



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, 9 May 2013**, at **7.00 pm**, which you are summoned to attend.

S. Shippen
Town Clerk
2 May 2013

AGENDA

1. Election of Mayor for the Municipal Year 2013-2014

One nomination for the office of Mayor has been received in the name of Councillor A White.

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 2013-2014

One nomination for the office of Deputy Mayor has been received in the name of Councillor M Brown.

4. Declaration of Acceptance of Office – East Ward Councillor

The new East Ward Councillor shall sign their declaration of acceptance of office if they have not already done so or the Council may resolve to permit the declaration to be signed at or before the next meeting of the Council.

5. Minutes

To approve the minutes of the meeting held on 11 April 2013 to be signed by the Mayor.

6. Review of delegation arrangements and terms of reference for Committees

To consider report 01/13 concerning delegation arrangements to committees, sub-committees and officers (pages 5 to 11).

7. Committees

To consider report 02/13 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 13 to 14).

8. Review of Standing Orders and Financial Regulations

To consider Report 03/13 regarding the review of Standing Orders and Financial Regulations. (pages 15 to 37).

9. Representations on Outside Bodies

To consider Report 04/13 detailing Councillors nominated to represent this Council on outside bodies and liaison committees for the Municipal Year 2013-14 and reporting arrangements (pages 39 to 41).

10. Review Inventory of land and other assets

To consider report 05/13 detailing land and assets owned by the Council (pages 43 to 45)

11. Review and confirm Insurance arrangements.

To consider report 06/13 concerning Insurance arrangements (pages 47 to 48).

12. Review of the Council's and officers' membership of other bodies

Council is to requested to consider approval of the subscriptions to:-

- Sussex Association of Local Councils (SALC) which includes membership of the National Association of Local Councils (NALC) for £2,634.28 (13/14).
- Society of Local Council Clerks for £462 (2013).
- Institute of Chartered Accountants in England & Wales for £320 (2013)
- Seaford Chamber of Commerce for £60 (2012).
- Local Council Review for £16 (2013).
- Action in Rural Sussex Employers Handbook £379.16 (2012/13).
- Local Council Advisory Service Help Line £95 (2012/13).
- Lewes District Association of Local Councils £50 (2012)
- South Downs Network £25 (2013)
- Seaford Fair Trade Group £10 (2013)

13. Review of the Council's complaints procedure

To consider report 07/13 detailing the Councils complaints procedure (pages 49 to 50).

14. 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 08/13 detailing the Council's policy for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (pages 51 to 60)

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

To consider report 09/13 concerning the Council's policy for dealing with the press and other media (pages 61 to 64).

16. Setting the dates, time and place of ordinary meetings of the Council and its Committees for the 2013-14 Municipal Year.

To consider report 10/13 regarding the dates, times and location for Council and Committee meetings for the 2013-14 Municipal Year (pages 65 to 66).

17. Notification of Leader and Deputy Leader of the Council

To note the Majority Group notification of Councillor I J White as Leader of the Council and to further note Councillor P Franklin as Deputy Leader of the Council for the forthcoming Municipal Year.

18. Notification of Leader and Deputy Leader of the Minority Group

To note the Minority Group notification of Councillor R E Allen as Leader of the Minority Group and to further note Councillor S E McStravick as Deputy Leader of the Minority Group for the 2013-14 Municipal Year.

19. Apologies for Absence.

To consider apologies for absence.

20. 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.

21. 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.

22. Mayors Appointments and Communications

- a) Mayor Wallraven - to note the Past Mayor's previous engagements, report 14/13 (pages 67 to 68)
- 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 16/13 (pages 69 to 70)
- c) To receive the Young Mayor's report 15/13 (pages 71 to 72)

23. Police Report

To receive a report from Police Sergeant Stuart Mullins on policing in Seaford.

24. Outside Bodies Reports

To consider report 11/13 presenting reports from Councillors concerning their representation on Outside Bodies (pages 73 to 122)

25. Review of Representation on Outside Bodies

To consider report 13/13 concerning a review of Council representation on Outside Bodies (pages 123 to 124)

26. External Audit

To consider report 12/13 informing Council of External Audit timetable (pages 125 to 126)

For further information about items appearing on this agenda, please contact Mrs. S. Shippen, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG. Telephone 01323 894870, fax 01323 872976.



