



## Seaford Town Council

### To Members of Seaford Town Council

The Annual Meeting of Seaford Town Council will be held at **the Council Chamber, 37 Church Street Seaford**, on **Thursday, 8 May 2014**, at **7.00 pm**, which you are summoned to attend.

Cllr M Brown  
Mayor  
1<sup>st</sup> May 2014

### AGENDA

**1. Election of Mayor for the Municipal Year 2014-2015**

To receive nominations for the office of Mayor.

**2. Declaration of Acceptance of Office - Mayor**

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

**3. Election of Deputy Mayor for the Municipal Year 2014-2015**

To receive nominations for the office of Deputy Mayor.

**4. Apologies for Absence.**

To consider apologies for absence.

**5. Minutes**

To approve the minutes of the meeting held on 17 April and 24 April 2014 to be signed by the Mayor.

**6. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**7. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

**8. Review of delegation arrangements and terms of reference for Committees**

To consider report 01/14 concerning delegation arrangements to committees, sub-committees and officers (pages 5 to 6).

**9. Committees**

To consider report 02/14 detailing recommendations for the appointment of members to Committees and appointment of Chairmen & Vice Chairmen for the Municipal Year 2013-14 and to confirm that no new Committees be established at this time (pages 7 to 9).

**10. Review of Standing Orders and Financial Regulations**

To consider report 03/14 regarding the review of Standing Orders and Financial Regulations. (pages 10 to 11).

**11. Representations on Outside Bodies**

To consider report 04/14 detailing Councillors nominated to represent this Council on outside bodies and liaison committees for the Municipal Year 2014-15 and reporting arrangements (pages 12 to 13).

**12. Review Inventory of land and other assets**

To consider report 05/14 detailing land and assets owned by the Council (pages 14 to 16).

**13. Review and confirm Insurance arrangements.**

To consider report 06/14 concerning Insurance arrangements (pages 17 to 18).

**14. Review of the Council's Complaints procedure**

To consider report 07/14 detailing the Council's Complaints Procedure (page 19).

**15. Review of the Council's policy procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

To consider report 08/14 detailing the Council's policy for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (pages 20 to 28)

**16. Review of the Council's policy for dealing with the press/media**

To consider report 09/14 concerning the Council's policy for dealing with the press and other media (page 29).

**17. Setting the dates, time and place of ordinary meetings of the Council and its Committees for the 2014-15 Municipal Year.**

To consider report 10/14 regarding the dates, times and location for Council and Committee meetings for the 2014-15 Municipal Year (pages 30 to 31).

**18. Notification of Leader and Deputy Leader of the Council**

To receive notification of the Leader of the Council and Deputy Leader of the Council for the 2014-15 Municipal Year.

**19. Notification of Leader and Deputy Leader of the Liberal Democrat Group**

To receive notification of the Leader of the Liberal Democrat Group and Deputy Leader of the Liberal Democrat Group for the 2014-15 Municipal Year.

**20. Notification of Leader and Deputy Leader of the UKIP Group**

To receive notification of the Leader of the UKIP Group and Deputy Leader of the UKIP Group for the 2014-15 Municipal Year.

**21. Review of the Council's Public Participation Policy**

To consider report 11/14 concerning the Council's Public Participation Policy (page 32).

**22. Review of the Council's Disciplinary Procedure**

To consider report 12/14 concerning the Council's Disciplinary Procedure (page 33).

**23. Review of the Council's Grievance Policy**

To consider report 13/14 concerning the Council's Grievance Policy (page 34).

**24. Mayors Appointments and Communications**

a) Mayor Brown - to note the Past Mayor's previous engagements, report 14/14 (pages 35 to 36).

b) New Mayor - to receive any communications, as the Mayor may desire, to put before the Council and to note the new Mayor's future engagements, report 15/14 (pages 37 to 38).

c) Young Mayor -- to receive an update from Mayor Brown on the position of Young Mayor.

**25. Outside Bodies Reports**

To consider report 16/14 presenting reports from Councillors concerning their representation on Outside Bodies (pages 39 to 53).

**26. External Audit**

To consider report 17/14 informing Council of External Audit timetable (pages 54 to 55).

**27. Subscription to Other Bodies**

To consider report 18/14 concerning the Council's and Officer's subscriptions to other bodies (pages 56 to 57).

**28. Splashpoint Repair work**

To consider report 19/14 concerning repair works to Splashpoint (pages 58 to 59).

**29. Appointment of Responsible Finance Officer Duties**

In the absence of a Responsible Finance Officer, a motion is put to the Council to propose and approve temporary reassignment of the Responsible Finance Officer duties to the Locum Town Clerk to ensure the Councils administration can continue to operate.

**For further information about items appearing on this agenda, please contact  
Cllr M Brown, Mayor of Seaford, 37 Church Street, Seaford, East Sussex, BN25 1HG.  
Telephone 01323 894870, fax 01323 872976.**



## Seaford Town Council

**Report 01/14**

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Review of delegation arrangements and terms of reference for committees</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To review delegation arrangements and committee terms of reference in accordance with Standing Order 2 j vi &amp; vii</b>

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### Recommendations

**You are recommended:**

- 1. To note that the review of the delegation arrangements and committee terms of reference (Scheme of Delegation) is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.**
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### 1. Information

- 1.1** Following the Independent Investigation in March 2014, it has become apparent that the Scheme of Delegation needs changing as it conflicts with our Standing Orders.
- 1.2** As agreed at the Full Council meeting on 10 April 2014, the Review Working Group have been delegated the task of reviewing the Scheme of Delegation in line with the independent investigation recommendations and presenting this back to Full Council for approval.
- 1.3** As decided at the Full Council meeting on 10 April 2014, the Review Working Group consists of: Councillors Sylvia Dunn, Stephen Gauntlett, Linda Lord, Linda Wallraven and Ben Warren.

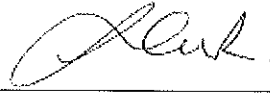
### 2. Financial Appraisal

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

**3. Contact Officer**

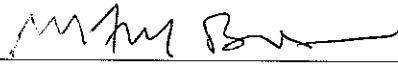
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Mayor



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## Seaford Town Council

Report 02/14

<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Committee Appointments</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To Consider the appointment of members of Committees and to appoint Chairmen and Vice Chairmen of the Committees, in accordance with Standing Order 2 j viii.</b>

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### Recommendations

**You are recommended:**

- 1. To appoint Members to the Community Services Committee.**
  - 2. To appoint Members to the Finance & General Purposes Committee.**
  - 3. To appoint Members to the Golf Course Committee.**
  - 4. To appoint Members to the Planning & Highways Committee.**
  - 5. To appoint Members to the Personnel Sub-Committee.**
  - 6. To appoint Members to the Grievance/Disciplinary Sub-Committee.**
  - 7. To appoint Members to the Appeals Sub-Committee.**
  - 8. To appoint Chairmen to the relevant Committees.**
  - 9. To appoint Vice-Chairmen to the relevant Committees.**
  - 10. To approve that all other Councillors of the same political group may substitute for Committee Members.**
  - 11. To confirm that no additional Committees be established at this time.**
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### 1. Information

- 1.1** Standing Order 15 a iv requires that that Committee membership is allocated on a proportional basis to as closely as possible reflect the same proportion of political and other members as the Council as a whole.
- 1.2** There are four main Committees each requiring ten members be appointed. There are therefore a total of forty places to be allocated to twenty Members, resulting in an average of two committee places available per Member.

