



Seaford Town Council



Annual Report 2015/2016

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Working Together for our Town!

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INTRODUCTION

ANNUAL REPORT

Following on from the success of the revived 2014/2015 Annual Report, this year's Report is largely based around the Mission Statement and Strategic Objectives adopted by the Council as its vision and aims over the coming months and years. This Report sets out what the Council hopes to achieve over the next twelve months, looks back at the performance over the past year and sets out to provide a detailed yet coherent statement of the Council's finances.

SEAFORD

Once described as a 'gem on the bosom of England', Seaford has a relaxing three mile expanse of unspoiled beach as well as a vibrant town centre. Surrounded by the South Downs National Park and areas of Outstanding Natural Beauty, Seaford has a feeling of a country town with the benefit of a coastline.

With just over 11,500 properties and a population of over 27,000, Seaford is the largest town in the Lewes District.

Seaford boasts a large portfolio of open spaces and recreation/play spaces as well as a good variety of commercial properties and local traders. There is a seemingly endless list of groups and organisations that can be joined covering a wealth of different interests and categories. Seaford even houses two theatres, a community cinema, a swimming pool and a whole variety of sporting clubs. There really is something for everyone!

TOWN COUNCIL

Seaford Town Council was established in May 1999 and manages many local services which are set out in more detail in this report.

There are twenty unpaid councillors representing the five wards across the town, elected to serve a four-year term. The current term ends in May 2019 further to the elections in 2015.

Each year, at its Annual Meeting in May, the Council elects from amongst its members a Town Mayor and Deputy Town Mayor. Some Town Councillors are also Councillors for Lewes District Council.

The council offices are in the centre of the town in a building shared with the local Police, Tourist Information Centre and Citizens Advice Bureau. The staff are always happy to assist both residents and visitors.

LOCAL AUTHORITIES

Municipal services within Seaford are provided by three tiers of Local Government - the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. Set out below is an overview of which authority provides each service.



Seaford Town Council

Phone: 01323 894 870

∂ The Salts	∂ Allotments
∂ The Crouch	∂ Town Furniture
∂ Martello Fields	∂ Memorial Benches
∂ Seaford Head Golf Course	∂ Seaford Head Nature Reserve
∂ The Crypt	∂ CCTV
∂ Beach Huts	∂ The View at Seaford Head
∂ Ice Cream Vans	
∂ Seafront Kiosks	More details on STC are laid out in this report or available on the website:
∂ Martello Tower	www.seafordtowncouncil.gov.uk
∂ Play Areas (some)	
∂ Seafront	



Lewes District Council
www.lewes.gov.uk

Phone: 01273 471 600

∂ Refuse Collections	∂ Tourist Information
∂ Waste & Recycling	∂ Planning Services
∂ Litter	∂ Economic Redevelopment
∂ Dog Fouling	∂ Car Parks
∂ Housing	
∂ Environmental Health	For more details on LDC visit their website:
∂ Business Rates	www.lewes.gov.uk
∂ Council Tax	
∂ Opens Spaces (some)	



East Sussex
County Council

Phone: 0345 60 80 190

∂ Seaford Library	∂ Trees
∂ Highways	∂ Seafront Cycle Scheme
∂ Footpaths	∂ Trading Standards
∂ Road Conditions	
∂ Street Lighting	For more details on ESCC visit their website:
∂ Education	www.eastsussex.gov.uk
∂ Children's Services	
∂ Social Services	

MISSION STATEMENT & STRATEGIC OBJECTIVES

Seaford Town Council Officers and Councillors worked hard at the start of 2016 to visualise and agree what it was the Council as an organisation was aiming to achieve. From these discussions and visioning exercises, the Council determined a mission statement and strategic objectives to help support the town of Seaford.

The Town Council had not previously had a defined strategic approach to what it does and this was felt to be a weakness. Not having a clear defined strategic objective led to confusion for both staff and Councillors as to what the Council was striving towards. There were many disparate policies and decisions taken but these had not been collated to give a clear vision.

In April 2016, the Town Council adopted the following as its mission statement:

Working Together for our Town!

Five key Strategic Objectives were highlighted and adopted as:

To develop the cultural and economic well-being of the Town

To improve the environment of the Town

To improve and maintain the recreational facilities of the Town

To help represent the needs of the community

To practice good governance and fiscal responsibility

The key factor in developing such a set of objectives is that resources, especially officer time, can be focussed on these objectives. Accordingly behind the main objectives are a more detailed breakdown of projects and tasks to allocate responsibility for specific areas of work to various employees. These will be used by managers to monitor how the Council is performing against its objectives.

The main strategic objectives document will be referred to throughout the year by Council Officers when reporting back to the Council and its various committees.

The impact of the new objectives will be that the Council should deliver more projects and operate more efficiently.

Inside this Report you will find a breakdown of the objectives and how these impact on the Council's assets and services, and as a result on the town of Seaford.

STRATEGIC OBJECTIVE ONE

To develop the cultural and economic wellbeing of the Town

The Council has looked at how it can influence and improve the social and tourism aspects within Seaford and from this help support the business activities within the town. The Council recognises that the commercial and voluntary activities are for many the heartbeat of the town and key in attracting the visitor levels and footfall that the town experiences.

To help achieve its objective of developing the cultural and economic well-being of the town, the Council has identified specific projects and tasks to be undertaken by Council officers, these include:

- | | | | |
|---|---|---|--|
| ∂ | Introducing a new Tourism Sign scheme. | ∂ | Introducing 40 new Beach Huts to the seafront. |
| ∂ | Marketing 'Unique Seaford'. | ∂ | Promoting the Christmas Magic Event. |
| ∂ | Developing South Hill Barn for commercial use. | ∂ | Facilitating events at Martello Fields, the Salts and Martello Entertainment Area. |
| ∂ | Promoting the Tourist Information Centre. | ∂ | Managing the number of Concessions on the seafront. |
| ∂ | Constructing Log Cabins for tourists at Seaford Head Golf Course. | ∂ | Including the commercial area and hotel and holiday let areas within the Neighbourhood Plan. |
| ∂ | Constructing an Entertainments Area at the Martello Tower. | | |

STRATEGIC OBJECTIVE TWO

To improve the environment of the Town

Seaford is fortunate to have a number of beautifully unique **open spaces** within and surrounding the town. The Council was keen to find ways in which it could continue to sustain and improve the open spaces in Seaford, including The Salts, Martello Fields, Crouch Gardens, High and Over and other similar sites.

The **seafront** and its three miles of sweeping bay is a very unique asset of the town and one that the Council realises must be cherished. Away from the coast, the Council will be working with the volunteer Tree Wardens to plant various new **trees** across the town over the next year.

A new Management Plan for **Seaford Head Nature Reserve** is to be created to take effect when the current plan ends in 2017; this will set out the planned methods for maintaining and enriching the Reserve.

STRATEGIC OBJECTIVE THREE

To improve and maintain the recreational facilities of the Town

Seaford has a good variety of recreational space across the town, incorporating children's play areas, sports pitches, open green spaces, ball game areas and suchlike.

Seaford town is fortunate to have eight children's play areas open to the public. The Town Council has recently rejuvenated the play area owned at The Salts and will be reviewing the area at Crouch Gardens as part of the Crouch Development Plan. Lewes District Council own and maintain the six other play areas at Walmer Road, Aquila Park, Chalvington Fields, Raymond Close, Princess Drive and the Downs Leisure Centre. The Town Council may however look to increase its site ownership in the future to ensure the whole Town has access to recreational facilities.

A project being undertaken by Council Officers during 2016 is to complete a Playing Pitch Strategy for the town. Local sports teams are being consulted and a plan will be drawn up together. The aim is to have a clear understanding of the requirements across the town and a plan in place to meet those requirements where possible.

STRATEGIC OBJECTIVE FOUR

To help represent the needs of the community

As the local voice for Seaford, the Town Council can make representations on behalf of the town on various issues and representing its interests.

Over the coming year the Council has identified three key areas in which it can represent the needs of the community:

- o Secure the **Buckle Car Park** as a car park in perpetuity.
- o Support the development of a **Neighbourhood Plan**.
- o Make representations on **planning applications** in a timely manner.

