



Seaford Town Council



Annual Report 2016/2017

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Working Together for our Town!

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Annual Report

The Council has had a very busy year progressing those projects set out in its Mission Statement and Strategic Objectives, which were adopted in 2016 and are available to view on the Council's website.

This Annual Report sets out what the Council has achieved in the past Municipal Year (May 2016 - May 2017), what the Council looks to achieve over the next twelve months and sets out to provide a detailed yet coherent statement of the Council's finances.

Seaford

Once described as 'the best kept secret of Sussex', 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 thriving community that embraces the 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
 - ∂ The Crouch
 - ∂ Martello Fields
 - ∂ Seaford Head Golf Course
 - ∂ The Crypt
 - ∂ Beach Huts
 - ∂ Ice Cream Vans
 - ∂ Seafront Kiosks
 - ∂ Martello Tower
 - ∂ Play Areas (some)
 - ∂ Seafront
 - ∂ Allotments
 - ∂ Town Furniture
 - ∂ Memorial Benches
 - ∂ Seaford Head Nature Reserve
 - ∂ CCTV
 - ∂ The View at Seaford Head
 - ∂ High & Over
 - ∂ Many town events
- More details on STC are laid out in this report or available on the website: www.seafordtowncouncil.gov.uk



Phone: 01273 471 600

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



Phone: 0345 60 80 190

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

STRATEGIC OBJECTIVES

In April 2016 the Town Council adopted its Mission Statement and Strategic Objectives. Now, one year in and the Council is well underway with many of the projects stemming from the five strategic objectives, which were identified as:

- o *To develop the cultural and economic well-being of the Town*
- o *To improve the environment of the Town*
- o *To improve and maintain recreational facilities of the Town*
- o *To help represent the needs of the community*
- o *To practice good governance and fiscal responsibility*

The objectives are key to ensure Council Officers have the direction needed to be as efficient and effective as possible in their posts, and to help the public understand the aims and objectives of the Council; what it is seeking to achieve for the town.

Performance against the objectives has been very positive since their adoption in April 2016. Each objective was broken down in to specific projects and targets for Council officers, in addition to financial targets to meet, with overall performance against these regularly discussed in team meetings.

Many objectives have been engrained in to the 'way of life' at the Council, such as making financial savings or achieving additional income, ensuring working practices are above and beyond those required for satisfactory internal audits and acting as a voice for the town's residents.

The Strategic Plan is due to be reviewed in Summer 2017 with a view to assessing progress so far and making any necessary changes or additions to the plan. Members of the public are encouraged to get involved in this review; consider the draft proposals when they are released and make any suggestions, comments or feedback.

The coming pages set out in greater detail that which the Council has been busy with over the past year and what can be expected during the coming 12 months.



STRATEGIC OBJECTIVES

Improve open spaces in Seaford *

Improve the Seafront of Seaford *

Plant 100 trees in Seaford

Develop and adopt a management plan for Seaford Head Nature Reserve

Manage Nature Reserve in line with Management Plan

Plant 1,000 whip trees in Seaford

OBJECTIVE: To improve the environment of the Town



Generate Golf Course profit of £30,000

Generate capital income from surplus land sales*

Generate The View profit of £30,000

Achieve Local Council Award Scheme Gold Standard

Make financial savings/increase in income over budget of £25,000

Achieve Satisfactory External Audit

Adopt full suite of policies

Take appropriate action on Internal Audits

OBJECTIVE: To practice good governance and fiscal responsibility



Represent planning applications in a timely manner

Support the development of a Neighbourhood Plan

Secure the Buckle Car Park as a car park in perpetuity

OBJECTIVE: To help represent the needs of the community



'WORKING TOGETHER FOR SEAFORD'

OBJECTIVE: To improve and maintain recreational facilities of the Town



Regenerate The Salts & The Crouch in line with Development Plans *

Complete playing pitch strategy for the Town *

Regenerate Martello Fields in line with the Development Plan *

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

Construction of entertainments area at Martello Tower

Facilitate Seaford Christmas Magic and increase numbers

Facilitate two events at Martello Entertainments area

Facilitate 25 events at Martello Fields

Facilitate two events at The Salts

Introduce Tourism Sign scheme

Construct log cabins at Seaford Head Golf Course*

Introduction 40 new Beach Huts to seafront*

Promote presence of Tourist Information Centre

Develop South Hill Barn*

Market 'Unique Seaford'

Manage number of concessions on seafront

Include commercial area and hotel & holiday let areas within Neighbourhood Plan*



Pedestrian and cycle route to a railway station



* subject to consultation

STRATEGIC OBJECTIVES

Strategic Objective One:

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

The Town Council looked at ways in which it could develop the cultural and economic well-being of the town, through increased tourism, developed attractions, increased frequency and quality of events, and marketing of the town.

To help achieve this objective certain projects were identified, the status of which are updated below.

The ***Tourism Signage scheme*** was approved by East Sussex County Council in early 2017. New tourism (brown) signs will be installed around the town over the coming Municipal Year, funded by the Town Council and Lewes District Council, with the aim to highlight the tourist attractions within the town and help easier navigation.

Marketing 'Unique Seaford' is a project still in its early developmental stages but will be pushed over the coming year.

The venture to ***develop South Hill Barn for commercial use*** generated interest from a company interested in renting the Barn for wedding, event and function use. Council Officers have held preliminary talks with Planners at South Downs National Park Authority to gauge the Authority's initial thoughts on the proposals. Further updates will be given as and when available.

Promoting the presence of the Tourist Information Centre is an ongoing project that will be worked on in conjunction with Lewes District Council, which provides the tourist information service.

The ***construction of Log Cabins at Seaford Head Golf Course*** has been the subject of discussion with local planners, a business plan will be developed this year and planning application submitted.

The ***Entertainments Area at Martello Tower*** is underway and events and live music performances are being booked for the summer at this unique seaside community area.



'WORKING TOGETHER FOR SEAFORD'

The project to **introduce 40 new beach huts to the seafront** was approved by the Council in March 2017. It is planned that the first phase of the new beach huts will be available for purchase from September 2017. The huts will have water and electricity.



In conjunction with the Seaford Christmas Magic Committee, the Council **facilitated Seaford Christmas Magic** and saw an increase in the number of visitors, with the town centre bustling all day long.

The Council's Events team have been busy, securing bookings for well in excess of **25 events at Martello Fields**. 2017 looks to build on this success, including two events planned at The Salts. More details on events can be found on page 15.



With the transfer of the Street Trading responsibilities from Lewes District Council to Seaford Town Council, the Town Council has taken on the management and regulation of all the **concessions on the seafront** and connecting streets with effect from 1st April 2017. Any requests for street trading licenses or concessions, should now be done through the Town Council.

