clock has only been correct twice every 24 hours for quite a while.

**F&GP 61 Finance Report**

**F&GP 61.1 Receipts, payments and bank reconciliation for February 2013.**

Members considered report 198/12.

It was **AGREED** to **NOTE** the information contained in the report.

**F&GP 61.2 Council budget position for the period 1 April 2012 to 28 February 2013.**

Members considered report 199/12.

It was **AGREED** to **NOTE** the contents of the report.

**F&GP 62 Internal Audit Report**

Members considered report 203/12.

It was **AGREED** to **REQUEST** officers to implement actions as detailed in section 2 of the report.

It was **AGREED** to note the contents of the report.

**F&GP 63 Grant Applications for 2013-14**

**F&GP 63.1 Small Grant Applications**

Members considered report 201/12.

It was **AGREED** to award small grants to a total of £5,000 as detailed.

<b>Name of Organisation</b>	<b>Awarded</b>
7 <sup>th</sup> Seaford Brownies	£100
8 <sup>th</sup> Seaford Rainbows	£50
9 <sup>th</sup> Seaford Scout Group	£200
1218 (Newhaven) Sqn Air Cadets	£100
ABC Fund	£50
Churchill House Social Committee	£0
Cuckmere Community Bus Ltd	£500
Eastbourne Area Epilepsy Group	£50
Friends of the Old Brickfield	£50
Kent, Surrey & Sussex Air Ambulance Trust	£400
National Coastwatch Institution (Newhaven)	£300
Newhaven & Lewes MENCAP	£50

Relate South East Sussex	£50
Seaford & Bishopstone Neighbourhood Watch Association	£200
Seaford Battery Service	£0
Seaford Cricket Club	£0
Seaford DC – East Sussex Disability Assoc.	£100
Seaford Handbell Ringers	£250
Seaford Hard of Hearing Club	£100
Seaford Inner Light Club	£100
Seaford Little Theatre	£200
Seaford Live	£300
Seaford Museum & Heritage Society	£200
Seaford Music Society	£50
Seaford Netball Club	£100
Seaford Seniors’s Forum	£200
Seaford Silver Band	£400
Seaford Stroke & Caring Club Charity Trust	£100
Seaford Twinning Association	£100
Seahaven District Scouts	£0
Seahaven Scoutex 2014/2016	£0
St James’ Trust (Seaford)	£200
St Leonard’s & St Luke’s Churches	£100
St Wilfrid’s Hospice	£100
The Clinton Centre	£50
The Downs Sixty Plus Club	£0
Vitalise	£100
Waves Seaford Ltd	£100
Willet Charitable Trust	£50
WRAS	£0

## **F&GP 63.2 Large Grant Applications**

Members considered report 202/12.

**F&GP 63.2.1** It was **AGREED** to award large grants to a total of £6,975 subject to conditions as detailed.

<b>Name of Organisation</b>	<b>Awarded</b>
24 Fit Club	£0
Seaford Lifeguards	£2,000
Seaford Rugby Football Club	£1,725
Seaford & Newlands Amateur Boxing Club	£1,000
Seaford Bonfire Society	£1,000
Seaford Town Football Club	£1,250

**F&GP 63.2.2** It was **AGREED** that the grant to Seaford Football Rugby Club be made subject to them receiving approvals and other funding required or the approval of the Chairman and Vice Chairman of this Committee to secure the release of the grant.

**F&GP 63.2.3** It was **AGREED** that the grant to Seaford and Newlands Amateur Boxing Club be made subject to their accounts being received rather than just bank statements.

**F&GP 63.2.4** It was **AGREED** that the grant to Seaford Bonfire Society be made subject to receiving a signed constitution.

**F&GP 63.2.5** It was **AGREED** that the grant to Seaford Town Football club be made subject to receiving approval for the fencing from the Community Services Committee.

**F&GP 63.2.6** It was **AGREED** to note in the minutes that the application process is not difficult and that if some groups had provided all of the information requested, they may have received a grant.

Councillors expressed disappointment that only 3 of the applicants put forward their information properly.

**F&GP 64     Rotary Clock**

Members considered report 197/12.

**F&GP 64.1** It was **AGREED** to **APPROVE** that the Council remove the Rotary Clock from Hurdis House, have the clock repaired and installed onto the Cameron's Chemist building on Broad Street at the Town Council's expense.

**F&GP 64.2** It was **AGREED** to **APPROVE** that an annual maintenance contract be taken out with the Manufacturer Messrs Smiths of Derby.

**F&GP 65     Staff Matters**

**F&GP 65.1   Administration Assistant (Corporate).**

**F&GP 65.1.1** It was **AGREED** to **NOTE** the resignation of Mrs D Parkes.

**F&GP 65.1.2** It was **AGREED** to **APPROVE** the deletion of Administration Assistant (Corporate) from the staffing structure.

**F&GP 65.1.3** It was **AGREED** to **APPROVE** the creation of a new position of Personal Assistant to the Town Clerk on salary scale point 14-21 at 15 hours per week.

**F&GP 65.1.4** It was **AGREED** to **DELEGATE** authority to the Town Clerk to draw up a suitable job description and person specification for the position based on current established documentation.

**F&GP 65.1.5** It was **AGREED** to **DELEGATE** authority to the Town Clerk and Corporate Services Manager to agree with the other Administration Assistants a suitable re-allocation of job description and responsibilities.

**F&GP 65.1.6** It was **AGREED** to **APPROVE** the creation of a new post to the establishment, of Apprentice Administration Assistant at the appropriate rate on a full time basis.

**F&GP 65.2 Trainee Greenkeeper**

**F&GP 65.2.1** It was **AGREED** to **NOTE** the resignation of Mr Z Suleyman

**F&GP 65.2.2** It was **AGREED** to **APPROVE** placing an advertisement for a replacement to be retitled Apprentice Greenkeeper.

**F&GP 66 Valuation of Assets for 2012 -2013**

Members considered report 205/12.

It was **AGREED** to **APPROVE** the method of valuing assets as set out in 1.5 of report 205/12.

The meeting closed at 7.39pm

Councillor S Adeniji  
Chairman