Despite the above being highlighted, the majority of actions and activities undertaken by the Council on a daily basis are aimed to represent the needs of the community. The key however to the Town Council being able to successfully represent and support the community is having open communication lines; the Council must be aware of the thoughts, feelings and desires of residents, business owners, visitors, youths etc in order to represent them.

Facebook, press releases, a newsletter, Twitter, website updates, email updates, radio interviews, phone calls, face-to-face dialogue, relations with community and voluntary groups; the Council endeavours to ensure communication lines are always advertised and open.

STRATEGIC OBJECTIVE FIVE

To practice good governance and fiscal responsibility

It is fundamentally important that Seaford Town Council operates legally and as effectively as possible whilst also maximising the use of public funds and assets for the public's wellbeing.

Council Officers work hard to ensure that all activities and processes are completed in the most effective and efficient way. This is achieved by clear and concise policies and procedures, effective staff training and regular update meetings to ensure all staff are working harmoniously. The Council has identified the following aims to ensure it will practise good governance and fiscal responsibility throughout the next year:

- | | |
|--|---|
| ∂ Achieve a satisfactory External Audit. | ∂ Generate a profit at The View of £30,000. |
| ∂ Take appropriate action on any recommendations coming from the Internal Audit. | ∂ Make financial savings/increase over income over budget, to the total of £25,000. |
| ∂ Adopt a full suite of policies in line with the Policy Review Timetable. | ∂ Achieve Local Council Award Scheme Gold standard. |
| ∂ Generate a profit at the Golf Course of £30,000. | |
| ∂ Generate capital income from surplus land sales. | |

Auditing, both external and internal, is the method by which the public and the Council itself can be certain that it is performing at a satisfactory level, and is showing good internal control both with finances and across the Council as a whole. The External Audit is carried out on an annual basis and the Internal Audit sees a qualified Auditor visit the Council thrice yearly, submitting an interim report each time and a final report at the end of the year. The most recent Internal Audit was very promising, with only a few minor actions to be carried out, all of which have been addressed.

Officers have been set financial targets and projects to help achieve the profit and additional income referred to above; an update on the progress of these are regularly given at Committee and Council meetings.

The Local Council Award Scheme superseded the Quality Council scheme; the Council currently holds a Foundation level award in the scheme but will be striving to meet the criteria for the Gold level award by April 2017. More details of the scheme and the criteria to meet are available at www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme

ACHIEVEMENTS 2015/2016

The 2014/15 Annual Report set out specific targets for the coming year regarding the Town Council's facilities and open spaces. Council Officers worked hard to bring these targets to fruition and the Council is pleased to be able to report on its achievements over the past year:

Martello Fields

Martello Fields are two fields just off the seafront at the far eastern end of the town by Seaford Head. These are Council owned fields and are used for a variety of outdoor events throughout the course of the year. When not being used for events, the fields are very popular with families in the summer months.

Achievements in 2015/16:

- ✓ Finalised additional security for the Martello and Pump House Fields to deter the entry of unauthorised encampments.
- ✓ Maintained and regularly inspected the fields to allow use of the facility by members of the public.
- ✓ Hosted a large number of community events such as the circus, boot fairs, Armed Forces Day and the Bonfire Night celebrations.



The Salts Recreation Ground

The Salts Recreation Ground (The Salts) on the seafront is the focus of many of Seaford's sporting events. There's plenty of opportunities for exercise and fun for the family with tennis courts, football and basketball, a skate park and children's play space and it is also home to the local rugby and cricket teams.

A café is open throughout the year to provide drinks and light refreshments. The Salts is also home to the Scout Association's Hut, Seaford Lifeguards and the Base youth facility.



Achievements in 2015/16:

- ✓ Implementation of The Salts Development Plan which started with the children's play space. The next stage will be the skate park, basketball and tennis courts, in line with the plan.
- ✓ Ongoing work on the 'Iconic Café' project through the Impact Seaford group looking at the future provision of an iconic facility at The Salts.

ACHIEVEMENTS 2015/2016

Crouch Gardens

Crouch Gardens, known locally as The Crouch, is a peaceful open space located in the heart of town with the shops and beach just five minutes' walk away.

The Crouch houses the Crouch Bowling Club, Seaford Football Club, Mercread Youth Centre, a well-equipped children's play area, a Peace Garden and a volunteer-run community garden that grows and sells plants, and organic fruits and vegetables.

Achievements in 2015/16:

- ✓ Work has begun on the creation of a Crouch Development Plan. The various groups and clubs located within the Crouch will be consulted in order to make the best of the facility and ensure all users needs are being considered and met.



Seafront

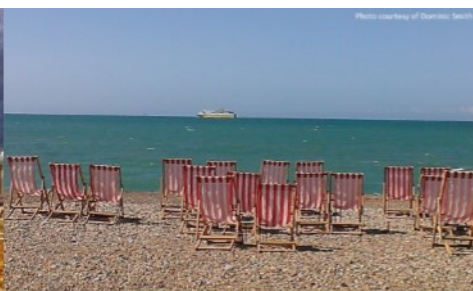
Seaford is blessed with a beautiful seafront that sweeps around the bay. The seafront is jointly owned and maintained by Seaford Town Council, Lewes District Council and East Sussex County Council.

Seaford seafront is not commercialised and some may say this is its beauty. With the town centre less than a five-minute walk away services are easily accessed.

The seafront is home to an RSPB viewing point for the Kittiwakes at Splashpoint, three miles of undisturbed shingle beach, a promenade for relaxing walks or bike rides, the Martello Tower which houses Seaford Museum and it stretches round to Tide Mills at the far western end of the town, where the ruins of an old milling village can be found.

Achievements in 2015/16:

- ✓ Began work on the creation of a Seafront Development Plan.
- ✓ Facilitated the Two Minute Beach Clean project idea in the summer of 2016, overseen by Frankie's Café kiosk on the promenade.
- ✓ Worked with the Seaford Lifeguards and other local authorities and agencies to review the beach and safety signage along the promenade.



Photos courtesy of: Dave Garner, Kevin Gordon and Jamie Jasper.

ACHIEVEMENTS 2015/2016

Seaford Head Local Nature Reserve

Seaford Head Nature Reserve is jointly owned by Seaford Town Council, the National Trust and East Sussex County Council.

Seaford Head is classed as a Nature Reserve because it encompasses so many valuable conservation habitats. It stands on one side of one of the last remaining undeveloped river mouths on the south coast, the Cuckmere Estuary. It is home to many nationally rare and significant species of plants, birds and insects, providing visitors with a great conservation experience, together with peaceful walks with stunning views of the Seven Sisters cliffs and the Cuckmere River valley.



Seaford Head Local Nature Reserve Management Committee coordinates the maintenance and management of the site. Since June 2013, Sussex Wildlife Trust have conducted the management of the 83 hectare site for Seaford Town Council by the means of a Ranger who oversees the Reserve. To coincide with the takeover in June 2013, the Management Committee compiled and approved a 2013-2017 Management Plan for the Nature Reserve.

Achievements in 2015/16:

- ✓ Carried out works in line with the Management Plan through the Ranger service and local voluntary groups, to ensure the habitat is correctly managed.
- ✓ Work is underway on looking at the possibility of entering in to a long-term management agreement with Sussex Wildlife Trust for the site.

There are voluntary groups that help to upkeep the Reserve. For further information, please contact the Sussex Wildlife Trust Ranger, Sarah Quantrill, on 01273 492630.

Seaford Head Estate - Cliff Activity

Early in 2016 cliff falls at Seaford Head made national news. The Council sprang in to immediate action carrying out risk assessments and updating cliff safety signage. Work is ongoing to divert the existing 'desire lines' to take pedestrians further away from the cliff edge. The Council continues to monitor the status of the cliff on a regular basis and would urge any walkers, as good safe practice, to stay 5 metres from the cliff edge at any given time. The Estate provides a pathway to the local Nature Reserve, golf course and world-famous view of the Coastguard Cottages and Seven Sisters; the Council is committed to keeping the site accessible.



The View is a state-of-the-art venue located at Seaford Head Golf Course. The View is a multi-function facility, offering a golf clubhouse, bar and restaurant, a meeting place for lunches or afternoon teas, a venue for business or training functions, an ideal setting for weddings, celebratory events, and entertainment events, such as the monthly jazz and comedy nights, or simply for those looking for a hot or cold drink in the sunshine on the terrace.