Seaford Town Council

Report 01/13

Agenda Item No:	6
Committee:	Council
Date:	9 May 2013
Title:	Review of delegation arrangements and terms of reference for committees
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To review delegation arrangements and committee terms of reference in accordance with Standing Order 2 j iii & iv

Recommendations

You are recommended:

1. To approve the delegation arrangements and terms of reference attached as Appendix A, in accordance with Standing Order 2 j iii & iv
 2. To agree that delegation arrangements and terms of reference be reviewed in May 2014.
-

1. Information

- 1.1 Standing Order 2 j iii & iv obliges the Council to review delegation arrangements and terms of reference at the Annual Meeting.
- 1.2 Delegation arrangements and terms of reference were last reviewed by the Council at its meeting of 10 May 2012.
- 1.3 The amended delegation arrangements and terms of reference are attached at Appendix A.
- 1.4 The amendments reflect long term delegations granted to the Town Clerk during the last year either by Council or Committee, the Personnel, Grievance/Disciplinary and Appeals Sub-Committees and role of Leader and Deputy Leader of the Council and the Leader and Deputy Leader of the minority group in respect of the Town Clerk

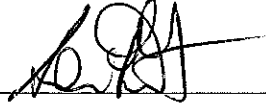
2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

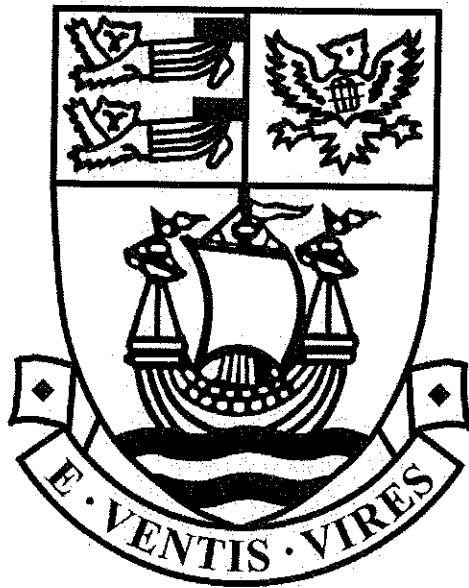
Corporate Services Manager



Town Clerk



Seaford Town Council



Scheme of Delegation

May 2013

1

1 Council Functions

The following matters are to be dealt with by the full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing Standing Orders, Financial Regulations or Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Matters of principle or policy not delegated to a committee.
- 1.9 Appointing Council representatives to outside bodies.
- 1.10 All other matters which must, by law, be reserved to the full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

2.1 All Committees

- 2.1.1 Appointment of Sub-Committees.
- 2.1.2 Appointment of Working Groups.

2.2 Finance & General Purposes Committee

- 2.2.1 All matters relating to finance, unless specifically reserved by Council.
- 2.2.2 Review of budget position.
- 2.2.3 Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.2.4 Review of Financial Regulations for recommendation to Council.
- 2.2.5 Grants and donations
- 2.2.6 All matters relating to personnel. (Matters which require confidentiality and have a referral to appeal MUST be delegated to a Sub-Committee).
- 2.2.7 Training of Councillors & staff
- 2.2.8 General day-to-day administration.
- 2.2.9 Civic & ceremonial activities.

- 2.2.10 Electoral matters.
- 2.2.11 37 Church Street.
- 2.2.12 Hurdis House.

2.3 Community Services Committee

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & recreation ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 CCTV.
- 2.3.12 Other open spaces.
- 2.3.13 Seating, dog & litter bins.
- 2.3.14 Events.
- 2.3.15 Community support
- 2.3.16 Tree wardens

2.4 Planning & Highways Committee

- 2.4.1 Planning applications.
- 2.4.2 Tree works applications.
- 2.4.3 Highways & traffic matters.
- 2.4.4 Bus shelters.
- 2.4.5 Street lighting.
- 2.4.6 Street naming.
- 2.4.7 Local and regional plans and planning policy.

2.5 Golf Course Committee

- 2.5.1 Seaford Head Golf Course.

