



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 22 August 2013 at **7.00pm**

Present:

Councillor B Burfield (Chairman)

Councillors R Allen, S Dunn, T Goodman, S Gauntlett, A Hayder, R Needham, T Goodman, L Wallraven, B Warren and I White.

Mrs S Shippen and Mrs G Hamilton – Seaford Town Council

29 Members of the public

F&GP 11 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors S Adeniji, M Brown and P Franklin. Councillor M Brown was substituted by Councillor L Wallraven and Councillor Franklin was substituted by Councillor S Dunn.

F&GP 12 Minutes

It was **AGREED** that the minutes of the meeting held on 20 June 2013 be **APPROVED** and were signed by the Chairman.

F&GP 13 Disclosure of Interests

Councillor B Burfield declared an interest other than a pecuniary interest in item 8 of the agenda as he is an ordinary member of Seaford Bonfire Society.

Councillor L Wallraven declared an interest other than a pecuniary interest in item 8 of the agenda as he is an ordinary member of Seaford Bonfire Society.

F&GP 14 Public Participation

Tina Start Seaford Bonfire Society *The Seaford Bonfire Celebration was set up in 2010 and is now an annual event. They applied for a grant and were told they required a signed constitution. They formed a working party that worked on the constitution. The grant application was sent in but without the draft constitution being signed and they were told that this needed to be signed before a grant could be released. A signed copy was returned but the grant has still not been released. Although enough funds were raised for the bonfire and fireworks, the cost of event is £12,000 and with over 6,500 people expected to attend, this grant is required for the additional security measures that need putting*

3.3

in place.

Mr Brown Has an interest in Seaford Bonfire Society and hopes that the Society continues and sustains.

Commented on item 7b – he attended this conference when he was a Councillor and said it was very good. There was no mention in the report about members reporting back to Council after they have attended.

Commented on item 9 – Has a concern that the Town Clerk is now the RFO, as items have come up giving cause for concern.

Town Clerk There is a training policy in place and reports have come back previously.

F&GP 15 Finance Report

F&GP 15.1 Receipts, Payments and Bank Reconciliation Reports for May and June 2013

Members considered report 59/13.

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

F&GP 15.2 Finance Report.

Members considered report 60/13.

It was **AGREED** to **APPROVE** the report.

F&GP 16 Staff matters update

Members considered report 61/13.

F&GP 16.1 It was **AGREED** that the minutes of the Personnel Sub-Committee held on Friday 5 July be **APPROVED** and to be signed by the Chairman.

F&GP 16.2 It was **AGREED** to **ENDORSE** the appointment of Mrs Louise Stephens as Support Services Manager

F&GP 16.3 It was **AGREED** to **ENDORSE** the appointment of Mrs Debbie Page-Flory as PA to the Town Clerk.

F&GP 16.4 It was **AGREED** to **ENDORSE** the appointment of Miss Alice Alderton as Apprentice Administration Assistant.

F&GP 16.5 It was **AGREED** to **ENDORSE** the appointment of Mr Robert Sewell as Apprentice Greenkeeper.

F&GP 16.6 It was **AGREED** to **ENDORSE** the actions of the Town Clerk in applying the 2013 pay award.

F&GP 17 Training

F&GP 17.1 Forthcoming SALC Training

Members considered report 63/13.

It was **AGREED** that Councillors R Needham and S Dunn attend the SALC training on 23 November 2013.

F&GP 17.2 NALC Larger Councils Conference

Members considered report 64/13

It was **AGREED** that Councillor I White would attend the forthcoming conference. Other members from the minority groups that are not in the F&GP Committee will be asked if they would like to attend in addition to Councillor I White.

Councillor I White was elected as Acting Chairman for the next agenda item as Councillors B Burfield and L Wallraven left the meeting.

F&GP 18 Seaford Bonfire Society

Members considered report 65/13

It was **AGREED** to **DELEGATE** the Town Clerk in consultation with the Chairman and Vice Chairman of this committee to make a decision to pay a grant of up to £1000 subject to the application being in order.

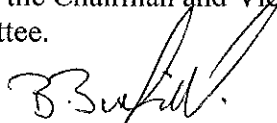
Councillors B Burfield and L Wallraven re-entered the meeting and Councillor B Burfield resumed as Chairman.

26 members of the public left the meeting.

F&GP 18 Responsible Finance Officer Update

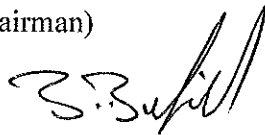
Members considered report 66/13.

It was **AGREED** to **ENDORSE** the actions taken by the Town Clerk in consultation with the Chairman and Vice Chairman of the Finance and General Purposes Committee.



The meeting closed at 19.54

Councillor B Burfield (Chairman)

Handwritten signature of B. Burfield in black ink.

24/01/2013