The inclusion of **commercial areas and hotel and holiday let areas in the Neighbourhood Plan** will be considered as part of the Neighbourhood Plan process.

Updates on the progress of the Plan can be found on page 20 or the website at www.seafordnp.uk/index.php



STRATEGIC OBJECTIVES

Strategic Objective Two:

To improve the environment of the Town

Seaford is blessed with a variety of environments in and around the town from countryside to seaside, and commercial areas to residential; the town has a lot to offer!

The Town Council focussed primarily on the wildlife around the town and the seafront, as areas of the environment that the Council is enthusiastic, and able, to nurture and develop.

The biggest project to help meet this objective is the *Seafront Development Plan*. The Development Plan was adopted by the Council in March 2017, following public consultation on proposed ideas for the seafront.

The plan will be implemented in stages, beginning with 20 additional beach huts at Bönningstedt parade, the new Martello Toilet facility and additional children's sand pits.



The Council aims to work towards *improving all open spaces* across the town. The development plans for The Salts, the Crouch Gardens and the Martello Fields address three of the most popular spaces.

In 2017 Sussex Wildlife Trust will take on a 25 year lease to manage the *Seaford Head Local Nature Reserve* on the Council's behalf; the Trust has exciting ideas for the Reserve and the wealth of expertise knowledge and skills to manage such a spectacular site.

The Trust will be creating a new management plan for the area, which will be presented to the Council for adoption during the year.



'WORKING TOGETHER FOR SEAFORD'

Strategic Objective Three:

To improve and maintain the recreational facilities of the Town

Seaford has a variety of play and recreational areas, some of which are owned by the Town Council and others by Lewes District Council. In setting the targets to meet this objective, the Town Council has looked primarily at its own facilities but also those owned by others to ensure the whole town has access to satisfactory recreational facilities.

To help achieve this objective, certain projects were identified, the status of which is updated below:

The Salts is being improved in line with the ***Salts Development Plan***; the play area is completed, general maintenance works have been undertaken and funding applications submitted for further improvements.

The skate park at The Salts will be replaced and the tennis courts rejuvenated, with two resurfaced courts, a football pitch and multi-use games area.

The Salts Development Plan was adopted two years ago and is therefore in the process of being reviewed by Council Officers. Any suggested amendments or additions would be presented to the Council for adoption later in 2017.

The ***development plans for the Crouch and Martello Fields*** are being worked on in 2018.

A coordinated review of ***all other open spaces*** in the town will take place in 2018 with a view to consulting on what the wants from the open spaces; this will include the likes of the Normansal Park, The Village Green and Walmer Road recreation grounds.

A ***Playing Pitch Strategy*** is being undertaken by Lewes District Council across the entire District. Seaford Town Council will assist with the strategy for Seaford, in conjunction with local sports clubs and groups.



STRATEGIC OBJECTIVES

Strategic Objective Four:

To help represent the needs of the community

As a local voice for Seaford, the Town Council can make representations on behalf of the town on various issues.

During 2016, the Town Council's Planning & Highways Committee considered and responded to **168 planning applications** within the town and **41 tree works applications**. This included some high profile applications such as the former Newlands School site and Chyngton Way. Due to the level of public interest, the Town Council arranged meetings at large public venues in order to allow members of the public the chance to voice any thoughts or concerns on the applications, that the Town Council could then consider in its response to the proposals. In 2016 the Council employed a Planning Officer with a wealth of experience, who has had a notable influence on the efficiency and impact of the Town Council's planning function.

Further to the proposed ideas to develop the **Buckle car park**, which were rescinded by Lewes District Council in 2015, the Town Council is looking to secure this as a car park in perpetuity due to the strength of objection to any development from the public.

The Town Council has and continues to support the creation of the **Seaford Neighbourhood Plan**. Funded by the Town Council but worked on by the voluntary Steering and Focus Groups in conjunction with Action in Rural Sussex, the Plan is progressing well. Further updates on the Plan can be found on page 20.

The Council holds regular meetings with other local authorities, such as the Environment Agency and East Sussex Highways, to discuss works in Seaford. The Council also arranged a special meeting during September 2016 with officers from the East Sussex NHS Trust and local Clinical Commissioning Group present to discuss healthcare provisions in Seaford. This is in addition to the quarterly meetings with health stakeholders in the town.

The Council is always on hand to represent the town and its residents where required and will actively try to ensure Seaford's voice is always heard.



Strategic Objective Five:

To practice good governance and fiscal responsibility

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

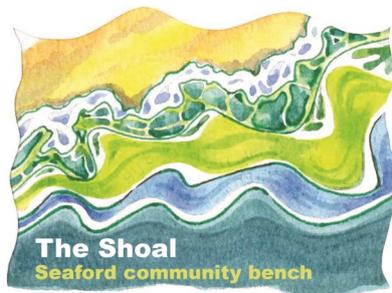
Council Officers work hard to ensure that all activities and processes are completed in the most effective and efficient way. This is achieved by clear and concise policies and procedures, effective staff training and regular update meetings to ensure all staff are working harmoniously. The Council identified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

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

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 Council currently holds a Foundation level award in the Local Council Award Scheme but will be striving to meet the criteria for the Gold level award . 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



The Town Council was thrilled to be part of Seaford's celebration of the arrival of it's fabulous new community bench at Splash Point; The Shoal!

Working in partnership with Seaford Town Council and Seaford Community Partnership, Christian Funnell and Gabby Tofts designed and built this stunning 16-metre-long sculptural seating experience. *"We have been delighted by the enthusiastic support and good wishes for The Shoal project from the wonderful people of Seaford. We would like to thank the many folk who have generously sponsored a fish already and look forward to seeing The Shoal grow and become an amazing community facility for Seaford,"* Gabby Tofts.



The project is being funded by public sponsorship. A variety of fish shaped plaques are available to purchase, with prices from £85 for a Sprat. Messages engraved on the fish celebrate all aspects of Seaford life. From births, weddings and memorials to Seaford groups and lines of poetry.



Be part of this exciting project and help The Shoal grow. More sponsorship fish plaques are needed to build phase 2 of The Shoal. Four more Mackerel Benches will meander to the end of Splash Point pier creating a seating experience with some of the most spectacular views in Sussex.

For information on how to sponsor a fish plaque, application form and prices visit the dedicated website www.theshoalseaford.com or Facebook page www.facebook.com/The-Shoal-Seafords-Community-Bench-165924283917324/



Photo courtesy of Chris Wrathall.

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.