2.6 Personnel Sub-Committee

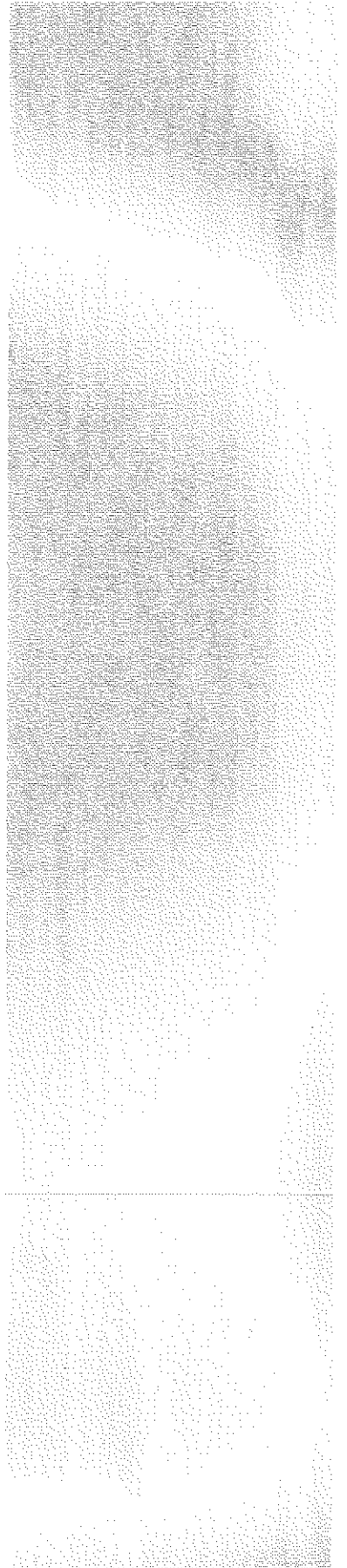
- 2.6.1 Staffing matters.

2.7 Grievance/Disciplinary Sub-Committee

- 2.7.1 Consider Staff grievances.
- 2.7.2 Consider Staff disciplinary matters.

2.8 Appeals Sub-Committee

- 2.8.1 Consider Staff appeals concerning grievance or disciplinary matters.



3 Delegation to Officers

3.1 Town Clerk

The Town Clerk shall be the Proper Officer of the Council as defined in law.

- 3.1.1 Issue all statutory notifications.
- 3.1.2 Receive declarations of acceptance of office.
- 3.1.3 Receive and record notices disclosing pecuniary interests.
- 3.1.4 Receive and retain documents and plans.
- 3.1.5 Hold the Council's Seal and apply it to documents as approved.
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of By-laws made by principal authority.
- 3.1.8 Certify copies of By-laws made by the Council.
- 3.1.9 Sign summons to attend meetings.
- 3.1.10 Ensure compliance with Standing Orders and Financial Regulations.
- 3.1.11 Manage all Town Council staff, either directly or indirectly.
- 3.1.12 Manage the provision of Council services, buildings, land and resources.
- 3.1.13 Incur expenditure in an emergency up to £5,000 whether budgeted or not.
- 3.1.14 Power to act on behalf of the Council in an urgent situation, subject to consultation with the Leader and Deputy Leader of the Council OR the Chairman and Vice Chairman of a Committee as deemed appropriate in the circumstances.
- 3.1.15 To consult with Seaford Head Estate Advisory Group on land management issues and spend within allocated budget and income generated from the estate outside of the golf course and farmed area.
- 3.1.16 To deal with dispensation requests from Members under the Code of Conduct.
- 3.1.17 Matters specifically delegated by Council or Committee.

3.2 Corporate Services Manager

The Corporate Services Manager shall be the Responsible Finance Officer as defined in law.

- 3.2.1 Proper administration of the Council's financial affairs.
- 3.2.2 Determine accounting policies, records and control systems.
- 3.2.3 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4 Arrange insurance.
- 3.2.5 Authorisation of expenditure within budget.
- 3.2.6 Matters specifically delegated by Council or Committee.

3.3 Projects & Facilities Manager

- 3.3.1 Day to day management of land, buildings and other resources.
- 3.3.2 Project development for consideration by relevant committee.
- 3.3.3 Management of maintenance contracts.
- 3.3.4 Matters specifically delegated by Council or Committee.
- 3.3.4

4 Other Delegation

4.1 Leader and Deputy Leader of the Council

The Leader and Deputy Leader of the Council as appointed under Standing Order 37

- 4.1.1 Act as the conduit between the majority political group and the Town Clerk.
- 4.1.2 Inform the Town Clerk of proposed policies, procedures and projects of the majority group.
- 4.1.3 Inform the Town Clerk of proposed budgetary requirements.
- 4.1.4 Discuss day to day business of the Council with the Town Clerk.
- 4.1.5 Act as day to day supervisor of the Town Clerk.
- 4.1.6 Undertake the Town Clerk's performance management on behalf of the Council.