- 1.3 This results in a total of twenty committee places allocated to the majority group, eight to the Liberal Democrat group, eight to the UKIP group and leaving four places allocated to other members outside of the three main political groups within the Council.
- 1.4 In addition to the four standing Committees appointments also have to be made to the Personnel Sub-Committee (5 Members), the Grievance/Disciplinary Sub-Committee (5 Members) and the Appeals Sub-Committee (5 Members).
- 1.5 The Personnel Sub-Committee is comprised of the Leader and Deputy Leader of the Council, the Mayor and the Leaders of the Liberal Democrat and UKIP Groups.
- 1.6 An up to date report on the individuals proposed for membership of each Committee will be presented at the meeting on 8 May.
- 1.7 The Committee Membership as it currently stands is attached at Appendix A.
- 1.8 Appointment of substitute members under Standing Order 15 a v allows the appointment of substitute councillors from the same political or other group to a Committee whose role is to replace ordinary Councillors from the same political or other group at a meeting of a committee. Notification of a substitute must be confirmed to the Council offices at least one hour prior to the meeting.

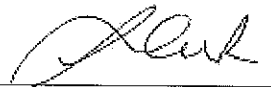
## 2. Financial Appraisal

There are no financial implications arising out of this report

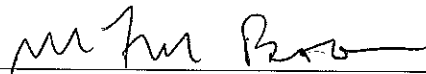
## 3. Contact Officer

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

Support Services Manager



Mayor





## COMMITTEES 2013-14

	Conservative	Lib Dem	UKIP	Independent
<b><u>COMMUNITY SERVICES</u></b>				
Chairman	Ben Warren			
Vice Chairman	Linda Wallraven			
	Sylvia Dunn	Ali Hayder	Alan Latham	
	Paul Heseltine	Sarah McStravick		
Ex Officio	<i>Paul Franklin</i>	<i>Bob Allen</i>		
	<i>Mark Brown</i>			

**FINANCE & GENERAL PURPOSES**

Chairman	Barry Burfield			
Vice Chairman	Mark Brown			
	Paul Franklin	Stephen Gauntlett	Roger Needham	Sam Adeniji
	Terry Goodman	Ali Hayder		
	Ben Warren			
	Ian White			
Ex Officio		<i>Bob Allen</i>		

**GOLF COURSE**

Chairman	Ian White			
Vice Chairman	Terry Goodman			
	Mark Brown	Stephen Gauntlett	Roger Needham	
	Barry Burfield	Bob Allen		
	Paul Franklin			
	Barry Groves			

**PLANNING & HIGHWAYS**

Chairman	Linda Wallraven			
Vice Chairman		Bob Allen		
	Sylvia Dunn	Sarah McStravick	Alan Latham	
	Mark Brown			
	Terry Goodman			
Ex Officio	<i>Paul Franklin</i>			

**PERSONNEL SUB-COMMITTEE**

Chairman	Ian White			
	Paul Franklin	Bob Allen		

**GRIEVANCE/DISCIPLINARY SUB-COMMITTEE**

Chairman	Ian White			
	Ben Warren	Sarah McStravick	Alan Latham	

**APPEALS SUB-COMMITTEE**

Chairman	Paul Franklin			
	Mark Brown	Bob Allen	Roger Needham	
	Sylvia Dunn			

N.B. As per the Full Council meeting on 10 April 2014 the following is a temporary set up for the Grievance/Disciplinary Sub-Committee

Chairman	Mark Brown	Sarah McStravick	Linda Lord	Sam Adeniji
			Roger Needham	

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## Seaford Town Council

**Report 03/14**

<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Review of Standing Orders and Financial Regulations</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review Standing Orders and Financial Regulations in accordance with Standing Order 2 j x</b>

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### Recommendations

**You are recommended:**

- 1. To note that the review of the Standing Orders has been referred to the Review Working Group, to conduct a review of the document in line with the independent investigation recommendations and present back to Full Council at a later date for approval.**
  - 2. To note that the review of the Financial Regulations is to be carried out at the next Finance & General Purposes Committee meeting and presented back to Full Council at a later date.**
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### 1. Information

- 1.1** Following the Independent Investigation in March 2014, it was highlighted that the Standing Orders need reviewing in certain areas and that they are not serving the Council and Public as best as possible.
- 1.2** As agreed at the Full Council meeting on 10 April 2014, the Review Working Group have been referred the task of reviewing the Standing Orders in line with the independent investigation recommendations and presenting this back to Full Council for approval.
- 1.3** The Financial Regulations were last reviewed by the Corporate Services Manager in April 2013.
- 1.4** As per minute reference C7.2 2013/14, it was agreed that the Financial Regulations could remain as adopted by Full Council on 16 August 2012 and that the review of be delegated to the Finance & General Purposes Committee to be conducted in April 2014.

1.5 This review will be included on the agenda for the Finance & General Purposes Committee meeting in June 2014.

1.6 Upon approval from the Finance & General Purposes Committee, the Financial Regulations will be presented to Full Council at the next available meeting.

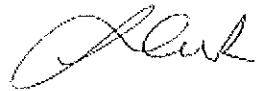
**2. Financial Appraisal**

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

**3. Contact Officer**

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

Support Services Manager



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Mayor



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## Seaford Town Council

Report 04/14

**Agenda Item No:** 11  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Representation on Outside Bodies  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To appoint members to represent the Council on Outside Bodies and Liaison Committees, and to agree arrangements for reporting back in accordance with Standing Order 2 j xii

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### Recommendations

You are recommended:

1. To appoint members to represent the Council on those Outside Bodies and Liaison Committees.
  2. To agree the reporting back arrangements as detailed in 1.3 and 1.4.
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### 1. Information

- 1.1 Standing Order 2 j xii mandates that appointments to represent the Council on Outside Bodies and Liaison Committees be considered at this stage of the agenda at the Annual Meeting.
- 1.2 The following Outside Bodies and Liaison Committees currently have Council representation:

#### Outside Bodies

Access in Seaford & Newhaven	1
Bishopstone United Charities	2
Citizen's Advice Bureau	1
Coastal Futures Group	1
Community Rail Partnership	1
Community Transport - Lewes Area (CTLA)	1
Cuckmere Community Bus	1
Cuckmere Estuary Partnership	1
Fair Trade Group	1
Friends of the Crouch	1
Lewes District Assoc of Local Councils	2

(LDALC)	
Mercread Youth Centre	1
Planning User Group	1
Seaford Chamber of Commerce	1
Seaford Community Partnership	1
Seaford Head Swimming Pool	1
Seaford Seniors Forum	1
Seaford Twinning Association	1
Smarter Seaford	1
St James' Trust	1
The Base Management Committee	1
Youth Task Group	2

**Liaison Committees**

Arts@theCrypt Management Committee	3
Christmas Lights Committee	4
Seaford Head Nature Reserve	3
Seaford Head Estate Advisory Group	3
Stakeholders Group on Health Issues	4
Strengthening Local Relationships	4
Tree Wardens Group	1

1.3 Members appointed are requested to report back as they feel necessary to the Town Clerk any matter which is required to be brought to the attention of the Council or its committees during the year.