The View opened in February 2015, with the formal opening taking place in April 2015. It has taken hard work to establish its place in the market in Seaford and, whilst having a successful first year, there are aims to build on this, increasing footfall and bookings, and raising awareness of the facilities on offer.

Achievements in 2015/16:

- ✓ Successfully carried out cost-saving exercises, such as negotiating with suppliers to reduce bar and kitchen costs, reviewing contracts for financial savings such as the cleaning and utility contracts, and ensuring overheads are effectively controlled and monitored.
- ✓ In reflection of some of the cost-saving exercises, The View was able to reduce the price of Harveys and Kronenbourg for its customers.
- ✓ A steady increase in functions has been seen, including five further weddings booked for this year, birthday parties, wakes and Christmas events.
- ✓ Work is progressing with a new, enticing menu.
- ✓ There has been a steady increase in customers for the Sunday food service.
- ✓ Comprehensive staff training has been undertaken and some former casual workers have been employed under permanent contracts.
- ✓ Customer feedback surveys have responded with 100% of clients rating the overall experience at The View as very good or excellent.
- ✓ A marketing strategy is being developed to ensure The View continues to build on its successes and encourage new business and customers; the first stage of the strategy was the increased appearance on social media, which had a very positive impact.





Everyone welcome

All day menu / Weddings / Parties

Breakfast meetings / Conferences / Golf and Society Days

01323 890 139

www.the-view.co.uk

Southdown Road, Seaford, East Sussex, BN25 4JS



@theviewatseafordhead



@ViewSeaford

Open to everyone throughout the year



Tickets from www.wegotickets.com
The View or Seaford Tourist
Information Centre.
Doors 7.15pm £10pp
Email: comedyseaford@outlook.com
Phone: 07773 522 943

Dates for your diary

October:

Sunday 2nd 4pm - Jazz Night

Friday 21st 8pm - Comedy Seaford

November:

Sunday 6th 4pm - Jazz Night

Friday 18th 8pm - Comedy Seaford

December:

Sunday 4th 4pm - Jazz Night



ACHIEVEMENTS 2015/2016

Seaford Head Golf Course

Seaford Head Golf Course is one of the most spectacular golf courses in the country with mesmerising views of the sea, the South Downs, Cuckmere Valley and the famous Seven Sisters cliffs. The course is open 364 days a year, only shutting on Christmas Day.

The course is managed by the team of greenkeepers and the onsite Golf Professional, Fraser Morley, and his team. Seaford Head Golf Club is a separate entity, run by Committee, who work in partnership with the Golf Professional to manage membership of the club and course. There is often a membership deal available, so anyone interested in becoming a member should speak to the Golf Professional for more information on what's currently on offer.

The course appeals to a variety of players, being popular with visiting golf societies, one-off visitors and its regular members. Lessons are also available for golfers of all abilities, whether beginners or well experienced; with indoor training facilities and outdoor putting areas, any tuition requests can be catered for. Junior membership (17 and under) is welcomed and with junior lessons on offer the Golf Professional is always available in the Pro Shop to discuss junior golf with parents of budding golfers.

Greenkeeping:

The four-strong greenkeeping team underwent staffing changes during 2015/16 but are working together on some improvements to the course and new working methods to keep it in the best condition for golfers and its environment. Head Greenkeeper, Simon Lambert, has 15 years' experience at Seaford Head. He has exciting ideas for the course, some of which are already coming to fruition, such as taming large areas of rough and providing damage protection to well-used areas of the course. Other projects are longer term and will be seen over the coming season. These include improvements to bunkers, repositioned tees and works to become GEO Certified (Golf Environment Organisation) showing that the course is meeting key performance standards with regards to nature, water, energy, supply chain, pollution control and community.

More information on the course is available at www.seafordheadgolfcourse.co.uk or contact the Golf Professional on 01323 890 139 option 1 or by email at seafordheadproshop@gmail.com



ACHIEVEMENTS 2015/2016

Other Facilities

The Council has many facilities and properties which are leased and managed by other groups or individuals.

Old Town Hall

In 2015, as a result of the previous tenant vacating the property, the Old Town Hall Community Tea Room Group formulated and were thrilled to be able to take over running the tea room service from the Old Town Hall. The tea rooms are open for the over 50's, Monday to Friday 10am to 1pm and Saturdays 10am to 12 noon. Pop in ~ say hello ~ have a chat!

Beach Huts

In between Seaford Head and the Martello Tower are 60 beach huts; 12 of which are Council-owned and are leased to the Seaford Residents. Due to the high demand, all 12 leased huts are currently occupied. The Council is looking in to the possibility of having more beach huts elsewhere on the promenade.

The Crypt

The Crypt is run as an art gallery, Arts@theCrypt, and is a unique and highly desired venue for artists to show their work. The venue offers an atmospheric setting for local and national artists to exhibit their arts and crafts, being a medieval crypt with an undercroft that is believed to be the oldest secular building in Seaford.

The Crypt is owned by Seaford Town Council but managed by the Crypt Management Committee, made up entirely of local volunteers. More information is available from www.thecryptgallery.com

Martello Tower

Seaford's Martello Tower is no.74 of an original 103 small defensive forts built in the 19th century across the British Empire. The Martello Tower, with a deceptive 5,000 square feet of display area, is leased to Seaford Museum & Heritage Society and is home to the fascinating Seaford Museum.



Further information on the Museum can be found at www.seafordmuseum.co.uk

For further current information on the Council's facilities and open spaces visit the Council's website at www.seafordtowncouncil.gov.uk

CIVIC ROLES

At every Annual Meeting the Council must elect a Mayor as the first point of business. Seaford also opts to elect a Deputy Mayor; a role which is discretionary but is felt to be good practice by Seaford Town Council.

Mayor of Seaford

Councillor Lindsay Freeman was elected as Mayor of Seaford for 2016/17 at the Council's Annual Meeting on 12th May 2016. Whilst only becoming a Councillor the previous year, in 2015, Councillor Freeman did serve a term from 2004 to 2007, so has a good sound knowledge of Seaford and how the Council operates.

Joining her as Deputy Mayor of Seaford was Councillor Carol Campbell; Carol Campbell has since resigned her position as councillor but during her time as Deputy Mayor showed a real passion for the town and its future.

Mayor's Charities

Mayor Freeman has announced her chosen charities for the coming year as Waifs & Strays Dog Rescue, who take in and rehome unwanted dogs, and the RNLI, a national charity with a lifeboat stationed in Newhaven; they not only save and rescue lives at sea but also provide vital education and safety awareness lessons. The Mayor will be fundraising for these two life-changing charities over the coming year and helping raise awareness of the work both charities do.

Charities Supported by the Mayor of Seaford



Find out more about the charities online at www.rnli.org and www.waifsandstraysdogrescue.co.uk

Young Mayor of Seaford

Jessica Batchelor is the Young Mayor of Seaford for the 2016/17 Municipal Year, having served a year as Deputy under the former Young Mayor, Gabrielle Edwards. Jessica is a member of Youth Parliament and Youth Cabinet with an inspiring drive and commitment to ensuring young people are represented in the town.

Jessica has announced that rather than naming a chosen charity for her year in office, she will be fundraising with the aim to purchase three public access defibrillators for the town of Seaford. A cause very close to her heart.

Tom Exley was recently announced as the 2016/2017 Deputy Young Mayor and is very excited to work alongside Jessica.



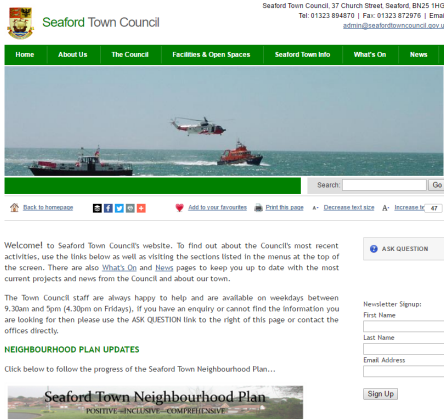
Left Deputy Young Mayor Exley and Young Mayor Batchelor (L to R) attending an event at Blatchington Model Railway.

Below: Former Deputy Mayor Campbell and Mayor Freeman (L to R) supporting Waifs & Strays with their dogs.