4.2 Leader and Deputy Leader of the Minority Group

The Leader and Deputy Leader of the Minority Group as appointed under Standing Order 38

- 4.2.1 Act as the conduit between the minority political group and the Town Clerk
- 4.2.2 Discuss the day to day business of the Council with the Town Clerk.

5 Review of Delegation

Review shall normally take place on an annual basis.

Prepared by: Samantha J Shippen FCIS, Fellow ILCM, CMC

Date: MAY 2013

Adopted by Council: DATE

Review: May 2014

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Seaford Town Council

Report 02/13

Agenda Item No:	7
Committee:	Council
Date:	9 May 2013
Title:	Committee Appointments
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To Consider the appointment of members of Committees and to appoint Chairmen and Vice Chairman of the Committees, in accordance with Standing Order 2 j v & vi.

Recommendations

You are recommended:

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

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 Prior to the 2011 election, the four Standing Committees had ten Members. In 2011 they were reduced to eight members.
- 1.3 Given the current proportion of political and other members of the Council, the Town Clerk has reviewed the proportionality calculation and recommends that in

order to ensure proportionality the four standing Committees is increased to ten Members.

- 1.4 The current make-up of the Council is 13 Conservative, 4 Liberal Democrats, 1 UK Independence Party, 1 Independent and 1 vacancy. With ten members across the four standing Committees allocated the following committee places: 26 Conservative, 8 Liberal Democrat, 2 UK Independence Party, 2 Independent leaving 2 places to the political group which is successfully elected on 2nd May 2013.
- 1.5 In addition to the four standing Committees appointments also have to be made to the Personnel Sub-Committee (4 Members), the Grievance/Disciplinary Sub-Committee (5 Members) and the Appeals Sub-Committee (5 Members).
- 1.6 The Personnel Sub-Committee is comprised of the Leader and Deputy Leader of the Council, the Mayor and the Leader of the Minority Group.
- 1.7 The Town Clerk will present an up to date report on the individuals proposed for membership of each Committee at the meeting on 9th May.
- 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 Town Clerk or Administration Assistant at least 1 hour prior to the meeting.

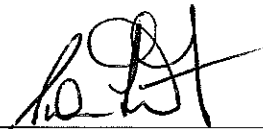
2. Financial Appraisal

There are no financial implications arising out of this report

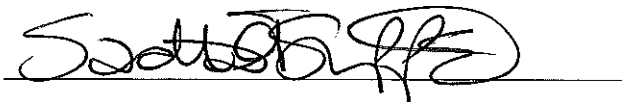
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 03/13

Agenda Item No:	8
Committee:	Council
Date:	9 May 2013
Title:	Review of Standing Orders and Financial Regulations
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To review Standing Orders and Financial Regulations in accordance with Standing Order 2 j vii

Recommendations

You are recommended:

- 1. To propose and second the amendments to Standing Orders as detailed in Appendix A of this report, to stand adjourned until the meeting to be held on 13 June 2013.**
 - 2. To approve Financial Regulations remain as adopted on 16 August 2012 and be next reviewed by F&GP in April 2014.**
-

1. Information

- 1.1** Standing Order 2 j vii obliges the Council to review and adopt appropriate standing orders and financial regulations at the Annual Meeting.
- 1.2** Standing Orders were adopted by the Council at its meeting of 14 June 2012.
- 1.3** Standing Orders have been reviewed by the Town Clerk who has drafted some changes to Standing Order 2 concerning the order of business at the Annual Meeting, to Standing Order 7 dealing with the Code of Conduct to properly reflect the Code of Conduct adopted in August 2012 and to Standing Order 18 changing Extraordinary Meetings to Special Meetings to reflect the language used by the Council. There are also some typographical and spacing changes in order to tidy up the document.
- 1.4** Any member requiring any additional changes should notify the Town Clerk ahead of the meeting.
- 1.5** Under Standing Order 34b, a resolution to permanently add, vary or revoke Standing Orders shall when proposed and seconded stand adjourned without discussion to the next meeting of the Council.