1.4 Members shall be required to provide a formal written report at the end of the municipal year.

**2. Financial Appraisal**

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

**3. Contact Officer**

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

Support Services Manager

  
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Mayor

  
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## Seaford Town Council

**Report 05/14**

<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Review inventory of land and other assets owned by the Council.</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review the inventory of land and other assets owned by the Council in accordance with Standing Order 2 j xiv.</b>

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### **Recommendations**

**You are recommended:**

- 1. To note the schedule of land and other assets owned by the Council as per Appendix A attached to this report.**
- 

### **1. Information**

- 1.1** Attached as Appendix A is a schedule of land and other assets owned by the Council at 31 March 2014.
- 1.2** Community Land is given only a notional value in accordance with the recommendations for community land.
- 1.3** Buildings and other insured assets were historically valued at their insurance valuation (replacement cost). Uninsured assets were given an estimated value.
- 1.4** Under this Council's existing arrangement, in future the value of Council assets will only change when assets are sold or purchased. This follows guidance set out in the Practitioners Guide on Governance and Accountability for Local Councils.
- 1.5** Currently, for the purposes of this inventory Seaford Head Golf Club House and Proshop, as well as contents at Seaford Head Golf Club are shown as nil, until such time as the build for the new clubhouse is completed. The Seaford Head Golf Club Garage has been removed from the inventory following demolition.

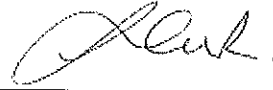
### **2. Financial Appraisal**

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

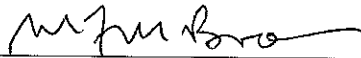
**3. Contact Officer**

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

Support Services Manager



Mayor





Seaford Town Council

Asset Summary

	Valuation at 31/03/2014	Basis of valuation
<b>Insured</b>		
Hurdis House	850,780	31/03/2012 Insurance Value
Centenary Clock	3,380	31/03/2012 Insurance Value
Old Town Hall and Toilets	266,770	31/03/2012 Insurance Value
Seaford Head Golf Club Greenskeepers Office	33,887	31/03/2012 Insurance Value
Seaford Head Golf Club Equipment Shed	16,274	31/03/2012 Insurance Value
Seaford Head Golf Club Proshop	0	Under Construction
Seaford Head Golf Club House	0	Under Construction
Seaford Head Golf Club Depot	84,460	31/03/2012 Insurance Value
Seaford Head Golf Club M/cs & Mowers	243,373	31/03/2012 Insurance Value
Seaford Head Golf Club Vehicle	8,000	31/03/2012 Insurance Value
South Hill Barn	773,530	31/03/2012 Insurance Value
Salts Recreation Ground - Toilets	135,960	31/03/2012 Insurance Value
Salts Recreation Ground - Café	214,240	31/03/2012 Insurance Value
Salts Recreation Ground - Base	88,168	31/03/2012 Insurance Value
Salts Recreation Ground - Cricket Pavilion	187,460	31/03/2012 Insurance Value
Salts Recreation Ground - Changing Area	134,930	31/03/2012 Insurance Value
Salts Recreation Ground - Scout Hut	320,330	31/03/2012 Insurance Value
Salts Recreation Ground - Lifeguard Hut	95,790	31/03/2012 Insurance Value
Salts Recreation Ground - Children's Play & Gym	56,580	31/03/2012 Insurance Value
Salts Recreation Ground - Skate Park	28,182	31/03/2012 Insurance Value
Crouch Gardens - Public Toilets	42,230	31/03/2012 Insurance Value
Crouch Gardens - Bowls Club	95,790	31/03/2012 Insurance Value
Crouch Gardens - Sheds	8,240	31/03/2012 Insurance Value
Crouch Gardens - Football Pavilion & Changing Room	456,290	31/03/2012 insurance Value
Crouch Gardens - Children's Play Area	31,944	31/03/2012 Insurance Value
Crypt Gallery - 23 Church Street	489,557	31/03/2012 insurance Value
Martello Tower	2,245,400	31/03/2012 Insurance Value
Seaford - Toilets	184,370	31/03/2012 Insurance Value
Martello Beach Huts	103,000	31/03/2012 Insurance Value
CCTV Cameras	87,924	31/03/2012 Insurance Value
Civic Regalia	51,500	31/03/2012 Insurance Value
Shelters	34,241	31/03/2012 Insurance Value
Kiosk - West View	21,630	31/03/2012 Insurance Value
Kiosk - The Esplanade	15,450	31/03/2012 Insurance Value
Christmas Lights	13,526	31/03/2012 Insurance Value
<b>Contents</b>		
Office 37 Church Street	50,000	31/03/2012 Insurance Value
Seaford Head Golf Club	0	
Seaford Head Golf Depot	21,000	31/03/2012 Insurance Value
The Base	2,376	Cost
The Crypt	25,750	31/03/2012 Insurance Value
<b>Total Insured</b>	<b>7,522,312</b>	
<b>Not Insured</b>		
Street Planters	2,000	31/03/2012 Estimate
Street Furniture	14,000	31/03/2012 Estimate
Notice Boards	80	31/03/2012 Estimate
Seating - Other	14,000	31/03/2012 Estimate
Seating - Seaford	30,000	31/03/2012 Estimate
Salts Recreation Ground - Rugby Clubhouse	699,000	31/03/2012 Insurance Value
Street Lighting	21,000	31/03/2012 Estimate
Bus Shelters	8,000	31/03/2012 Estimate
War Memorial	20,000	31/03/2012 Estimate
Alfriston Road	1	Nominal
Avondale / Blatchington 1 (see Pond)	1	Nominal
Avondale / Blatchington 2	1	Nominal
Bishopstone Road	1	Nominal
Blatchington Pond	1	Nominal
Broad Street	1	Nominal
Lexden Road	1	Nominal
Martello Field	1	Nominal
Normansal	1	Nominal
North Way	1	Nominal
Pelham Road	1	Nominal
The Ridings	1	Nominal
Sandore Road	1	Nominal
Sulton Drove	1	Nominal
Chyngton Way	1	Nominal
The Covers	1	Nominal
Firle Close	1	Nominal
Gildredge Road	1	Nominal
Hardwick House	1	Nominal
High & Over	1	Nominal
The Holt	1	Nominal
Village Green	1	Nominal
Sulton Drove Allotments	1	Nominal
Southdown Road, Allotments	1	Nominal
Seaford Head Estate including Golfcourse	1	Nominal
Steyne Road Junction South Street	1	Nominal
<b>Total not insured</b>	<b>808,106</b>	
	<b>8,330,418</b>	
<b>Seahaven FM Loan</b>	<b>4,255</b>	
	<b>8,334,673</b>	

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## Seaford Town Council

**Report 06/14**

<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Review and Confirmation of Insurance Arrangements.</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review and confirm arrangements for insurance cover in accordance with Standing Order 2 j xv</b>

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### **Recommendations**

**You are recommended:**

- 1. To confirm the existing insurance arrangements.**
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### **1. Information**

- 1.1** Financial Regulation 18.1 has delegated responsibility for the arrangement of the Council's insurance to the RFO, who reports to the Finance and General Purposes Committee.
- 1.2** The Council's insurance was renewed on 1 April 2014; cover has been placed with Zurich. The Finance and General Purposes Committee at its meeting on 14 April 2011 approved entering into a five year long term agreement with Zurich in order to fix the premiums for that period.
- 1.3** The new premium of £20,469.86 represents a small increase in the previous year due to the indexation of the sums insured as noted below.
- 1.4** Sums insured are based on an insurance valuation carried out by Housemartins Chartered Surveyors of all of the Council's buildings to provide an up to date value for insurance purposes in March 2011. These values have been adjusted by the appropriate index to take account of inflation in rebuilding costs.
- 1.5** It is considered best practice for Councils to have property insurance valuations updated every five years.