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

SEAFORD HEAD GOLF COURSE

Membership Prices 2017/18

7 day

Adult - £750

Intermediate 2 (30-39) - £500

Intermediate 1 (22-29) - £356

Youth (18-21) - £203

Junior (12-17) - £69

Junior 11 & under - free*

5 day

Adult - £585

Over 60's - £520

* t&c's apply

18 hole downland/links course

State of the art clubhouse

Largest drop from tee to pin in the South

Golf buggies available

Open 364 days per year (weather dependent)

Adult & Junior lessons with PGA coaches

Practice area

Golf simulator

Well stocked Pro Shop

Modern changing rooms & showers

Call 01323 890 139

Or visit www.seafordheadgolfcourse.co.uk

EVENTS

2016 was a very successful year for events in the town. Seaford Christmas Magic was a huge success with over 60 stalls, 3 live music stages and a constant flurry of visitors throughout the day, making for a magical day for the town!

The Town Council staff and councillors kicked off the 2 minute beach clean in September, with beach cleaning equipment available for members of the public to do their bit and help keep the beach tidy.

Seahaven Veterans & Armed Forces Day and Motorfest returned back to back in June at the Martello Fields; both events were very popular and drew crowds in from all over Sussex. Very few in the town were unaware as the motorbike procession came through!

The crowds were once again wowed by the bonfire procession, with its mesmerising drums, torches and costumes. The onlookers were then blown away by the spectacular fireworks display at the Martello Fields. Another cracking night for the Bonfire Society!

2017 is already filling up with events, some detailed below, and the hope is to continue to expand this list over coming months with the likes of an outdoor cinema, food festivals and markets:

WAIFS & STRAYS FAMILY FUN DAYS - Martello Fields, Sat 27th May & Sat 19th Aug

JAY MILLER'S CIRCUS - Martello Fields, Thurs 1st to Sun 4th June

RUDE MECHANICAL THEATRE COMPANY - Crouch Gardens, Tues 7th June

MAYOR'S OPEN GARDEN TRAIL - Various locations, Sun 11th June

SUSSEX DAY - Martello Tower, Sun 18th June

VETERANS & ARMED FORCES DAY - Martello Fields, Sat 24th June

MOTORFEST - Martello Fields, Sun 25th June

DASH OF COLOUR - Seaford Promenade, Sun 2nd July

FOOD FESTIVAL - Martello Fields, Sat 22nd to Sun 30th July

RUGFEST - The Salts, July (date tbc)

OUTDOOR CINEMA - Martello Fields, Fri 25th to Sun 27th Aug

UK TRIATHLON - Martello Fields, Sat 2nd to Sun 3rd Sept

FUN FAIR - Martello Fields, Sat 23rd to Sun 24th Sept

SEAFORD BONFIRE NIGHT - Town Centre/Martello Fields, Sat 21st Oct

SEAFORD CHRISTMAS MAGIC - Town Centre, Sat 2nd Dec



Due to being published in May 2017, please do check dates and details of events on the Town Council's website nearer the time.

The ever popular **BOOT FAIRS** have returned to the Martello Fields from April through to October, as they do each year. Organised separately by the Scouts and Seaford Rotary Club, they each host a monthly fair on a Sunday morning, as follows:

JUNE Sun 4th (Scouts) Sun 11th (Rotary)
JULY Sun 2nd (Scouts) Sun 9th (Rotary)
AUG Sun 6th (Rotary)
SEPT Sun 10th (Scouts) Sun 17th (Rotary)
OCT Sun 8th (Scouts) Sun 15th (Rotary)



Boot fairs are open to the public from 8.30am (Scouts) and 9am (Rotary) until 1pm.

This year is the first for the fortnightly **STREET MARKETS** within the town. The markets are held every 2nd and 4th Friday of the month, in Sutton Road.

JUNE Fri 9th Fri 23rd **JULY** Fri 14th
 ●-----●
 ***JULY** Fri 28th
AUG Fri 11th Fri 25th
SEPT Fri 8th Fri 22nd
OCT Fri 13th Fri 27th
NOV Fri 10th Fri 24th
DEC Fri 8th Fri 22nd



Starting in April 2017, there has been positive interest in the markets from stall holders and a good level of footfall and therefore visitors to the town centre., there has been concern expressed from nearby residents and some traders however.

* The markets are run on a trial period from 14th April to 14th July the Council will then consider whether or not to run them permanently. Alternative locations may be looked at also.

The Town Council's Events team are focussing on increasing the number and quality of events on offer within the town over the coming year and always welcome feedback or suggestions from members of the public.

Some events are organised by the Council and others are organised by local groups or companies who hire the Council's land. Full details of events and guidance on hiring an open space are available on the Council's website at www.seafordtowncouncil.gov.uk

Details of events across the town can also be found on the Seaford Community Events Committee website at www.seafordcommunityeventscommittee.co.uk

FILMING

Professional filming and photography on Town Council land has steadily grown in popularity over the past year. The main attraction is often the Seaford Head Nature Reserve, with the world-famous view of the Seven Sisters Cliffs behind the Coastguard Cottages.

Did you know; that Harry Potter, Foyle's War, Green Wing, Luther, Atonement and Mr Holmes were all part-filmed here in Seaford? That both Guy Fawkes and Robin Hood landed on Cuckmere Beach? That Charles Dickens lived here and Queen Victoria walked the beach?



The Town Council, as with any land owner, charges a fee for professional photography or filming on its land. In 2016-2017, the income from filming on Town Council land was an incredible £15,600.



The nature of the production varies from headline TV series, TV adverts and films, to fashion photo shoots and even Bollywood music videos!



Filming largely takes place on the Nature Reserve but also in The Crouch Gardens, Seaford Head Golf Course, South Hill Barn, the town centre and on the seafront.



Carolyn McCourt acts as a Filming Agent on the Council's behalf on Seaford Head Nature Reserve and the Council offers its gratitude for all her assistance in processing booking and assisting production companies when on site. As a resident of the Coastguard Cottages, she has the locations best interests at heart.

The Nature Reserve is a protected area due to its wildlife inhabitants and points of historic and scientific interest, and therefore filming on site is always done considerately and under the guidance of Sussex Wildlife Trust, which manages the site on the Council's behalf.

For further information on professional filming or photography on Town Council land, please contact:

Seaford Town Council
01323 894 870
admin@seafordtowncouncil.gov.uk

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.

There have been a few staffing changes across the Council during the 2016/2017 Municipal Year. Seven members of staff moved on from the Council; four from the Council offices and three from The View. Four resigned due to career opportunities/progression and three due to individual personal reasons or aspirations.

11 new staff members have joined the offices and The View in this period; four of which are in newly created positions, namely the Council's Inspector role and Assistant Manager, Breakfast Chef and Supervisor at The View.

A lot of focus is given to ensuring staff members work together as a team and understand their own and their team's contributions and responsibility towards the Council's objectives. The Council tries to ensure that all staff feel included and communicated with, through regular team and management meetings, email updates and by encouraging members of staff to visit 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.