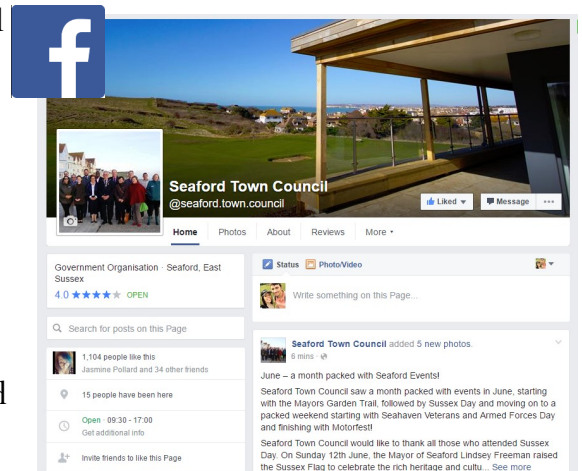
COMMUNICATIONS

The Council is committed to building and maintaining open communication lines with the public and the residents of the town. It achieves this using a variety of methods:



The **Website** contains a wealth of information and can be found at www.seafordtowncouncil.gov.uk

The **Facebook** page has gained good momentum over the past year and is being used as a quick method for getting information, news and updates in to the public domain at www.facebook.com/seaford.town.council



During 2015 the Council issued **80 Press Releases** to ensure news and updates are getting as much coverage as possible. Town Council news is now often seen in local newspapers and publications.

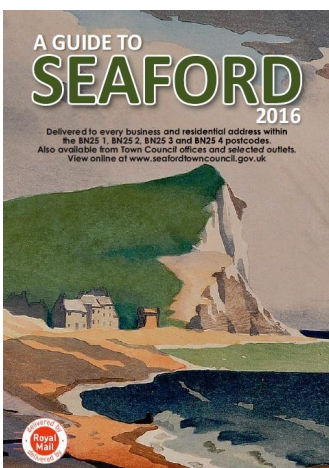
Newsletters are produced quarterly and then distributed around the commercial properties in town or are available electronically from the website or by email on request.

All **Meeting Documents** i.e. agendas, reports and minutes of public meetings, are available from the Council's website or in hard copy on request to the Council.

The Council has a **YouTube channel** on which it publishes the recordings of its Council and Committee meetings; find it at www.youtube.com and search 'Seaford Town Council'.



Direct contact with Councillors is always invited and encouraged; see page 28 for the contact details for the Town Councillors.



In conjunction with Local Authority Publishing, the Town Council creates a **Seaford Town Guide** which is distributed to most houses throughout the town.

The Council part-funded the creation of the **I Love Seaford** app. The app. can be downloaded on smart phones and tablets, giving a wealth of information about the town. Find the app. and more information at www.iloveseaford.uk

EVENTS AT A GLANCE

For more details on the events either organised by the Council or held on Council property, please visit: www.seafordtowncouncil.gov.uk and find the What's On page.

For details of more events across Seaford, visit:

www.seafordcommunityeventscommittee.co.uk

October	November	December
Sunday 2nd - Rotary Club Boot Fair MF Sunday 9th - Scouts Boot Fair MF Saturday 22nd —Seaford Bonfire Night (Seaford Bonfire Society) TC / MF	Sunday 13th - Remembrance Sunday (Royal British Legion) WM Tuesday 15th - Remembrance Day Service (Royal British Legion) SC	Saturday 3rd - Seaford Christmas Magic (STC & Seaford Chamber of Commerce) TC
2017 Dates so far...		
June 1 st - Jay Millers Circus June 24 th - Armed Forces Day June 25 th - Motorfest Boot Sales on Sundays Apr to Oct (exact dates will be confirmed)		

MF Martello Fields

WM Sutton Park Road War Memorial

SC Seaford Cemetery

TC Town Centre



2015/16 was a very successful year with events on Council land, seeing annual events such as the Town Forum (May), the circus (May/June), Sussex Day (June), Seahaven Armed Forces & Veterans Day (June), Mayor's Open Garden Trail (June), UK Triathlon (July), South Coast Marathon (July), Dash of Colour (July), Synergy Theatre and Rude Mechanical Theatre performances (summer), Motorfest (Aug - bottom right), the Donkey Derby (Aug), Waifs & Strays shows and fun days (Aug), regular boot fairs held by Seaford Rotary Club and the Scouts (Apr to Oct), Seaford Bonfire Night (Oct), Remembrance Day services (Nov), Mayor's Civic Service (varies) and Carol Service (Dec), and the sensational Seaford Christmas Magic (Dec), as well as other one-off events like the formal opening of The View and the Cuthbert Bromley Plaque unveiling and memorial service (top right).





Seaford Town Council has commissioned Action in Rural Sussex (AiRS) to conduct the development of a neighbourhood plan for the town in full consultation with local residents. This project started mid-2015 and after the appointment of AiRS, experts in the neighbourhood planning field in January 2016, it has quickly gained momentum.

A Steering Group was formed, comprising members of the public, Town Councillors and officers from AiRS, to lead the project. The Group has set up a website specifically for the Neighbourhood Plan which can be found at www.seafordnp.uk/index.php

In April 2016 the first Public Meeting was held, which was well attended, and from this 24 residents volunteered to join the Focus Groups. There are five groups focussing on:

Transport & Travel

Community Facilities & Infrastructure

Housing & Development

Local Economy & Town Centre

Environment & Countryside

In May the Neighbourhood Plan Housing Survey went out to most households in the town; there was a good response rate with many ideas and suggestions to be filtered in to the Plan process.

The Focus Groups will look at drafting a vision to guide the Plan and setting objectives that can then inform the vision. All residents and stakeholders will be consulted on the draft vision and objectives.

~

To stay up to date with news on the Neighbourhood Plan visit the website at

www.seafordnp.uk/index.php or the Facebook page

www.facebook.com/seafordtownneighbourhoodplan

If you have any questions regarding the Plan please contact the Steering Group

by email at seafordnp@gmail.com

PERSONNEL

Seaford Town Council values its staff and wants to ensure they remain motivated and feel valued, recognising that a happy workforce is key to ensuring the Council can meet its duties to the town.

The Council offices, The View and Seaford Head Golf Course underwent some staffing changes during the 2015/16 Municipal Year. The Council's workforce grew largely due to the opening of The View and the staffing requirements there. In total ten members of staff left the Council during the year; five were undertaking a career change, three were due to career progression opportunities arising elsewhere and two were at the end of an apprenticeship contract.

All positions were successfully filled and the Council is fortunate to have very strong working and departmental teams. Whilst some teams work more remotely than others, the Council tries to ensure all staff feel included and communicated with, through regular team and management meetings, email updates and by encouraging members of staff to visit the other sites.

The Council is committed to developing and nurturing its staff, which in turn improves the services to Seaford. One way of which is through providing training and opportunities for growth. At present staff are undertaking a variety of training including: AAT Accounting Qualification, MSC in Human Resource Management, Horticulture & Fine Turf Management NVQs, Certificates in Local Council Administration and other one day courses for specific skill development.

The Council also recognises that its members may from time to time benefit from having training to assist them in their role as a councillor. Members have this year had New Councillor Training, Planning Training, Appraisal Training, Social Media Awareness Training and training sessions to help with the development of the Council's Strategic Objectives.

The Council is due to commence its Annual Appraisal process in September, with departmental managers leading the appraisals for their members of staff.