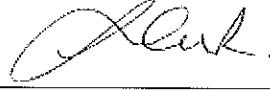
### **2. Financial Appraisal**

The premium is within the overall Council budget for the year 2014-15.

**3. Contact Officer**

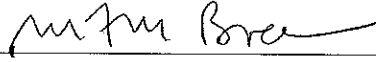
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Mayor



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## Seaford Town Council

**Report 07/14**

**Agenda Item No:** 14  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Review of the Council's Complaints Procedure  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To review the Council's Complaints Procedure in accordance with Standing Order 2 j xvii.

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### Recommendations

You are recommended:

1. To note that the review of the Complaints Procedure be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.
- 

### 1. Information

- 1.1 Following the Independent Investigation in March 2014, it is felt that the Complaints Procedure needs reviewing to make it easier to follow for both Councillors and Council officers dealing with complaints and for the complainants.
- 1.2 As agreed at the Full Council meeting on 10 April 2014, the Review Working Group have been asked to review the Complaints Procedure in line with the independent investigation recommendations and presenting this back to Full Council for approval.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Support Services Manager

Mayor

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## Seaford Town Council

Report 08/14

<b>Agenda Item No:</b>	<b>15</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Freedom of Information &amp; Data Protection Procedures review</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 in accordance with Standing Order 2 j xviii.</b>

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### Recommendations

**You are recommended:**

- 1. To note that the review of the procedure for dealing with Freedom of Information and Data Protection requests and Freedom of Inform be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.**
- 2. To approve the Freedom of Information Publication Scheme remain as adopted by the Council on 10 May 2012.**

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### 1. Information

- 1.1** To date there have been nine formal requests for information under the Data Protection Act 1988. Most requests that have been received under the Freedom of Information Act 2000 have been covered by the publication scheme and requests dealt as such.
- 1.2** Further to the independent investigation in March 2014 and subsequent recommendations, the procedure for dealing with Freedom of Information and Data Protection requests is recommended for review by the Review Working Group to ensure a streamlining of procedures and document control.
- 1.3** "Information available from Seaford Town Council under the Freedom of Information Publication Scheme" is attached at Appendix A.

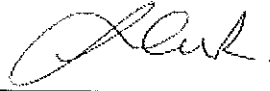
### 2. Financial Appraisal

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

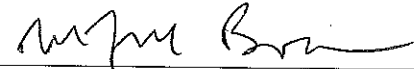
**3. Contact Officer**

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

Support Services Manager

  
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Mayor

  
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## Information available from Seaford Town Council under the model publication scheme

Appendix A

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy & website Hard copy	8p/10p per sheet for hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & website	8p/10p per sheet for hard copy
Location of main Council office and accessibility details	Hard copy & website Hard copy	8p/10p per sheet for hard copy
Staffing structure	Hard copy & website	8p/10p per sheet for hard copy

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	<p>hard copy and/or website</p>	
<p>Current and previous financial year as a minimum</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy &amp; website</p>	<p>8p/10p per sheet for hard copy</p>
<p>Finalised budget</p>	<p>Hard copy to every household with Council Tax demand. Website.</p>	<p>8p/10p per sheet for hard copy</p>
<p>Precept</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Borrowing Approval letter</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Grants given and received</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Members' allowances and expenses</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

Parish Plan (current and previous year as a minimum)	When completed Hard copy & website	8p/10p per sheet for hard copy
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy & website	8p/10p per sheet for hard copy
Quality status	Hard copy & website	8p/10p per sheet for hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable	8p/10p per sheet for hard copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy & website	8p/10p per sheet for hard copy
Agendas of meetings (as above)	Hard copy & website	8p/10p per sheet for hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	8p/10p per sheet for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	8p/10p per sheet for hard copy
Responses to consultation papers	Hard copy	8p/10p per sheet for hard copy
Responses to planning applications	Hard copy & website	8p/10p per sheet for hard copy
Bye-laws	n/a at present	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Current information only</p>		8p/10p per sheet for hard copy
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders ) Committee and sub-committee terms of reference ) Delegated authority in respect of officers ) where applicable Code of Conduct ) Policy statements )</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy</p>	8p/10p per sheet for hard copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>n/a n/a Hard copy n/a Hard copy Hard copy</p>	8p/10p per sheet for hard copy
<p>Information security policy</p>	n/a	
<p>Records management policies (records retention, destruction and archive)</p>	Hard copy	8p/10p per sheet for hard copy
<p>Data protection policies</p>	n/a	

Schedule of charges (for the publication of information)	Hard copy & website	8p/10p per sheet for hard copy
<b>Class 6 – Lists and Registers</b>	(some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	8p/10p per sheet for hard copy
Assets Register	Hard copy	8p/10p per sheet for hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	8p/10p per sheet for hard copy
Register of members' interests	Hard copy	8p/10p per sheet for hard copy
Register of gifts and hospitality	Hard copy	8p/10p per sheet for hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy	8p/10p per sheet for hard copy
Community centres and village halls	Hard copy	8p/10p per sheet for hard copy

Parks, playing fields and recreational facilities	Hard copy	8p/10p per sheet for hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	8p/10p per sheet for hard copy
Bus shelters	Hard copy	8p/10p per sheet for hard copy
Markets	n/a	
Public conveniences	Hard copy	8p/10p per sheet for hard copy
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	8p/10p per sheet for hard copy
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Mrs S J Shippen FCIS, Principal ILCM, Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.  
Tel: 01323 894870 Fax: 01323 872976 email: [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)  
Website: [seafordtowncouncil.gov.uk](http://seafordtowncouncil.gov.uk)

**Adopted: 10 May 2012**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 8p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Website downloads free	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority

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## Seaford Town Council

Report 09/14

**Agenda Item No:** 16  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Press & Media Policy  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To review the Council's Policy for dealing with the Press & Media in accordance with Standing Order 2 j xix.

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### Recommendations

You are recommended:

1. To note that the review of the Press & Media Policy is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.
- 

### 1. Information

- 1.1 Following the Independent Investigation in March 2014, it has become apparent that the Press & Media Policy needs reviewing alongside the other policies and procedures.
- 1.2 As agreed at the Full Council meeting on 10 April 2014, the Review Working Group have been referred the task of reviewing the Press & Media Policy in line with the other documents being reviewed as per the independent investigation recommendations and presenting this back to Full Council for approval.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Support Services Manager

Mayor

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## Seaford Town Council

### Report 10/14

**Agenda Item No:** 17  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Setting dates, time and place of ordinary meetings of the Council and its Committees for the 2014-15 municipal year.  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To set the dates, times and place of meetings for the 2014-15 municipal year in accordance with Standing Order 2 j xx

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#### Recommendations

You are recommended:

1. To approve the meeting schedule as set out in Appendix A of this report.
- 

#### 1. Information

A proposed meeting schedule is attached at Appendix A, detailing the dates, times and places for the meetings of this Council and its Committees for the 2014-15 municipal year.