In the past year the Council has been pleased to support staff members and see them successfully complete their studies; Lucy Clark, Support Services Manager, completed her Level 4 **AAT Accounting Qualification**; James Corrigan, Town Clerk, completed his second year of a **MSc in Human Resources Management**; Nathan Sutliff, Apprentice Greenkeeper, showed his natural flair for greenkeeping and is due to complete his NVQ in **Horticulture & Fine Turf Management** in Summer 2017; Adam Peck, Deputy Head Greenkeeper, will be continuing with his Level 3 NVQ in **Horticulture Management** and Ben Clark, Assistant Greenkeeper, is currently working through the **Greenkeepers Training Committee 'Black Book'**. To these four, the Council offers its congratulations!

The Council was also proud to have Simon Lambert, Head Greenkeeper, asked to continue as Guest Lecturer at Plumpton College; a recognition of his expertise in his field!

In addition to qualification studies, Council staff have undertaken a variety of one-day and short courses for specific skill development.

Annual appraisals were held with all staff in September/October 2016 and it was deemed to be a very positive exercise for staff, managers and the Council, with very few issues raised and those that were, being quickly and easily addressed.

The Neighbourhood Plan for Seaford has been under way since January 2016, being lead by the voluntary Neighbourhood Plan Steering Group and Action in Rural Sussex, with the support of the Town Council. In April 2017, the Steering Group released the following update:

‘Why do we need a Neighbourhood Plan?’

Lewes District Council has given Seaford a housing target to find a minimum of 184 dwellings by 2030. With a Plan, Seaford residents are able to choose: where they want new homes, shops and offices to be built; say what new buildings should look like; and what infrastructure should be provided. Without a Plan, Seaford does not achieve such a strong influence, and receives less funding.

The Neighbourhood Planning team make proposals based on evidence collected from surveys, questionnaires, meetings etc. The process for developing the plan involves consulting residents and the authorities at all stages. The final proposed Plan then goes before an independent examiner, who checks that the Plan meets the right standards, and then to a local referendum where the residents of Seaford decide whether or not the Plan should be adopted.

What have we done so far?

We are a volunteer group made up of local residents and some Town Councillors. We have a Steering Group and four Focus Groups: Housing & Development, Environment & Countryside, Local Economy and Facilities, and Transport & Travel.

We have created a draft vision that by 2030 Seaford will have:

- made greater use of the seafront, heritage assets and its position as a gateway to the National Park;
- Promoted sympathetic development;
- improved the economic environment;
- retained open spaces and the spectacular views;
- Improved the transport infrastructure;
- expanded the rich and diverse shops, businesses, and community and tourist facilities.

All our key documents and questionnaires are on www.seafordnp.uk. It is not too late for you to complete our questionnaires on line.

Next Steps

We will be holding another public meeting on 11th July and issuing further progress reports on the website and in the press. Once our evidence collection is finalised, we will consult widely with residents, and the various authorities prior to examination of the Neighbourhood Plan by an Independent Examiner and finally a referendum of residents. When we know more dates we’ll tell you.

How you can help

We’re working hard for our Town. We’ll keep you up to date. Please help us by looking at the website, completing the questionnaires and giving us your views. You can ask questions at the Steering Group meetings (check dates and times on the website).’



Seaford Town Council takes an active part in the planning function within Seaford. Lewes District Council is the local Planning Authority, making decisions on all planning applications submitted. The Town Council therefore acts as a consultee on applications within Seaford, ensuring where possible that it is voicing the needs of the town and its residents when responding to planning proposals.

In 2016 Geoff Johnson joined the Council as Planning Officer; having worked as a solicitor within principal authority planning departments for many years, Geoff was in a fantastic position to help enhance the understanding the Council has of its role in the planning process and enrich the involvement and impact it has.

The Council's Planning & Highways Committee has considered over 160 planning applications and 40 tree works applications in the current Municipal Year (May to May); each requiring Committee members to review the planning application and supporting documentation, carry out site visits, consider comments raised by the public and research relevant planning policy or other external factors.

This year there have been some high-profile applications submitted within the town:



Application: **CHYNGTON WAY**

Proposal: **55 DWELLINGS**

Decision: **WITHDRAWN**

The proposal for 55 homes on land at Chyngton Way caused a lot of upset with local residents. The Town Council held a special meeting of its Planning & Highway Committee in August 2016 at a larger venue to allow members of the public the opportunity to come along and voice their comments and concerns. The Committee objected strongly to the proposals. The application was soon after withdrawn and no further has been mentioned.

Application: **BEACHLANDS CARE HOME**

Proposal: **EXTENSION TO BUILDING**

Decision: **APPROVED**

This application was objected to by the Town Council for a number of reasons but largely due to contravening policy SF15 of Lewes District Council's Local Plan. This comment was echoed by the District Council's planning case officer in their recommendations to the District Council's Planning Committee. The Committee however voted to approve the application despite the officer recommendations. The Town Council quickly raised concerns with the District Council as to the impact this decision has on the future weighting on the saved policies of the Local Plan. The District Council has since replied and assured that all saved policies will continue to apply rigorously for future developments.



Application: **NEWLANDS SCHOOL SITE**

Proposal: **238 183 DWELLINGS**

Decision: **PENDING DECISION**

From the offset this application gained a huge amount of interest from the town's residents.

The original application for 238 dwellings was objected to by the Town Council, Sport England and others in November 2016 for a variety of reasons, including the loss of sports facilities. The developers submitted an amended application including a few alterations, most notably a reduction to 183 dwellings. The Town Council and Sport England both upheld its objection to the proposals.

At the time of writing, the District Council has announced that no decision by its Planning Committee until after the General Election has taken place on 8th June 2017. Further updates on the application will be shared once known.

The most notable change in the planning system across the nation was the introduction of 'paperless planning'. Lewes District Council upgraded its online Planning Portal, which now publishes all planning documents, replacing all paper plans. The portal can be accessed on the District Council's website at www.lewes.gov.uk/planning/1139.asp

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 notice boards, public seating, the seafront and concessions, beach huts, Seaford in Bloom, Christmas Lights, The View at Seaford Head 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, Seahaven Veteran's & Armed Forces Day and those detailed on page 16.

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 those within the Seafront Development Plan. This is then offset with the expected income from each area of the Council, for example through rents received, events bookings, filming income 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.

The Council approved the 2017/18 budget in January 2017 and set a Precept level of £654,466; this equates to a Town Council element of Council Tax of £69.01 per year for a Band D property within Seaford.

This figure of £69.01 represents a 5.5% increase on last year's Council Tax demand, which is the equivalent of an extra £3.60 per year. Seaford remains, for multiple years now, with the lowest level of Council Tax in the local area and considerably lower than the District's average at £90.18; the Council endeavours to ensure this continues to be the situation.

How is the Town Council's element of Council Tax worked out?