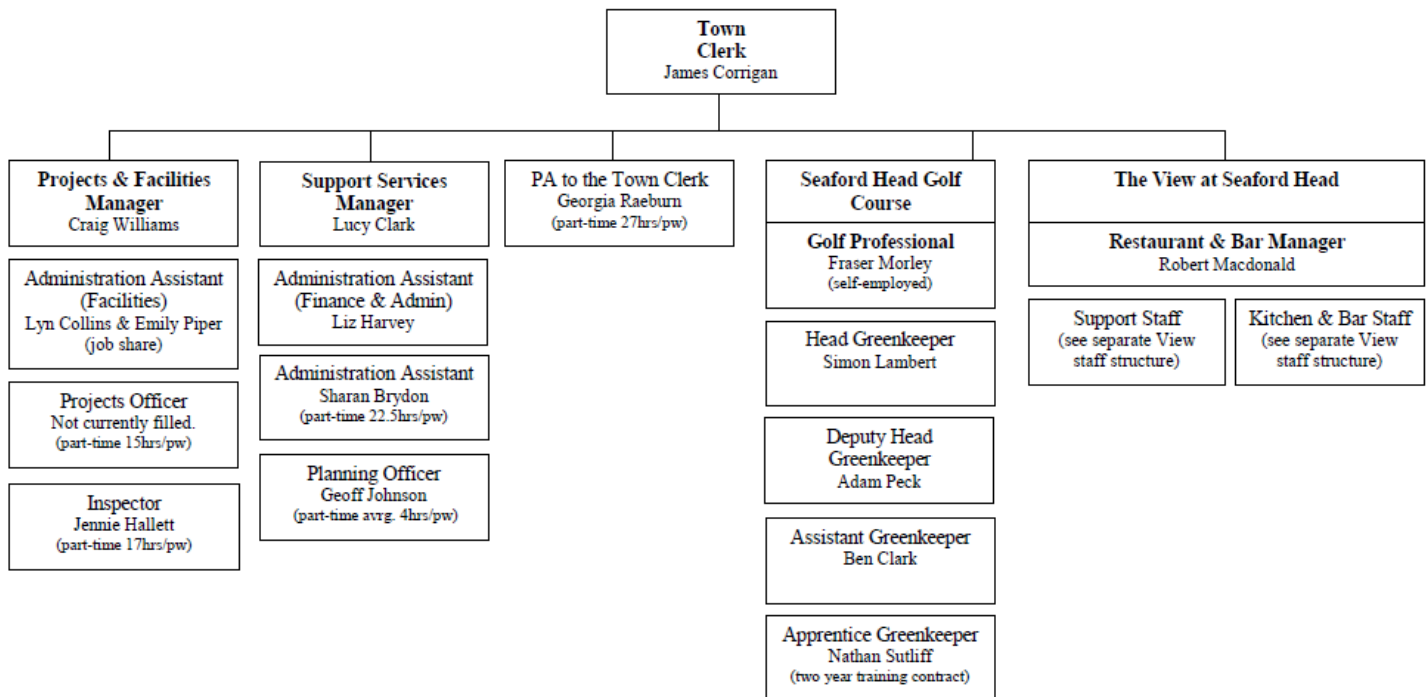


STC Office, The View and Golf Course Staff at The View at Seaford Head.

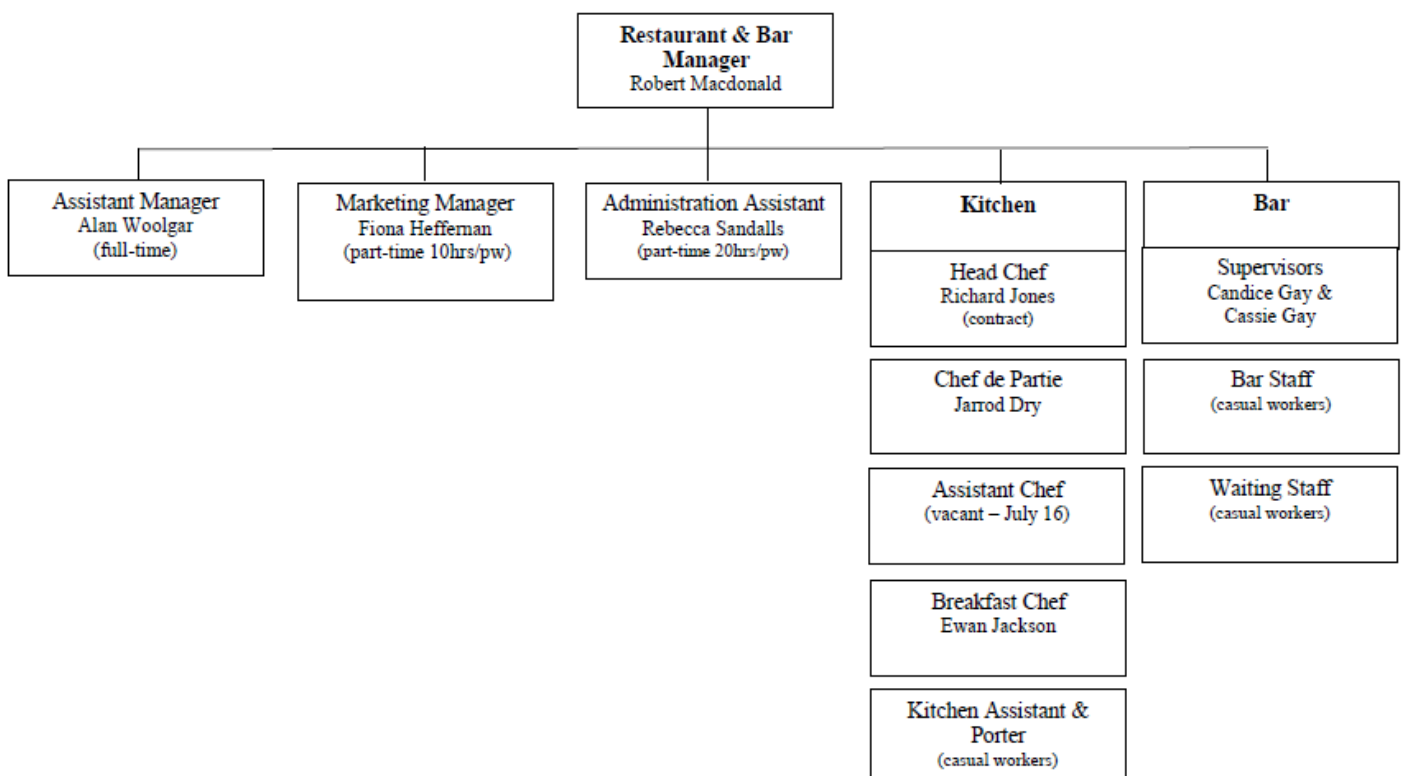
Council Offices & Seaford Head Golf Course Staff Structure:



Seaford Town Council



The View at Seaford Head Staff Structure:



FINANCE

Where does the money go?

Seaford has a Town Council to provide local services to the town and to also represent the town, its interests and needs.

Seaford Town Council delivers many local services including The Salts, The Crouch, many open spaces, South Hill Barn, Seaford Head Nature Reserve, Seaford Head Golf Course, public noticeboards, public seating, the seafront and concessions, beach huts, Seaford in Bloom, Christmas Lights, The View and giving grants totalling over £22,000 to local voluntary groups. In addition through valued partners, the Town Council delivers Seaford allotments, Seaford Museum, The Crypt art gallery, CCTV for the town and major events such as Christmas Magic, Armed Forces Day, the circus and show rides, car boot sales and many more events.

The Town Council also campaigns for the town such as responding to over 100 planning applications every year, facilitating the creation of a Neighbourhood Plan and, for example, fighting the proposals to sell the Buckle Car Park.

Budgeting and Council Tax Explained

The Town Council budgets carefully each year to ensure it can deliver the above mentioned services, offer improvements where needed and be realistic about its financial position and responsibilities over the coming year. When carrying out the budgeting process, the Council must consider the expenditures it must make, such as overheads (staff costs, building running costs etc) and maintenance costs, and the expenditure it wishes to undertake, for example towards the delivery of a project, such as The Salts play area. This is then offset with the expected income from each area of the Council, for example through rents received, event bookings and external funding. Income and use of balances covers a percentage of the expenditure over the year but the remainder is met by Precept demand, which is the figure to be met by Council Tax payments made by each household in the town.

2016/2017 saw a 15.5% increase in Council Tax demand for the Town Council's element; this is the equivalent of £8.77 per year for a typical band D property.

The Band D figure of £65.41 per year is still the lowest across the District, despite Seaford being the

How Is STC's Element of Council Tax Worked Out?

Budgeted Expenditure - Income and Use of Balances - LDC Grant = Precept			
(£1,602,506)	(£642,397)	(£29,845)	(£612,553)

Precept / Seaford's Tax Base (band D properties) = Council Tax Element		
(£612,553)	(9,365 properties)	(£65.41)

largest town in the District with a wealth of services and facilities.

This increase was a very difficult decision to make but the Council's financial reserves are very low and need to be

replenished in case any unforeseen expenses arise in the future. In light of this the Council has committed to finding financial savings or additional income of a minimum of £25k.