#### 2. Financial Appraisal

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

#### 3. Contact Officer

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

Support Services Manager

Mayor



Seaford Town Council

Committee Timetable 2014-2015 Summary of public meetings

Committee	Time	2014												2015	
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	
Community Services 37 Church Street	7pm	22nd Thursday	-	24th Thursday	-	25th Thursday	-	Budget 27th Thursday	-	-	22nd Thursday	-	19th Thursday	-	21st Thursday
		5th Thursday	7th Thursday	17th Thursday	18th Thursday	9th Thursday	11th Thursday	8th Thursday	12th Thursday	2nd Thursday	23rd Thursday	14th Thursday			
Planning & Highways 37 Church Street	7pm	15th Thursday	26th Thursday	17th Thursday	28th Thursday	18th Thursday	30th Thursday	20th Thursday	11th Thursday	29th Thursday	19th Thursday	12th Thursday	23rd Thursday	14th Thursday	
		1st Thursday	12th Thursday	-	14th Thursday	16th Thursday	18th Thursday	26th Thursday	16th Thursday	18th Thursday	26th Thursday	16th Thursday	18th Thursday	16th Thursday	
Finance & General Purposes 37 Church Street	7pm	8th Annual Meeting Thursday	19th Annual Return Thursday	-	21st Thursday	-	23rd Thursday	-	-	Precept 15th Thursday	-	-	5th Thursday	7th Annual Meeting Thursday	
		8th Annual Meeting Thursday	19th Annual Return Thursday	-	21st Thursday	-	23rd Thursday	-	-	Precept 15th Thursday	-	-	-	5th Thursday	7th Annual Meeting Thursday
Golf Course 37 Church Street	7pm	-	-	-	-	-	-	-	Budget 2nd Thursday	-	-	-	-	-	

Note: Each Committee allows public questions and delivery of petitions for the first 15 minutes of that meeting  
 All meetings are subject to change of venue if larger premises are needed.  
 For security reasons it will be necessary for all visitors to be at the meetings at 37 Church Street before the start time as access may be difficult after the meeting has started.



## Seaford Town Council

Report 11/14

**Agenda Item No:** 21  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Public Participation Policy  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To review the Council's Public Participation Policy.

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### Recommendations

**You are recommended:**

1. To approve that the review of the Public Participation Policy be postponed until the Review Working Group have completed the review of the Council's Standing Orders.
- 

### 1. Information

- 1.1 The Council's Public Participation Policy was adopted by the Council on 12 August 2010 and was due for review in August 2012.
- 1.2 The rules stated in the Public Participation Policy link directly to the Standing Orders section 1. As the review of the Standing Orders have been referred to the Review Working Group, as per report 03/14, it was felt best to refer the review of the Public Participation Policy to the Review Working Group also.

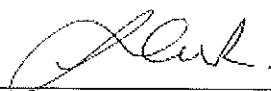
### 2. Financial Appraisal

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

### 3. Contact Officer

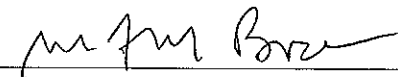
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Mayor



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## Seaford Town Council

Report 12/14

**Agenda Item No:** 22  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Disciplinary Procedure  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To review the Council's Disciplinary Procedure.

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### Recommendations

You are recommended:

1. To note that the review of the Council's Disciplinary Procedure is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.
- 

### 1. Information

- 1.1 The Council's Disciplinary Procedure was adopted by the Council on 17 March 2010 and due for review in March 2014.
- 1.2 Further to the independent investigation in March 2014 and subsequent recommendations, the Council's Disciplinary Procedure is recommended for review by the Review Working Group to ensure a streamlining of procedures and document control, and if necessary report back to Full Council for approval.

### 2. Financial Appraisal

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

### 3. Contact Officer

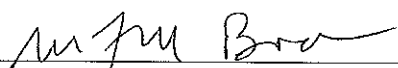
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Mayor



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## Seaford Town Council

Report 13/14

**Agenda Item No:** 23  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Grievance Policy  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To review the Council's Grievance Policy.

---

### Recommendations

You are recommended:

1. To note that the review of the Council's Grievance Policy is to be referred to the Review Working Group, to conduct a review in line with the independent investigation recommendations and present back to Full Council at a later date for approval.
- 

### 1. Information

- 1.1 The Council's Grievance Policy was adopted by the Council on 17 March 2010 and due for review in March 2013.
- 1.2 Further to the independent investigation in March 2014 and subsequent recommendations, the Council's Grievance Policy is recommended for review by the Review Working Group to ensure a streamlining of procedures and document control, and if necessary present back to Full Council for adoption.

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Support Services Manager

Mayor

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## Seaford Town Council

Report 14/14

**Agenda Item No:** 24 a  
**Date:** 8 May 2014  
**Committee:** Council  
**Title:** Past Mayor's Engagements  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To report the Past Mayor's engagements.

---

### Recommendations

You are recommended:

1. To note the report.
- 

### 1. Information

During the 2013-14 municipal year, the Mayor's and Deputy Mayor's will have attended 143 functions as a representative of the Council. A schedule of engagements not previously reported is attached at Appendix A.

### 2. Financial Appraisal

There are no financial implications in this report.

### 3. Contact Officer

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

Support Services Manager

Mayor

<b>Mayor's Engagements 2013-2014</b>
--------------------------------------

Mayor M Brown 2013-2014						
Day	Date	Time	Organisation	Event	Open to All Councillors	Venue
Saturday	12.04.14	19:00	Seaford Silver Band	Spring Concert	Closed	Seaford Head Upper School Arundel Road
Sunday	13.04.14	10:00	Share with care	Share with care	Closed	Seaford Promenade
Thursday	15.04.14	19.45	Lewes Town Council	Civic reception	Closed	Assembly room Town Hall Lewes
Saturday	19.04.14	11:00-13.00	Seaford Store House	Seaford Store House	Closed	Morrisons Supermarket



## Seaford Town Council

**Report 15/14**

**Agenda Item No:** 24 b  
**Date:** 8 May 2014  
**Committee:** Council  
**Title:** Mayor's Engagements  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To report the Mayor's engagements.

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### Recommendations

**You are recommended:**

1. To note the report.
- 

### 1. Information

The Mayor will be attending 10 engagements as the 2014-15 municipal year begins. A schedule of engagements is attached at Appendix A.

### 2. Financial Appraisal

There are no financial implications in this report.

### 3. Contact Officer

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

Support Services Manager

Mayor

<b>Mayor's Engagements 2014-2015</b>
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Mayor's Engagements 2014-2015						
Day	Date	Time	Organisation	Event	Open to All Councillors	Venue
Saturday	10.05.14	19.3	Seaford Choral Society	Spring Concert	Closed	St Leonards Church
Sunday	22.06.14	11	Mayors open gardens	Mayors Open Gardens	Open to All Councillors	4 Marine Drive Seaford BN25 2RS
Sat/Sun	26/27.07.14	11	Macmillan Cancer Support	Garden Trail	Open to All Councillors	4 Marine Drive Seaford BN25 2RS
Saturday	02.08.14	12	St Andrews Church	Fete	Closed	St Andrews church Filed The Egg
Thursday	24.09.14	19.3	LIFE	Exhibition opening	Closed	St Leonards Church



## Seaford Town Council

Report 16/14

**Agenda Item No:** 25  
**Committee:** Council  
**Date:** 8 May 2014  
**Title:** Outside Bodies Members Reports  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To receive reports from Members appointed to represent the Council on Outside Bodies for 2013-14

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### Recommendations

**You are recommended:**

- 1. To note Members reports as attached at Appendix A of this report.**
- 

### 1. Information

- 1.1** Members appointed to represent the Council on outside bodies are required to provide a formal written report at the end of the municipal year.
- 1.2** The table below lists the outside bodies and the Members appointed to them.
- 1.3** The reports received by 2 May 2014 are attached at Appendix A.