Budgeted expenditure (£1,668,925) - Income & Use of Balances (£989,091) - LDC Support Grant (£25,368) = Precept (£654,466)

Precept (£654,466) / Seaford's Tax Base—Band D (9,484 properties) = Council Tax element (£69.01)

Full details on the Council's Budget for the 2017/2018 Financial Year (and all previous years) can be found on the Council's website.

Top 10 Largest Expenditures for the 2016/2017 Financial Year (accounts for 75% of overall spend)

1. Salaries & Wages £554,415

As well as salaries and wages for approximately 30 employees, this includes Employer's National Insurance and pension contributions, and payments to casual workers at the Council, The View and Golf Course.

2. Grounds Maintenance £204,683

This figure is just under budget and includes both Contract and Non-Contract works.

3. Public Works Loan Board £136,969

This figure is in line with the budget.

4. Food & Bar Expenditure £133,363

This figure is just under £15k below budget due to stock efficiencies, menu planning and good management.

5. Southdown Road Works £125,882

This expenditure for necessary works to Southdown Road was expected to be incurred in 2015/2016 however due to a delay in the works themselves, crept in to 2016/2017.

6. Rates £45,790

This figure is in line with budget.

7. Golf Support SLA £41,908

This figure is in line with the budget for the service and facilities provided by the Golf Professional.

8. Greenkeepers Shed £34,274

This figure is in line with the budget and the expenditure was covered by an ear-marked reserve for this facility.

9. Building Maintenance £31,469

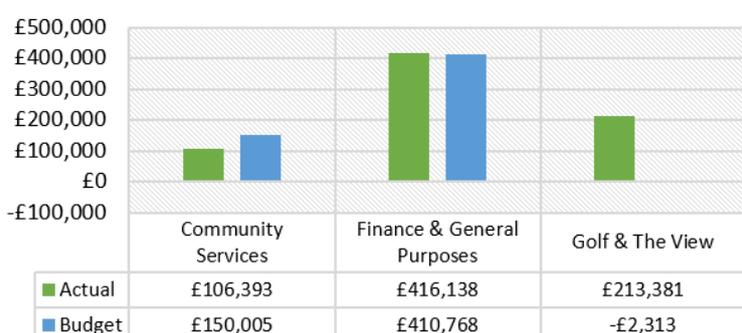
This covers maintenance across all of the Council's buildings, including substantial remedial works to the changing rooms and toilets at The Salts and South Hill Barn

10. Cleaning £27,774

This is higher than budgeted due to a review of the cleaning contract at The View and a sufficiently comprehensive clean now taking place, including the cleaning of all windows.

Performance against Budget for the 2016 / 2017 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.



Overall the **Community Services** Committee is £43,612 under budget, which is largely due to the exceptional effort made by the Projects & Facilities team to generate income; income generation is £63,437 better than budget at £231,713. The **Finance & General Purposes** Committee's performance is £5,370 over budget; this is largely due to non-budgeted

expenditure including elections at £24,095 and the loss of £16,612 rent from the delay in works to Hurdis House. Good performance and financial management elsewhere in the budget offset the majority of the non-budgeted expenditures. The **Golf & The View** Committee shows a loss of £213,381 however, £125,882 of this is due to the works at Southdown Road, leaving an actual running loss of £87,499. This is a significant improvement on the loss of 2015/2016 which was £142,462. Focus is being given to increasing event and function bookings at The View, as well as membership numbers at the Golf Course and Society bookings.

GRANTS SCHEME 2016/2017

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 invites 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, however the majority are in the form of monetary donations.

Listed below and to the right are the organisations that received monetary donations from the 2016/2017 Grants Pool, totalling £22,300.

Name of Organisation	Purpose of Grant	Awarded
ABC Fund	To provide food hampers, pantomime tickets and a day out at Drusilla's for disadvantaged families in Seaford.	£300
Citizen's Advice Bureau	To support the provision of the Citizen's Advice Bureau service to Seaford in person, on telephone and via email.	£5,000
Community Transport for Lewes Area	To assist with the vehicle replacement schedule and door to door dial-a-ride for 2 days per week.	£5,000
Crouch Bowling Club	To purchase three sets of bowls.	£400
Downs 60 + Club	To purchase eight folding chairs for events and meetings.	£250
East Blatchington Pond Conservation	To purchase pebbles for the edge of the pond and snowdrops for the woodland areas.	£100
Eastbourne Epilepsy Group	Funding towards the costs of printing seizure diaries, literature which will be provided free to people and posters for GP & Hospitals.	£300
Inner Lights	Funding towards the cost of transport to and from monthly meetings and outings.	£100
Mercread Youth Centre	Funding towards for arts and craft workshops.	£250
Seaford Bonfire Society	Funding towards the cost of Security and Medical personnel for the Seaford Bonfire Night procession and display.	£1,500
Seaford Choral Society	To cover the cost of producing a centenary programme for Autumn and Spring concerts in 2016-2017.	£150
Seaford Community Events Committee	Contribution towards the cost of event management for Motorfest and set up costs.	£500
Seaford Community Partnership	Administration of the general running costs of the Partnership.	£350

GRANTS SCHEME 2016/2017

Name of Organisation	Purpose of Grant	Awarded
Seaford Lifeguards	To purchase replacement uniforms for the voluntary Seaford Lifeguards.	£1,500
Seaford Museum & Heritage Society	Contribution towards a new reception area for Seaford Museum when access project is underway.	£400
Seaford Music Society	Funding towards the fees to the artists for the 2016/2017 season.	£100
Seaford Photographic Society	To purchase new equipment for the benefit of all members, in particular a replacement projector, calibrator, print stand and print competitions and projectors stand, and replace worn out trophies.	£250
Seaford Seniors' Forum	To cover the costs of a newsletter to members to help further the Forum's objectives.	£300
Seaford Silver Band	Funding towards the Band's running costs, rent, insurance, repairs and replacement uniforms.	£300
Seaford Stroke & Caring Club Charity Trust	Contribution towards transport costs.	£150
SeeAbility	Funding towards the Volunteering programme.	£750
St Wilfrid's Hospice	To provide support to the home Nursing Team visiting people in Seaford, the team provide care and support to local district nurses and doctors, as well as families and the patients.	£2,000
Waves Seaford Ltd	Funding towards supporting clients in professional counselling, many of which are referred to Waves by GPs.	£2,000
Willett Charitable	Funding towards additional flailing for Wood Control at Bishopstone Village Green.	£100
Zap Art	Funding towards delivering intergenerational arts/heritage workshops in the local community and with school groups.	£250



Laurie Holland and Helen Macaulay representing Seaford Lifeguards receiving the grants cheque from Councillors Lindsay Freeman and Mark Brown (far left and right).

The 2017/2018 Grants Scheme opened in April 2017, with the closing date for applications being 19th May.