FINANCE

Top 10 Largest Expenditures for the 2015/16 Financial Year:*

1. Salaries & Wages £520,776

As well as salaries and wages, this includes Employer's National Insurance and pension contributions, and payments to contract staff.

2. Projects Expenditure £207,410

This was largely due to the development of The Salts however was offset by S106 funding income.

3. Grounds Maintenance £200,923

This figure is in line with the budget and includes both Contract and Non-Contract works.

4. Public Works Loan Board £131,574

This figure is in line with budget.

5. Food & Bar Expenditure £141,506

It was near impossible to accurately budget food and bar expenditure during the first year of The View trading. The expenditure is however offset by the income.

6. Building Maintenance £75,534

This was unforeseen expenditure to refurbish Hurdis House; a property that is now rented out to a tenant at a profit.

7. Professional Fees £50,037

This figure was overspent on budget due to various legal fees and other costs relating to personnel issues during the year.

8. Rates £47,411

This figure is in line with the budget.

9. Golf Professional Retainer 40,356

This figure is in line with the budget.

10. Election Costs £37,853

This is higher than budgeted due to the two unforeseen by-elections held in addition to the General Election in May 2015, and increased election administration costs.

* accounts for 76% of the Council's total spend.

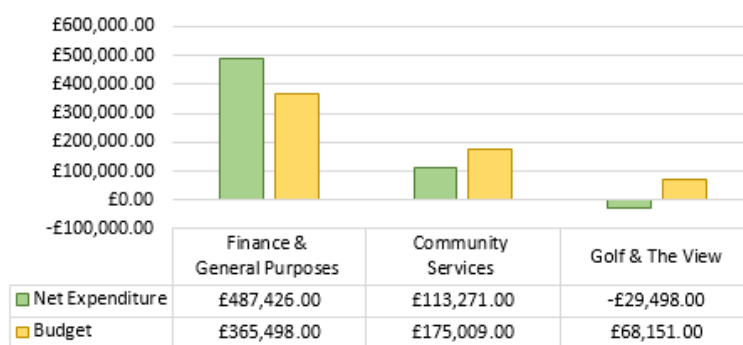
Performance against Budget 2015/2016 Financial Year:

The Council creates a budget for each Financial Year however it is inevitable that at times during a given year there will be expenditures incurred that could not be forecast. The table below shows the spend of the Council (net over income) split across its three Committees with budgets.

Finance & General Purposes was around £120k over budget due to unforeseen legal fees and personnel issues, unpredictable staffing costs at The View, increased election costs and higher utility charges for The View than forecast. Community Services was around £60k under budget due to work from Council Officers to keep costs down where possible, including a notable saving with insurance costs, and also significant additional filming income. The Golf & The View performance against budget was also positive, being £53k down on budget; whilst expenditure was higher than forecasted, this was offset by promising bar, food and event/function income.

Overall the Council was £37k underspent on budget for the 2015/2016 financial year, which is an achievement to be commended and an aim to maintain over the coming financial year.

**Year End Net Expenditure over Income
2015/2016**



FINANCE

Community Grants Scheme 2015/2016

Seaford Town Council is committed to helping maintain and develop the services and support being offered to the residents of Seaford by the local organisations and community groups.

Each year the Council invite applications to be submitted for financial grants made available to these local organisations and community groups, providing they meet certain criteria and can prove they are having a positive impact in the local area and its residents.

Some of the grants are in the form of free or reduced rental use of Town Council facilities and assets, the majority however are in the form of monetary donations.

Listed below and to the right are the organisations that received monetary donations from the 2015/2016 Grants Pool, totalling £28,650:

Name of Organisation	Purpose of Grant	Awarded
ABC Fund	To provide Christmas food hampers.	£ 100.00
Citizen's Advice Bureau	For overall running costs to provide a service with particular emphasis on Seaford.	£ 5,000.00
Community Transport for Lewes Area	To fund an additional two days a week for dial a ride.	£ 5,000.00
Cuckmere Community Bus Ltd	To maintain the service and fund Saturday services.	£ 500.00
Down Syndrome Development Trust & Cradle Hill School	Inclusion day project held at Cradle Hill School.	£ 150.00
Downs 60 + Club	To replace old kitchen and cooking equipment.	£ 200.00
East Blatchington Pond Conservation	To coppice the trees on the island and put pebbles on the edge of the pond.	£ 200.00
Family Focus Group	To fund lantern-making workshops for families and payment for an artist to be present.	£ 200.00
Friends of the Old Brickfield	To fund the hire of a Wild Trek Trailer and a summer event in 2016.	£ 400.00
Inner Lights	To subsidise costs of transport to and from monthly meetings and outgoings.	£ 100.00
Kent, Surrey & Sussex Air Ambulance Fund	To buy protective flying suits for the crew.	£ 250.00
Mercread Youth Centre	To help with running, maintenance and improvement costs for facility.	£ 250.00
National Coastwatch Institution (Newhaven)	To help fund the running costs of equipment and the facilities.	£ 500.00
Newhaven & Lewes MENCAP	To help update wiring/plumbing in Riverside Hall and redecorate hall internally.	£ 250.00
Seaford & Bishopstone Neighbourhood Watch Association	For the publication of summer and winter newsletters in Seaford Scene for the benefit of all residents.	£ 150.00
Seaford Allotment & Leisure Garden Society	To improve rainwater collection and purchase a composting toilet to replace the chemical hire-a-loo, to clear overgrowth adjacent to Vale Rd.	£ 2,000.00
Seaford Bonfire Society	For the provision of public safety requirements.	£ 1,500.00

FINANCE

Name of Organisation	Purpose of Grant	Awarded
Seaford Community Events Committee	To cover costs of Sussex Events Ltd provided event support at Motorfest.	£ 1,500.00
Seaford Community Partnership	For liability insurance, annual subscription to Companies House and public meetings.	£ 500.00
Seaford In Harmony	For workshops, materials, professional musicians and recording of projects.	£ 250.00
Seaford Live	To help hire premises for activities and for insurance, web hosting and domain name.	£ 400.00
Seaford Museum & Heritage Society	For essential preparatory works connected to the improved access works.	£ 500.00
Seaford Music Society	To pay artist fees for 2015-2016 season.	£ 100.00
Seaford Musical Theatre & SMTJ	For rewiring of 38 areas and equipment replacement.	£ 2,500.00
Seaford Netball Club	For a junior programme for extra Saturday morning training and money to help at tournaments.	£ 300.00
Seaford Seniors' Forum	Contribution towards public meetings, projects and initiatives.	£ 300.00
Seaford Silver Band	To urgently replace a Flat Base Tuba which was beyond repair.	£ 500.00
Seaford Stroke & Caring Club Charity Trust	To find new speakers (3 or 4 a year).	£ 100.00
SeeAbility	For equipment to refurbish the garden at a specialist skills facility, the Bradbury Centre.	£ 750.00
Squadron Air Cadets 1218 (Newhaven)	To purchase polo shirts with logo for cadets to wear when at events.	£ 100.00
St James' Trust (Seaford)	To fund a hard-of-hearing/battery service that is held twice a month.	£ 300.00
St Wilfrid's Hospice	For pressure relieving cushions for patients who are at high risk of ulcers and have a history of medical sores.	£ 1,950.00
The Base Committee	To sound proof the building to help acoustics.	£ 350.00
Waves Seaford Ltd	To fund specialist counselling support for clients with special needs who are on reduced income.	£ 1,500.00



CTLA (left photo) and Seaford Bonfire Society (right photo) receiving their grant cheques from Past Mayor, Councillor Dave Argent (left), and Chairman of Finance & General Purposes, Councillor Mark Brown (right).