#### Outside Bodies

Access in Seaford & Newhaven	Rita Searfe
Bishopstone United Charities	Barry Groves
Bishopstone United Charities	Ian White
Citizen's Advice Bureau	Mark Brown
Coastal Futures Group	Barry Groves
Community Rail Partnership	Sam Adeniji
Community Transport - Lewes Area (CTLA)	Terry Goodman
Cuckmere Community Bus	Bob Allen
Cuckmere Estuary Partnership	Paul Franklin
Fair Trade Group	Linda Wallraven
Friends of the Crouch	Sylvia Dunn
Lewes District Assoc of Local Councils (LDALC)	Ian White

Lewes District Assoc of Local Councils (LDALC)	Paul Franklin
Mercread Youth Centre	Sarah McStravick
Planning User Group	Bob Allen
Seaford Chamber of Commerce	Paul Franklin
Seaford Community Partnership	Mark Brown
Seaford Head Swimming Pool	Roger Needham
Seaford in Bloom	Alan Latham
Seaford Seniors Forum	Sam Adeniji
Seaford Twinning Association	Stephen Gauntlett
Smarter Seaford	Alan Latham
St James' Trust	<del>Rita Searfe</del>
The Base Management Committee	Paul Franklin
Youth Task Group	Ben Warren
Youth Task Group	Sarah McStravick

### **Liaison Committees**

Arts@the Crypt Management Committee	Ben Warren
Arts@the Crypt Management Committee	Linda Wallraven
Arts@the Crypt Management Committee	Alan Latham
Christmas Lights Committee	Barry Groves
Christmas Lights Committee	Anthony White
Christmas Lights Committee	Ian White
Christmas Lights Committee	Ali Hayder
Seaford Head Nature Reserve Management Committee & Advisory Group	Terry Goodman
Seaford Head Nature Reserve Management Committee & Advisory Group	Anthony White
Seaford Head Nature Reserve Management Committee & Advisory Group	Stephen Gauntlett
Stakeholders Group on Health Issues	Sam Adeniji
Stakeholders Group on Health Issues	Ian White
Stakeholders Group on Health Issues	Sarah McStravick
Stakeholders Group on Health Issues	Roger Needham
Strengthening Local Relationships (SLR)	Barry Burfield
Strengthening Local Relationships (SLR)	Ian White
Strengthening Local Relationships (SLR)	Terry Goodman
Strengthening Local Relationships (SLR)	Bob Allen
Tree Wardens Group	Ian White



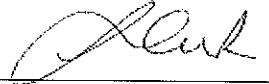
**2. Financial Appraisal**

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

**3. Contact Officer**

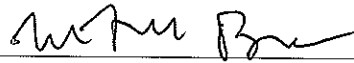
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Town Clerk



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**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor Roger Needham	
Organisation:	Access in Seaford and Newhaven	
Number of meetings held : 12	Number of meetings attended: 2	
<b>Principal activities during the year:</b>	I was asked to attend this outside body by Mrs Zena Gibbs of the organisation in the absence of Rita Scarfe. I have attended two meetings since being invited to attend. I am not yet in a position to report fully on their activities, however their basic aim, as the name suggests, is to make our town accessible to all those with disabilities.	
<b>Financial Position:</b>	The organisation does have a small sum of money and they are not in debt.	
<b>Issues of importance to be drawn to the attention of the Town Council:</b>	The tireless campaign by Mrs Gibbs in making Seaford accessible.	
<b>Conclusions / recommendations:</b>	I am content to continue on this body for the forthcoming year	
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	Yes	

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor <i>ARON LATIMER</i>		
Organisation:	<i>ART AT THE CRYPT</i>		
Number of meetings held :	<i>11</i>	Number of meetings attended:	<i>9</i>
Principal activities during the year:			
<ul style="list-style-type: none"> <li>• <i>Completed work on constitution for Friends of the Crypt</i></li> <li>• <i>Printed and donated approx 750 leaflets</i></li> <li>• <i>Interface with STC</i></li> </ul>			
Financial Position:			
<i>Good + moving to self-supporting</i>			
Issues of importance to be drawn to the attention of the Town Council:			
<i>Need to review and keep to support agreed from STC admin. Number of complaints concerning difficulty in arranging bookings and clients obtaining receipts</i>			
Conclusions / recommendations:			
<i>Arrange meeting with STC admin to review support arrangements - mainly for bookings, payments + receipts.</i>			
Should Representation be continued? <i>Yes</i>			
Is the number of representatives appropriate?			<i>(Y/N)</i>
If not, how many should there be?			

Please return to the Support Services Manager by 22.04.2014

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Citizens Advice Bureau - CAB	
Number of meetings held : 5	Number of meetings attended: 4	
Principal activities during the year: The CAB has reformed and become Lewes District CAB with offices in Seaford and Lewes under one central manager and an additional small office in Newhaven		
Financial Position: Good - but funding is always short		
Issues of importance to be drawn to the attention of the Town Council: The CAB continues to offer an invaluable service to residents in Lewes District but continues to struggle with out of date computers. I have started a campaign in Seaford to persuade local charitable groups to fund new computers for the Seaford Office		
Conclusions / recommendations: It is recommended that Seaford Town Council continues to offer as much support as possible to the Seaford office		
Should Representation be continued? Most definitely		
Is the number of representatives appropriate? If not, how many should there be?	Yes	

**Please return to the Support Services Manager by 22.04.2014**

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor Sam Adeniji	
Organisation:	Community Rail Partnership	
Number of meetings held : 14	Number of meetings attended: 13	
<p>Principal activities during the year:            Seaford – Brighton line Community Rail Partnership works to reconnect the community with its railway. The Partnership draws together local authorities, railway companies, Network Rail, Passenger Focus and the local communities to improve the facilities and usage of local railways.</p> <p>This year one of its principal activities has been to organise the 150<sup>th</sup> anniversary of the Seaford – Brighton line, due to the held on the 7<sup>th</sup> of June</p>		
<p>Financial Position:            Receives a grant</p>		
<p>Issues of importance to be drawn to the attention of the Town Council:</p>		
<p>Conclusions / recommendations:            organise the 150<sup>th</sup> anniversary of the Seaford – Brighton line, due to the held on the 7<sup>th</sup> of June</p>		
Should Representation be continued? Yes		
Is the number of representatives appropriate?		Yes Y/N
If not, how many should there be?		