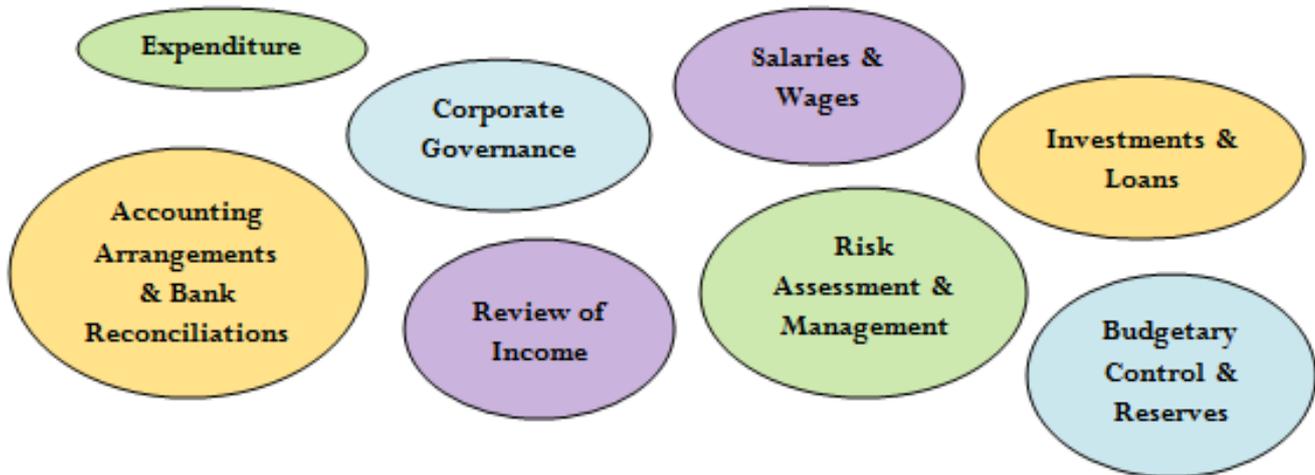
The Council's Finance & General Purposes Committee will be considering all grant applications at its meeting on 29th June and looks forward to being able to announce those organisations and groups being awarded a financial grant.

All details of grants awarded will be published on the Council's website at www.seafordtowncouncil.gov.uk

INTERNAL AUDIT

What does an Internal Audit 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 2016/2017

Mulberry & Co. continued as the Council's Internal Auditor for the 2016/2017 Municipal Year, for the third year running.

The first interim audit visit was carried out on 7th November 2016, with the audit report being submitted to the Finance & General Purposes Committee at its meeting on 8th December 2016.

The auditor stated in the report that *'overall the financial systems and procedures described and demonstrated to me on site were effective and fit for purpose. Sample testing identified no errors or misstatements. I have noted a couple of items for council attention in the report below but have no significant action points'*.

The actions mentioned were minor points, which were promptly addressed by officers. The full report is able to view on the Council's website as part of the agenda for the Finance & General Purposes Committee meeting on 8th December 2016.

The auditor's next visit was scheduled for 24th May 2017 with the audit report to be reported to Full Council at its meeting on 22nd June 2017. It is at this meeting that the Council approves the Annual Return for the 2016/2017 Financial Year (see overleaf).

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 draft Accounting Statement for the 2016/2017 Financial Year is below; this is being presented to the Council at its meeting on 22nd June 2017 for approval and is due to be verified by the External Auditor shortly afterwards.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	289,201	274,429	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	521,314	612,553	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,337,836	1,066,851	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	477,806	521,052	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	131,574	136,969	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	4,264,542	1,158,538	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.	274,429	137,274	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	638,140	221,015	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	10,319,203	10,469,163	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	1,778,626	1,727,505	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)	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.

As mentioned above, these figures are still subject to approval by the Council and verification by the External Auditor, so may be subject to change.

CIVIC ROLES

At every Annual Meeting the Council elects 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 2017-2018

On 18th May 2017 the Council elected Councillor Linda Wallraven as Mayor of Seaford for the 2017-2018 Municipal Year. Having served as Mayor for two years in 2011 to 2013, Councillor Wallraven is thrilled to be back in office, supported by her close friend and consort, Liz Holland.

Councillor Wallraven is the Council's longest serving Councillor, being in her tenth year in office. Councillor Wallraven also took on the additional duty of District Councillor for Lewes District Council in 2015.

Councillor Wallraven has named Seaford Lifeguards as her chosen charity to raise funds for during her time in office as Mayor; a voluntary organisation of



individuals who donate their own time to ensure the safety of those using the beach, a truly admirable cause.

Upon receiving the chain of Office, Councillor Wallraven thanked Councillor Lindsay Freeman for all that she had done and achieved during her year in Office as Mayor, with the support of her consort, husband, Councillor Nick Freeman.

Councillor Lindsay Freeman chose RNLI and Waifs & Strays Dog Rescue as her charities and was thrilled to have raised £1,750 for each.



(L to R) Seaford's Sergeant-at-Mace and Town Crier, Peter White; 2016/2017 Mayor, Councillor Lindsay Freeman; 2017/2018 Mayor, Councillor Linda Wallraven; 2017/2018 Deputy Mayor, Councillor Mark Brown.

Councillor Freeman hosted a stunning Mayor's Garden Trail, Mayor's Quiz Night and Mayor's Carol Service in addition to attending over 70 engagements as Mayor over the year to help maintain and raise the profile of Seaford Town Council in its local communities.

DEPUTY MAYOR 2017-2018

Immediately following the election of Mayor, the Council voted Councillor Mark Brown to the position of Deputy Mayor of Seaford; having taken this on originally in October 2016.

Councillor Brown served as Mayor of Seaford from January 2014 to May 2016, putting him in good stead to support Councillor Wallraven as Mayor.

YOUNG MAYOR OF SEAFORD 2017-2018

Thomas Exley has taken over the reins as Young Mayor of Seaford for the 2017/2018 Municipal Year.

Thomas acted as Deputy Young Mayor to Jessica Batchelor for the 2016/2017 year and supported and assisted her, in particular with regards to the defibrillator project.

Elections were held in local schools in early-2017, with Dominic Avery being elected as Deputy Young Mayor for the 2017-2018 Municipal Year.

Thomas has announced that he and Dominic will be working hard over the next year to raise the funds to install a wheelchair accessible swing in The Salts play area, to make play inclusive for all young people.

They will be looking to arrange a Summer event in August 2017 to kick start the fundraising, in addition to other events throughout the year.

YOUNG MAYOR'S DEFIBRILLATOR PROJECT

Jessica Batchelor, former 2016/2017 Young Mayor, began a fundraising project for the installation of a public access defibrillator within the town. The scheme caught many people's attention and with the tireless dedication of Jessica and her Deputy, Thomas, they managed to raise funds to install an incredible six defibrillators!