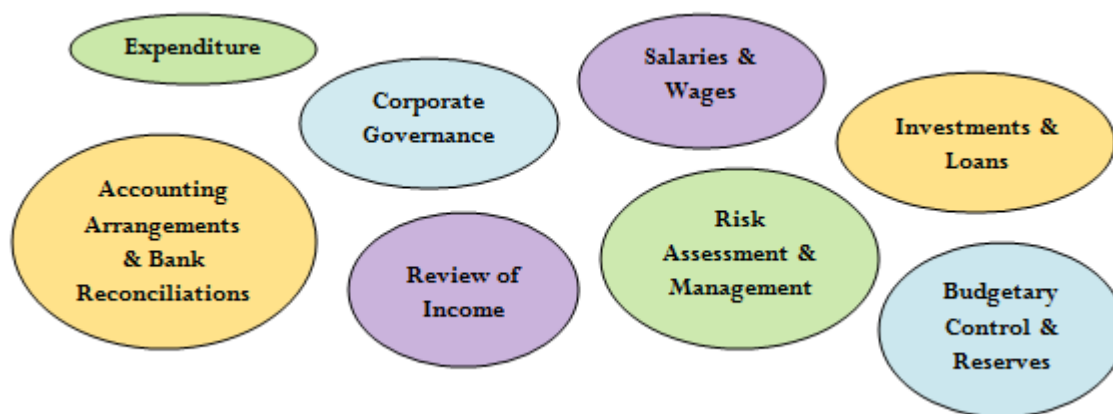
The Finance & General Purposes Committee considered the 2016/2017 Grant Applications at its meeting in July 2016 and was pleased to be able to approve community grants totalling £22,300. Details of these grants are available on the Council's website at www.seafordtowncouncil.gov.uk

FINANCE

Internal Audit

What does it entail?

When conducting an internal audit, the appointed auditor will be reviewing the following areas to ensure that the Council is operating within the legal requirements of each area and acting effectively.



The auditor submits a report after each visit and a final audit report at year end; these reports will include the auditor's findings, conclusions and any recommendations for improvements. Each audit report is presented to the Council, included with the public agenda for that meeting.

Internal Audit 2015/2016

Mulberry & Co. were appointed Internal Auditors for the second year running, submitting a Final Internal Audit report after their final visit in May 2016; a report that was presented to Full Council on 21st June 2016.

The auditor made three visits to the Council over the period and was pleased to report that overall the systems and procedures in place are entirely fit for purpose and the Annual Return was signed off positively.

Amongst others, the auditor tested and reviewed: Financial Regulations and Standing Orders, Risk Assessments, the Budgeting process, proper bookkeeping, income, salaries, Fixed Assets and the Annual Accounts. Sample testing identified no errors or misstatements.

There were certain issues, none of which were deemed high risk, that were raised by the Internal Auditor. The majority were addressed immediately and the Council has an action plan to address others.

The full report is able to be viewed on the Council's website as part of the Agenda documents for the June 2016 Full Council meeting (pages 46 to 81 of the agenda).

Mulberry & Co. were appointed for the 2016/2017 Financial Year and will be devising a timetable for visits for the year ended 31st March 2017.

FINANCE

Annual Return

Each year the Council must prepare its Accounting Statements for the Financial Year and have these verified and approved by an External Auditor. The Accounting Statement for the 2015-2016 Financial Year is below; this was verified by the External Auditor in September 2016.

Section 2 – Accounting statements 2015/16 for


Enter name of
smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	500,136	289,201	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	516,194	521,314	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1632,070	1,337,836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	306,647	477,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	82,759	131,574	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1,969,793	1,264,542	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	289,201	214,429	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	368,640	638,140	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	10,188,387	10,319,203	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	1,681,238	1,798,626	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table><tr><td>Yes</td><td>No</td></tr><tr><td></td><td>✓</td></tr></table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

19/5/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

21/6/16

and recorded as minute reference:

C33/05/16








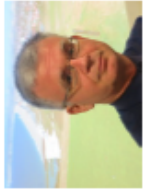

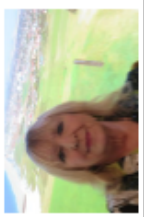
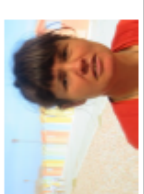



Signed by Chair of the meeting approving these accounting statements.

L. J. Freeman

Date

21/6/16

SEAFORD TOWN COUNCILLOR CONTACT DETAILS

CENTRAL	<p>Councillor Rahnuma HAYDER rahnuma.hayder@gmail.com 01323 896 869 20a Sutton Park Road, Seaford, BN25 1QU</p> 	<p>Councillor Penny LOWER pennylower@icloud.com 01323 898 925 39 Sutton Park Road, Seaford, BN25 1SJ</p> 	<p>Vacant</p>	<p>Vacant</p>
EAST	<p>Councillor Phil BOORMAN phboorman@gmail.com 07951 813 014 29 Cinque Ports Way Seaford BN25 3UE</p> 	<p>Councillor Barry BURFIELD clir.burfield@bazzil.com 01323 492 487 c/o 37 Church Street Seaford, BN25 1HG</p> 	<p>Councillor Alan LATHAM al@axis2000.co.uk 01323 872 400 25 Chyngton Way Seaford, BN25 4JB</p> 	<p>Councillor Leslie WORCESTER lworcester@btinternet.com 01323 894 939 17 Fairways Close Seaford, BN25 4EG</p> 
NORTH	<p>Councillor David ARGENT davidargent7@gmail.com 01323 892 986 7 Cradle Hill Road, Seaford, BN25 3HY</p> 	<p>Councillor Richard HONEYMAN honeymanrichard@gmail.com 59 Valley Drive, Seaford, BN25 3BN</p> 	<p>Councillor Adam MCLEAN a.mclean@email.com c/o 37 Church Street Seaford, BN25 1HG</p>	<p>Vacant</p>
SOUTH	<p>Councillor Sam ADENIJI sam.adeniji@lewes.gov.uk 01323 873 500 Shoestrings, 1 Buckle Drive, Seaford, BN25 2QH</p> 	<p>Councillor Lindsay FREEMAN lindsayfreemanstc@yahoo.co.uk 01323 491 119 Holm Cottage, Maurice Road, Seaford, BN25 1GB</p> 	<p>Councillor Olivia HONEYMAN honeymanolivia@gmail.com 07500 729 136 59 Valley Drive, Seaford, BN25 3BN</p> 	<p>Vacant</p>
WEST	<p>Councillor Mark BROWN markb232@live.co.uk 01323 893 861 93 Princess Drive, Seaford, BN25 2QT</p> 	<p>Councillor David BURCHETT d.burchett44@icloud.com 07803 014 192 7 Hawth Hill, Seaford, BN25 2RL</p> 	<p>Councillor Linda WALLRAVEN lindawallraven@gmail.com 01323 492 246 1 Eadric House, Bishopstone Village, BN25 2UE</p> 	<p>Vacant</p>

COUNCILLOR ROLES & RESPONSIBILITIES

The Council as a Corporate Body

A Council is a body corporate, which means that the decisions it takes are the responsibility of the Council as a whole. It is composed of a Mayor and Councillors. It is an elected body and is a legal entity separate from that of its members.

A Council may approve delegation of its powers to Committees, the Clerk, employees or another council. A Council legally must approve its accounts on an annual return, arrange internal audits and decide on Precept; this cannot be delegated to a Committee or Officer.

A Council is legally required to appoint a suitably qualified officer responsible for the proper administration of its affairs (a section 151 Officer) and an officer who is responsible for its financial affairs. At Seaford Town Council these responsibilities are within the role of Town Clerk.

A Council must vote on decisions by show of hands. There is no such thing as a secret ballot. If a recorded vote is requested this will be in the minutes of the meeting. A Councillor may abstain from any vote.

Councillors as Individuals

- ∂ Councillors as individuals have no powers and cannot act individually;
- ∂ Councillors must declare in writing to abide by the Council's Code of Conduct and must sign a Declaration of Acceptance of Office after being elected to their term of office. A usual term is four years;
- ∂ Councillors must attend meetings of the Council or of its Committees, of which they are a member;
- ∂ And above all, Councillors should interact with the public to ensure the Council is serving the residents of its town to the best of its abilities and that the residents' voices are heard;
- ∂ Councillors are volunteers and are not paid.

The Mayor

- ∂ The Mayor is elected at each Annual Meeting as the first order of business and must be a member of the Council, and must sign his declaration of office at this meeting;
- ∂ The Mayor will preside at meetings at which he/she is present and must be obeyed. He/she is responsible for conducting the meeting and ensuring decisions and actions are clear for the Clerk to act upon;
- ∂ The Mayor has no individual powers other than the authority to exercise a casting vote and the right to convene a special meeting of the Council;
- ∂ The Mayor has an allowance to help meet office expenses;
- ∂ The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.

OUTSIDE BODY REPRESENTATIVES

Seaford Town Council is committed to work with and help support local community organisations and groups. As a Council it is vital to maintain relationships with the organisations and groups within the town and work together to improve the town and enrich the experience for its residents and visitors alike.