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor <u>TERRY GOODMAN</u>	
Organisation:	<u>CTHA</u> COMMUNITY TRANSPORT LEWES AREA	
Number of meetings held :	<u>2</u>	Number of meetings attended: <u>2</u>
Principal activities during the year: ACCOMMODATES <sup>LOCAL</sup> DOOR TO DOOR SERVICE FOR THE ELDERLY, AND ALSO GROUP TRIPS!!		
Financial Position: <u>GOOD.</u>		
Issues of importance to be drawn to the attention of the Town Council: THE ANNUAL GRANT TO BE PAID <sup>IN FULL</sup> DIRECT TO CTHA INSTEAD OF ESCC!! ALSO, THAT SEAFORD TOWN COUNCIL FTCP COMMITTEE DISCUSS AN INCREASE IN CTHA ANNUAL GRANT TO £5000 (FIVE THOUSAND POUNDS) TO BE ACCOMMODATED IN THE BUDGET FOR 2015/16, TO FACILITATE CTHA NEEDS FOR EXPANSION TO THEIR CURRENT TRANSPORT SERVICE, WEEKLY.		
Conclusions / recommendations: THIS SERVICE IS VERY WELL PATRONIZED BY THE ELDERLY RESIDENTS OF THE TOWN BY WAY OF THE <sup>LOCAL</sup> DOOR TO DOOR SERVICE AND WITH AN INCREASE IN THEIR ANNUAL GRANT WOULD KNABLE THE CTHA TO EXPAND THEIR SERVICE TO MORE DAYS A WEEK AND POSSIBLY TO FURTHER A FIELD!!		
Should Representation be continued?	<u>YES</u>	
Is the number of representatives appropriate?	<u>YES</u>	<input checked="" type="checkbox"/> Y/N
If not, how many should there be?		

Please return to the Support Services Manager by 22.04.2014

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Seaford Community Partnership - SCP	
Number of meetings held : 6	Number of meetings attended: 6	
Principal activities during the year: To provide a link between STC and the community represented by SCP. Provide schemes and projects through asking the local residents what is important to them		
Financial Position: Good.		
Issues of importance to be drawn to the attention of the Town Council: SCP has recently revised its constitution and areas of operation. Current priorities are – Health - Transport - Youth - Sea Defence		
Conclusions / recommendations: This partnership provides an invaluable link between the local community and STC. It is also a catalyst for projects that are important to Seaford Residents		
Should Representation be continued? YES		
Is the number of representatives appropriate? If not, how many should there be?		Yes

**Please return to the Support Services Manager by 22.04.2014**

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor Roger Needham	
Organisation:	Seaford Head Pool	
Number of meetings held : 2	Number of meetings attended: 1	
<b>Principal activities during the year:</b>		
All year round swimming pool open to the public at most times during the day and at week ends.		
<b>Financial Position:</b>		
Somewhat complicated financial position receiving income from their patrons and funding from ESCC and STC		
<b>Issues of importance to be drawn to the attention of the Town Council:</b>		
The facilities are in need of refurbishments. Considerable sums of money are going to be needed to invest in these facilities in the near future I have received complaints from local residents regarding the state of the changing rooms and the showers and tooilets.  The pool seems to be well used by locals (the pool is diagonally opposite to my house and week end activity is usually heavy.)		
<b>Conclusions / recommendations:</b>		
I would ask to remain on this outside body for the coming year  Funding should continue.		
Should Representation be continued?	Yes	
Is the number of representatives appropriate? If not, how many should there be?	Yes	



**Seaford Town Council  
Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor ALAN LATTIN	
Organisation:	SEAFORD IN BLOOM	
Number of meetings held :	1 - 17/17	Number of meetings attended: 1 - 17/17
Principal activities during the year:		
<p>Attended 17/17 in August - 2013. SIB disbanded after 24 years          Reviewed alternative planters following complaints they are shabby compared to other towns. SIB responded well - in summer planters are well looked after by dwp days &amp; replacement cost - low price</p>		
Financial Position:		
<p>Very good - balance of funds donated to STZ are understood          STZ use to continue with Seaford's excellent flower displays in baskets &amp; planters. Thought sufficient funds for approx. 3 years</p>		
Issues of importance to be drawn to the attention of the Town Council:		
<p>Agreed that - Smarter Seaford (outside body) and STZ Community Services to take over management on behalf of STZ until such time as dedicated SIB committee can be formed.          Important to continue with excellent summer plantings which impress visitors &amp; are of significant value to town</p>		
Conclusions / recommendations:		
<p>Keep possibility to establish a new independent outside body under review. Planting as an Agenda Item for Community Services Committee/Smarter Seaford.</p>		
Should Representation be continued?	See above	
Is the number of representatives appropriate?	(Y/N)	
If not, how many should there be?		

## Seaford Town Council Report of Representative on Outside Body for year 2013/2014

Name of Representative (s): Sam Adeniji	Councillor Sam Adeniji
Organisation:	Seaford Seniors Forum
Number of meetings held : 14	Number of meetings attended: 13
<p>Principal activities during the year:</p> <p>Seaford Seaford Seniors' Forum represents the over 50's, in Seaford and through membership of the East Sussex Seniors' Association (ESSA). The East Sussex Forums are a campaigning body for the older person and is able to convey their views to the County authorities and organizations. These views can then be used to influence policy at local, regional and national level for older peoples' services.</p>	
<p>Financial Position:</p> <p>The forum receives a yearly grant from East Sussex County Council. Last year the forum was awarded a grant of £250 by Seaford Town Council for its Senior's day celebrations</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>As Seaford Town Council (STC) representative on the forum I have been able to:</p> <ul style="list-style-type: none"> <li>• Convey the views of the forum back to STC</li> <li>• Liaise between STC and the forum in the implementation of new projects e.g. the Open air gym in the Salts</li> <li>• Work with the forum in implementing new ideas and tackling issues e.g. the transport subgroup working with CTLA to look at providing direct transport from Seaford to Eastbourne DGH</li> <li>• Feeding back issues especially on health matters to STC and STC Health Stakeholders Group</li> </ul>	
<p>Conclusions / recommendations:</p> <p>A proactive Seaford Town Council representation is needed on this group and the Seniors Forum plays a vital role in conveying the needs of the over 50s back to the Council.</p>	
Should Representation be continued? Yes	
Is the number of representatives appropriate? <b>Yes</b>	Y/N
If not, how many should there be?	

Please return to the Support Services Manager by 22.04.2014

**Seaford Town Council  
Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor <i>STEPHEN GAUNTLETT</i>	
Organisation:	<i>SEAFORD TWINNING ASSOCIATION</i>	
Number of meetings held :	<i>3</i>	Number of meetings attended: <i>0</i>
Principal activities during the year: <i>ORGANISATION OF VISITS TO GERMANY AND SOCIAL EVENTS</i>		
Financial Position: <i>NOT KNOWN</i>		
Issues of importance to be drawn to the attention of the Town Council:  <i>THE TWINNING ASSOCIATION IS WELL CHAIRED AND ADMINISTERED. I HAVE NOT ATTENDED ANY MEETINGS BECAUSE THE AGENDA I HAVE BEEN VERY SPECIFIC AND I FELT I COULD CONTRIBUTE NOTHING. I HAVE MADE IT CLEAR THAT I AM ALWAYS READY TO ATTEND OR ASSIST AS NECESSARY</i>		
Conclusions / recommendations:  <i>I FIND IT DIFFICULT TO SEE WHAT A COUNCILLOR WITH NO SPECIAL INTEREST IN THIS AREA CAN REALISTICALLY CONTRIBUTE</i>		
Should Representation be continued? <i>PROBABLY NOT.</i>		
Is the number of representatives appropriate?		Y/N
If not, how many should there be?		