The defibrillators are being spaced geographically across the town where possible; Martello toilets, The View at Seaford Head, St Luke's Church, St Leonard's Church, Seaford & Blatchington Tennis Club and Seaford Library (to be confirmed).

On behalf of Jessica, Thomas and the town, a massive thank you goes to all those who donated towards this cause and made this dream of public access to potentially life-saving equipment possible.

The Mayor of Seaford, Cllr Linda Wallraven,
invites you to the 6th Annual
Mayor's Open Garden Trail
Sunday 11th June 2017
11am to 5pm
www.mayorsopengarden.co.uk

Proudly sponsored for the 6th year by

Pomegranate



The Council thanks organiser, Geoff Stonebanks for all his hard work each year to deliver this trail, and also the garden owners for opening up their creations to the public to enjoy.

OPENED BY THE MAYOR
11AM AT DRIFTWOOD
4 Marine Drive
BN25 2RS

Grand raffle

1st prize £100
National Garden Vouchers.
2nd prize £50 to spend in
Pomegranate.
3rd prize a garden gnome.

8 stunning private
gardens open in
Seaford to raise
funds for the
Mayor's charities.

Tickets £6 to see all gardens.
Tea, cakes and light lunch available in
some gardens along the trail.
Details of gardens open
on website & in the Tourist Information
Office.

(right) Thomas Exley,
2017-2018 Young Mayor.
(below) Jessica Batchelor,
2016-2017 Young Mayor,
and Thomas at the 2016
Mayor's Open Gardens.



COUNCILLOR CONTACT DETAILS

CENTRAL ward:



Rahnuma Hayder
t: 01323 896 869

e: rahnuma.hayder@gmail.com
20a Sutton Park Road, Seaford,



Terry Goodman
t: 01323 896 024

e: cllr.terrygoodman@hotmail.com
Primrose Cottage, 32 Richington Way,
Seaford, BN25 3HU



Penny Lower
t: 01323 898 925

e: pennylower@icloud.com
39 Sutton Park Road,



Maggie Wearmouth
e: wearmouthld@gmail.com

c/o 37 Church Street,
Seaford, BN25 1HG

EAST ward:



Phil Boorman
t: 07951 813 014

e: phboorman@gmail.com
29 Cinque Ports Way, Seaford,
BN25 3UE



Barry Burfield
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e: cllr.burfield@bazzil.com
c/o 37 Church Street, Seaford,
BN25 1HG



Alan Latham
t: 01323 872 400

e: al@axis2000.co.uk
25 Chyngton Way, Seaford,
BN25 4JB



Vacant
(By-election to be held on
6th July 2017)

NORTH ward:



Dave Argent
t: 01323 892 986

e: davidargent7@gmail.com
7 Cradle Hill Road, Seaford,
BN25 3HY



Richard Honeyman
e: honeymanrichard@gmail.com

59 Valley Drive, Seaford,
BN25 3BN



Adam McLean
e: a.mclean@email.com

c/o 37 Church Street,
Seaford, BN25 1HG



Cheryl White
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52 Quarry Lane, Seaford,
BN25 3BJ

SOUTH ward:



Sam Adeniji
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Shoestrings, 1 Buckle Drive,
Seaford, BN25 2QH



Lindsay Freeman
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Seaford, BN25 1BG



Nick Freeman
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e: nickfreeman_stc@outlook.com
Holm Cottage, Maurice Road,
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Olivia Honeyman
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BN25 3BN

WEST ward:



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BN25 2QT



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BN25 2RL



Linda Wallraven
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e: lindawallraven@gmail.com
15 Antony Close, Bishopstone,
Nr Seaford, BN25 2SY



Bill Webb
t: 07931 337 878

e: w_webb@sky.com
16 Cotswold Close,
Eastbourne, BN23 8HH

COUNCILLOR ROLE & 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. The Council 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/her 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 members to vote on and 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 working with and helping 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.

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 30).

Outside Body	2017/18 Representative/s	Outside Body	2017/18 Representative/s
Access in Seaford & Newhaven	Olivia Honeyman	Seaford Chamber of Commerce	Phil Boorman
Bishopstone United Charities	Maggie Wearmouth	Seaford Community Flood Action Group	Olivia Honeyman
	Penny Lower		Cheryl White
Citizen's Advice Bureau	Lindsay Freeman	Seaford Community Partnership	Richard Honeyman
Community Rail Partnership	Richard Honeyman	Seaford Cricket Club	Mac McLean
Community Transport - Lewes Area (CTLA)	Dave Argent	Seaford Football Club	Richard Honeyman
Crouch Bowling Club	David Burchett	Seaford Head Golf Club	Lindsay Freeman
Cuckmere Community Bus	Phil Boorman	Seaford Head Nature Reserve Management Committee	Phil Boorman
East Sussex Association of Local Councils	Mark Brown		(vacant)
Environment Agency Meetings	Olivia Honeyman	Seaford Head Swimming Pool	Terry Goodman
	Rahnuma Hayder	Seaford Resident's Voice	Mark Brown
	Nick Freeman	Seaford Senior's Forum	Dave Argent
Fair Trade Group	Olivia Honeyman	Seaford Twinning Association	Olivia Honeyman
	Linda Wallraven	Stakeholders Group on Health Issues	Sam Adeniji
Impact Seaford	Sam Adeniji		Olivia Honeyman
Lewes Community Safety Partnership - Joint Action Group	Penny Lower		Alan Latham
Lewes District Association of Local Councils (LDALC)	Dave Argent		Maggie Wearmouth
	Penny Lower	Strengthening Local Relationships	Barry Burfield
Mercread Youth Centre	Phil Boorman		Linda Wallraven
Neighbourhood Plan Steering Group	Mark Brown		Terry Goodman
	Lindsay Freeman	Tree Wardens Group	Alan Latham
	Richard Honeyman	Youth Task Group	Phil Boorman
	Alan Latham		Mac McLean
	Linda Wallraven		
Seaford Allotment & Leisure Garden Society	Penny Lower		
	Maggie Wearmouth		

Good communication is a two way process; the Council is committed to building and maintaining open communication lines with the public and the residents of the town.

In order to ensure that the Council's news, updates and information are accessible to as many individuals as possible, the Council adopts various methods of information sharing:

The **WEBSITE** contains a vast amount of information and is regularly updated. It can be found at www.seafordtowncouncil.gov.uk

FACEBOOK is a very popular method of communication, in particular for getting news and updates in to the public domain quickly www.facebook.com/seaford.town.council

During 2016 the Council issued **83 PRESS RELEASES** to ensure news and updates are getting as much coverage as possible.

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.