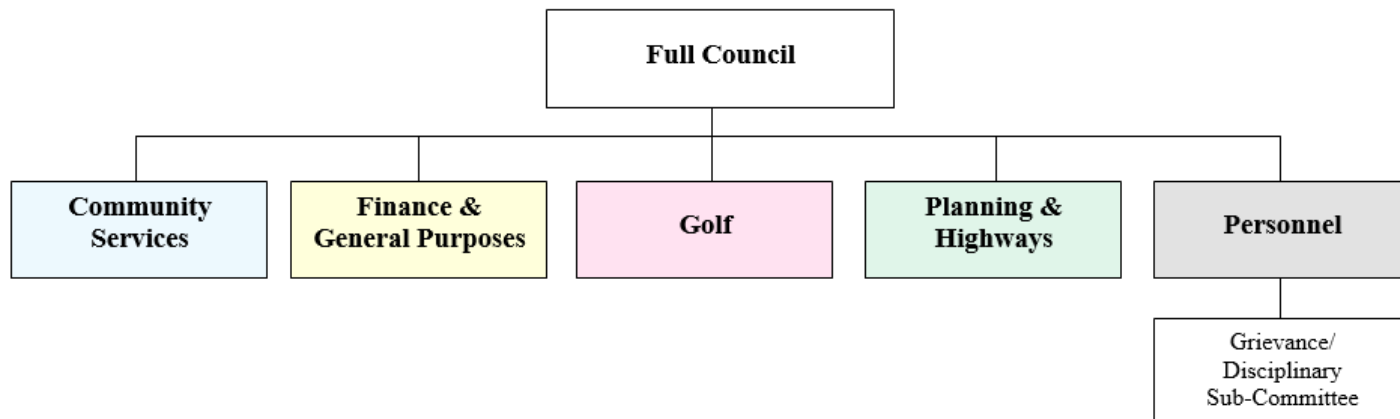
Outside Body	2016/17 Reps	Outside Body	2016/17 Reps
Access in Seaford & Newhaven	Olivia Honeyman	Seaford Community Partnership	Richard Honeyman
Arts@theCrypt Management Committee	Phil Boorman	Seaford Cricket Club	Mac McLean
	Rahnuma Hayder	Seaford Football Club	Richard Honeyman
Bishopstone United Charities	Penny Lower	Seaford Head Nature Reserve	Olivia Honeyman
Christmas Magic Committee	Sam Adeniji		Phil Boorman
Citizens Advice Bureau	Les Worcester	Seaford Head Swimming Pool	vacant
Community Rail Partnership	Richard Honeyman	Seaford Resident's Voice	Mark Brown
Community Transport - Lewes Area (CTLA)	Dave Argent	Seaford Senior's Forum	Dave Argent
Crouch Bowling Club	Alan Latham	Seaford Twinning Association	Olivia Honeyman
Cuckmere Community Bus	Phil Boorman	Stakeholders Group on Health Issues	Sam Adeniji
Environment Agency Meetings	Olivia Honeyman		Olivia Honeyman
	Rahnuma Hayder		Alan Latham
	Les Worcester		Les Worcester
Fairtrade Group	Olivia Honeyman	Strengthening Local Relationships	Barry Burfield
	Linda Wallraven		Linda Wallraven
Impact Seaford	Sam Adeniji		Les Worcester
Lewes District Association of Local Councils (LDALC)	Dave Argent	The Base Management Committee	Rob Chambers
	Penny Lower	Tree Wardens Group	Alan Latham
Lewes Community Safety Partnership - Joint Action Group	Penny Lower	Youth Task Group	vacant
Mercread Youth Centre	vacant		Rob Chambers
Seaford Allotment & Leisure Garden Society	Penny Lower		Olivia Honeyman
Seaford Chamber of Commerce	Phil Boorman		Mac McLean

The Council appoints representatives to each of the outside bodies and liaison committees at its Annual Meeting. Any local group or organisation may invite a Council representative to join them; requests of this nature should initially be put in writing to the Town Clerk.

For information on any of the above outside bodies, their work or the group itself, please contact the relevant local Councillor (councillor contact details page 28).

COMMITTEE STRUCTURE

The Council's structure is set out as follows with all Committees and Sub-Committees reporting back to the Council, with the exception of the Appeals Committee which is a stand alone entity:



Stand Alone Committee: Appeals Committee

The Council sets the terms of reference and delegated powers for each of its Committees, usually at its Annual Meeting. They are currently as follows:

Finance & General Purposes Community Services

All matters relating to finance, unless specifically reserved by Council.
Review of budget position.
Grants and donations.
Internal Audit.
All matters relating to personnel.
Training of Councillors & staff.
General day-to-day administration.
Civic & ceremonial activities.
Electoral matters.
37 Church Street.
Hurdis House.

Planning & Highways

Planning applications.
Tree works applications.
Highways & traffic matters.
Street naming.
Local and regional plans.

Salts Recreation Ground.
Crouch Gardens & Recreation Ground.
Martello Fields.
Martello Tower.
Allotments.
Seafront & Beach (including beach huts).
Seaford Head Estate (excluding Seaford Head Golf Course).
Crypt & 23 Church Street.
37 Church Street.
Old Town Hall.
Public toilets.
CCTV.
Other open spaces.
Seating, dog & litter bins.
Bus shelters & street lighting.
Events.
Community support.
Tree wardens.

Golf & The View

Seaford Head Golf Course.
The View at Seaford Head.

Personnel

All personnel matters not delegated to Officers.

Grievance/Disciplinary Sub-Committee

Consider and resolve all staff grievances.
Consider and deal with disciplinary matters.

Appeals

Consider and resolve all disciplinary or grievance appeals, Freedom of Information Act appeals and appeals against a complaint outcome.
Consider all appeals against decisions where this is available within a policy.

Delegated power means passing the decision-making capability of the Council on to another; without this, the Council would not be able to carry out its day-to-day functions. The full Scheme of Delegation setting out the delegated powers to Committees, Sub-Committees and Council Officers can be found on the Council's website.

MEETING TIMETABLE

The Council and its Committees meet at regular times throughout the Municipal Year. The meetings for the current 2016/2017 year are set out below:

Committee	Time/ Venue	2016								2017				
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Community Services	7pm - Church Street		16 Thurs			15 Thurs		Budget 17 Thurs			9 Thurs			4 Thurs
Planning & Highways	7pm - Church Street	19 Thurs	9 Thurs	21 Thurs	11 ^a Thurs	1 ^a Thurs	13 Thurs	3 Thurs	15 Thurs	9 Mon	2 Thurs	16 Thurs	6 ^a Thurs	11 Thurs
Finance & General Purposes	7pm - Church Street			7 Thurs			6 Thurs		Budget 8 Thurs			23 Thurs		
Council	7pm - Church Street	Annual Mtg 12* Thurs	21 Tues				20 Thurs			Precept 26 Thurs			20 Thurs	Annual Mtg 18** Thurs
Golf & The View	7pm - The View at Seaford Head		28 Tues			6 Tues		Budget 29 Tues			28 Tues			
Town Forum		24 Tues												Town Forum 23 ^a Tues

Note: Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting. Public should try to arrive before the start time of the meeting to ensure they can gain entry.
The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC - venue to be confirmed.

* Council Annual Meeting on 12 May 2016 to be followed immediately by an Ordinary Council Meeting.

** Council Annual Meeting on 18 May 2017 forms part of 2017/18 Municipal Year and will be followed immediately by an Ordinary Council Meeting.

^a takes place during school holidays

All agendas, reports and minutes of meetings are available for downloading on the Council's website.

These are all public meetings and the Council encourages members of the public to come along and take part and to see how the Council operates and the tasks and projects it has at hand. There is a specific public participation section of each meeting,

Meetings are also video recorded and uploaded to the Council's **YouTube** channel; just go on to YouTube and search 'Seaford Town Council' or better yet, come along and watch for yourself!

Do you have any feedback on this Annual Report? The Council have created this publication for the information and benefit of the town's residents, visitors and businesses. If there's something you would like to see in next year's edition or anything you want clarification on, just let us know. Your Town Councillors can be contacted as per the Councillor Details on page 28 or the Council offices can be contacted as below.

We want to hear from you!