Please return to the Support Services Manager by 22.04.2014

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor <b>ALAN LATHAM</b>	
Organisation:	<b>SMARTER SEAFORD</b>	
Number of meetings held :	<b>3</b>	Number of meetings attended: <b>2</b>
Principal activities during the year: <b>I tried to maintain SIB link &amp; encourage value of 'Smarter Seaford' to group who feel difficult to achieve anything.</b>		
Financial Position: <b>N/A</b>		
Issues of importance to be drawn to the attention of the Town Council: <b>Needs stronger link with STR via Community Services to ensure priorities raised by Smarter Seaford are carried through for consideration by STR.</b>		
Conclusions / recommendations: <b>See above</b>		
Should Representation be continued? <b>yes</b>		
Is the number of representatives appropriate? If not, how many should there be?		<b>(Y/N)</b>

Please return to the Support Services Manager by 22.04.2014

**Seaford Town Council**  
**Report of Representative on Outside Body for year 2013/2014**

Name of Representative (s):	Councillor STEPHEN GAVINLIT	
Organisation:	SEAFORD HEATH NATURE RESERVE MGMT COMM.	
Number of meetings held :	3	Number of meetings attended: 1 (1 time)
Principal activities during the year: OVERSIGHT OF THE RESERVE AND TRANSITION OF MANAGEMENT TO SUSSEX WILDLIFE TRUST.		
Financial Position: GOOD		
Issues of importance to be drawn to the attention of the Town Council: THE RESERVE IS A JEWEL IN SEAFORD'S CROWN AND THE MGMT COMMITTEE IS DILIGENT AND CAREFUL. I DO NOT REALLY UNDERSTAND WHY IT IS ALSO NECESSARY TO HAVE AN ADVISORY GROUP AS IT SEEMS TO DUPLICATE SOME OF THE FUNCTIONS OF THE MAIN GROUP. THE MEETINGS I HAVE MISSED WERE (I THINK) THOSE OF THE ADVISORY GROUP AND CHANGED TO 1.00 PM - A TIME I HAVE NOT BEEN ABLE TO MAKE.		
Conclusions / recommendations: AN ESSENTIAL FUNCTION BUT REVISIT NEEDED FOR 2 SEPARATE MEETINGS.		
Should Representation be continued? YES.		
Is the number of representatives appropriate? I WOULD SUGGEST 2 Y/N		
If not, how many should there be? MAXIMUM		

Please return to the Support Services Manager by 22.04.2014

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## Seaford Town Council

### Report 17/14

<b>Agenda Item No:</b>	<b>26</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Notice of the Annual Audit for the Year Ended 31 March 2014</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To inform Council of Receipt of Notice of the Annual Audit for the Year Ended 31 March 2014.</b>

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#### Recommendations

**You are recommended:**

- 1. To note the schedule of dates relevant to the Annual Audit for the year ended 31 March 2014.**
- 

#### 1. Information

- 1.1** We have received Notice of the annual audit for the year ending 31 March 2014 from Littlejohn LLP, the appointed External Auditors.
- 1.2** They have set the date for placing the Notice of Appointment for Date for Exercise of Electors' Rights for the year ended 31 March 2014 as 25 April 2014. The notice has been posted.
- 1.3** The inspection period has been set commencing on 9 May 2014 and ending on 6 June 2014.
- 1.4** Local Government electors or their representatives may question the auditor about the accounts and make objections to the accounts from 9 June 2014 until the audit has been completed.
- 1.5** The Internal Auditor is scheduled to visit on 9 June 2014 to complete the Internal Audit for the year.
- 1.6** The date of submission of the completed Annual Return for audit is 30 June 2014.

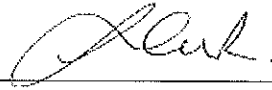
**2. Financial Appraisal**

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

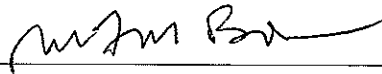
**3. Contact Officer**

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

Support Services Manager

  
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Town Clerk

  
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## Seaford Town Council

Report 18/14

<b>Agenda Item No:</b>	<b>27</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Council's and Officer's Membership of Other Bodies</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review the Council's and Officer's membership of other bodies.</b>

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### Recommendations

**You are recommended:**

- 1. To approve the Council's subscriptions to other bodies as detailed below.**
- 

### 1. Information

The Council and officers hold subscriptions to the following other bodies, to which I recommend the Council approve continuing with. Note these are subject to inflation:

- 1.1** Sussex Association of Local Councils (SALC) which includes membership of the National Association of Local Councils (NALC) for £2,634.28 (13/14).
- 1.2** Society of Local Council Clerks for £466.80 (2013).
- 1.3** Seaford Chamber of Commerce for £60 (2014).
- 1.4** Local Council Review for £16 (2013).
- 1.5** Local Council Advisory Service Help Line £95 (2012/13).
- 1.6** Lewes District Association of Local Councils for £50 (2012).
- 1.7** South Downs Network for £25 (2013).
- 1.8** Seaford Fair Trade Group for £10 (2013).
- 1.9** Action in Rural Sussex Employers Handbook £120 (2014)

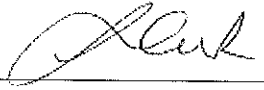
### 2. Financial Appraisal

There is a total of £3,477 to spend as an implication of this report, which was included in the 2014/15 budget.

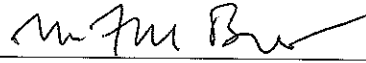
**3. Contact Officer**

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

Support Services Manager

  
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Town Clerk

  
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## Seaford Town Council

### Report 19/14

<b>Agenda Item No:</b>	<b>28</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>8 May 2014</b>
<b>Title:</b>	<b>Repair works at Splash Point</b>
<b>By:</b>	<b>Ben King, Projects &amp; Facilities Manager</b>
<b>Purpose of Report:</b>	<b>To consider the Council's joint contribution towards the repair works at Splash Point.</b>

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#### Recommendations

**You are recommended:**

- 1. To consider a contribution not exceeding £10,000, be granted to support the cost of repair works at Splashpoint; to be taken from General Reserve and with no acceptance of responsibility or liability for the area concerned.**
- 

#### 1. Information

- 1.1** Following the severe storms in February this year, heavy duty fencing was installed at Splashpoint to maintain safety, preventing the public from accessing the end section of promenade. Lewes District Council (LDC) deemed that the area was not safe for the public due to part of the concrete path falling away, the wall underneath being undermined and damage to the chalk cliff area above the pathway.
- 1.2** Due to the lack of clarity in the ownership for the area concerned, but considering the importance of the location for Seaford, Seaford Town Council (STC) has been approached by LDC suggesting that joint contributions be made towards the cost of the repair work, between LDC the Environment Agency and STC.
- 1.3** Early estimates suggested that the work would not cost far in excess of previous repairs; LDC then arranged for an engineer to visit the site to inspect the damage in more detail and recommend works. Following this visit it has been determined that more significant repairs will be required; the repair works are estimated to cost up to £30,000 but will allow access to be restored to the public.
- 1.4** A similar arrangement was made in December 2011, consisting of replacement handrails, concrete surface repairs and support works, with STC also contributing to the work at that time. As with the previous arrangement it is recommended that the contribution should only be approved on the basis that STC is not accepting any responsibility or liability for the area concerned, but maintain that the contribution

is only a grant to support the work conducted by others for the benefit of the community.


**2. Financial Appraisal**

A contribution towards the work, for which there is no specific budget as STC do not have any responsibility for the area in question, could be met from the General Reserve; if agreed to, it is recommended that a total not exceeding £10,000 be approved without acceptance of any responsibility or liability.

**3. Contact Officer**

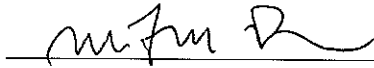
The Contact Officer for this report is Ben King, Projects & Facilities Manager

Projects & Facilities Manager



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Mayor



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