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

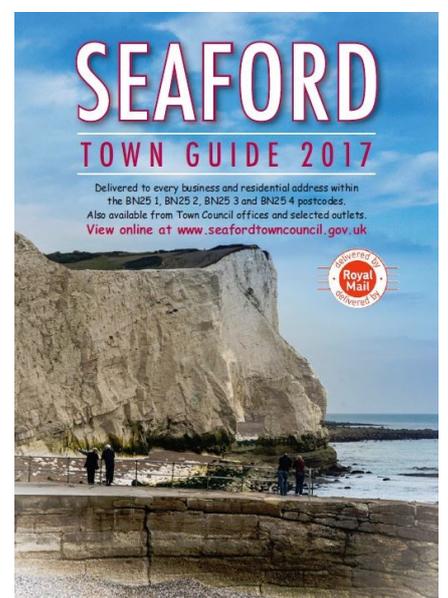
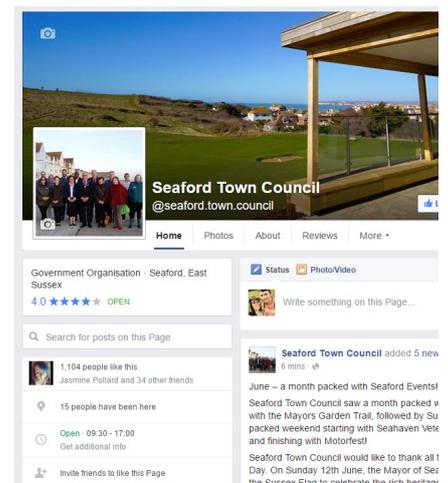
2017 has seen the first **COUNCIL TAX LEAFLET** from Seaford Town Council, which was issued to all households in the town with their Council Tax demand letters.

Also due for release in 2017 is the **SEAFORD TOWN MAP**, which was identified as something often asked for by visitors to the area.

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.

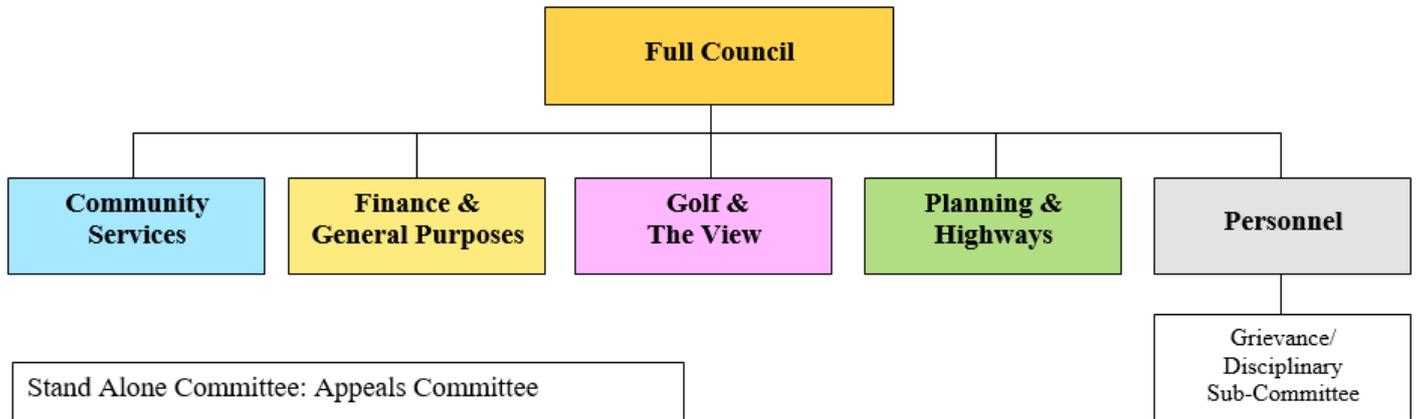
The Council has a **YOUTUBE CHANNEL** on which it publishes the recordings of its Council and Committee meetings; find it at www.youtube.com and search 'Seaford Town Council'.

DIRECT CONTACT WITH COUNCILLORS is always invited and encouraged; see page 30 for the contact details for the Town Councillors.



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:



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

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.

Community Services

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/resolve all staff grievances.
 Consider /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 2017/2018 year are set out below.

2017	
May	18 Full Council AGM **
	23 Annual Town Meeting
June	1 Planning & Highways ^h
	6* Golf & The View
	22 Full Council ***
	22 Planning & Highways ***
July	29 Finance & General Purposes
	6 Community Services
August	13 Planning & Highways
	20 Full Council
September	3 Planning & Highways ^h
	24 Planning & Highways ^h
October	5* Golf & The View
	14 Planning & Highways
	21 Finance & General Purposes
November	5 Planning & Highways
	19 Full Council
	26 Planning & Highways ^h
December	16 Planning & Highways
	21* Golf & The View (budget)
	30 Community Services (budget)
2018	7 Planning & Highways
	14 Finance & General Purposes (budget)
	21 Planning & Highways ^h
January	11 Planning & Highways
	25 Full Council (budget)
February	1 Planning & Highways
	8 Community Services
	22 Planning & Highways
March	6* Golf & The View
	15 Planning & Highways
	22 Finance & General Purposes
	29 Full Council
April	5 Planning & Highways ^h
	26 Planning & Highways
May	3 Community Services
	10 Full Council AGM ***
	17 Planning & Highways
	22 Annual Town Meeting

Meetings are usually held at 7pm in the Council Offices at 37 Church Street, Seaford.

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

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

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!

Notes:

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 of the meeting to ensure they can gain entry.

The Annual Town Meeting (aka Town Forum) is a public meeting, not a Council meeting, but must be facilitated by the Town Council.

* Golf & The View Committee meetings take place on a Tuesday at The View at Seaford Head.

* Council Annual Meeting on 18 May 2017 to be followed immediately by an Ordinary Council Meeting.

** Council Annual Meetings will be followed immediately by an Ordinary Council Meeting (18 May 17 and 10 May 18)

*** Council Meeting to approve the Annual Return to be followed immediately by Planning & Highways Committee Meeting.

^h takes place during school holidays.

Seaford's Best Kept Secret...

the View

Restaurant, Bar & Function Venue



SEAFORD HEAD

Have You Discovered The View?

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Tel: 01323 890139 For more details visit: www.the-view.co.uk

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kinds - boardroom meetings, staff training,
wedding receptions, anniversaries, birthdays,
wakes, office parties... and more.**

the View

Restaurant, Bar & Function Venue



SEAFORD HEAD

The View is Seaford's leading function venue, located on Seaford Head Golf Course with fully licenced bar, patio, viewing terrace, wheel chair access, free parking, free Wi-Fi, air conditioning and stunning views across Seaford Bay and Seaford Head.

For booking enquires, simply call us on 01323 890139
or email hello@the-view.co.uk