1.6 Financial Regulations were last reviewed by the Finance & General Purposes Committee at its meeting held on 21 June 2012 and adopted by Council at its meeting on 16 August 2012, and were due to be reviewed in April 2013. I have reviewed the Financial Regulations and do not consider amendments to be necessary. Should Members consider amendments to be necessary, I recommend that these be notified to the Town Clerk for review which may be delegated to the Finance and General Purposes Committee for report back to the Council.

2. Financial Appraisal

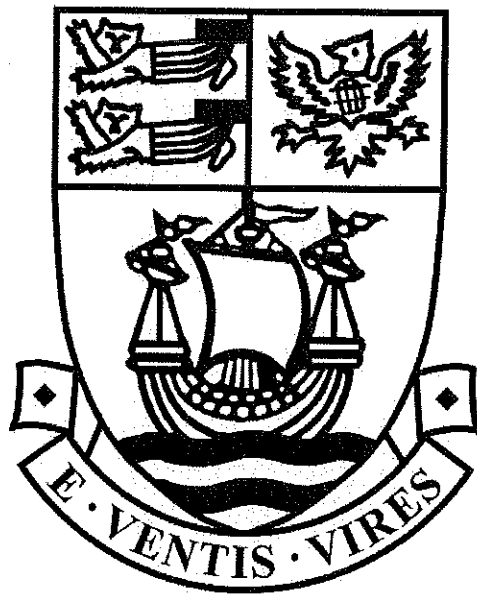
There are no financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager 

Town Clerk 



Seaford Town Council
Standing Orders
MAY 2013

How to use model standing orders

Standing orders for Seaford Town Council and the transaction of Council's business are decided by full Council.

The standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. If the Council wants to slightly alter the wording of the standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at

- (i) highlighting matters that merit regulation by standing orders; and
- (ii) encouraging use of standing orders to regulate routine administrative arrangements.

This document does not include financial regulations; any reference in the model standing orders to financial regulations is a reference to a Council's standing orders for the regulation of its financial affairs, which are contained in a separate document.

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1 Meetings

Mandatory for full council meetings	♠
Mandatory for committee meetings	▼
Mandatory for sub-committee meetings	↔

- ♠ a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- ♠ b Three clear working days' notice shall be given to the councillors and the public.
- ♠ c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution made under the Press and Public (Admission to Meetings) Act 1960 which shall give reasons for the public's exclusion.
- d Subject to standing order 1(c) above, members of the public are permitted to make brief representations, ask or answer questions in respect of any item of business included in the agenda or other items relevant to the council or the committee, as appropriate, in accordance with the Seaford Town Council Public Participation at Meetings Policy.
- e Public participation will take place at an early stage in the meeting as dictated by the agenda. The time allowed for public participation will normally be 15 minutes in total. This may be varied at the discretion of the Mayor or Chairman with the consent of the meeting.
- f Each member of the public will be allowed a maximum of 3 minutes to speak. Any individual can only speak once in any meeting except to ask for clarification of a reply.
- g In respect of planning applications, members of the public will be entitled to speak immediately before each application is considered by the relevant committee.
- h In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i In accordance with standing order 1(h) above, the Chairman will usually direct that a response to a question posed by a member of the public be referred to an officer for an oral or written response normally within 5 working days or to a councillor for an oral response.
- j A brief record of a public participation session at a meeting shall be included in the minutes of that meeting.
- k A person shall raise his hand when requesting to speak and remain seated when speaking except when at Council where he should stand except when a person has a disability or is

likely to suffer discomfort. The Mayor may at any time permit an individual to be seated when speaking.

l Any person speaking at a meeting shall address his comments to the Mayor/Chairman.

m Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor/Chairman shall direct the order of speaking.

n **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the council's prior consent. All mobile phones must be switched to silent mode or must be switched off.**

o **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

p **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor/Chairman may in his absence be done by, to or before the Deputy Mayor/Vice-Chairman.**

q **The Mayor/Chairman, if present, shall preside at a meeting. If the Mayor/Chairman is absent from a meeting, the Deputy Mayor/Vice-Chairman, if present, shall preside. If both the Mayor/Chairman and the Deputy Mayor/Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

r **All questions at a meeting shall be decided by a majority of the councillors present and voting thereon, unless there is a statutory requirement otherwise.**

s **The Mayor/Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote, whether or not he gave an original vote.**

t **Voting on any question shall be by a show of hands, or if requested by at least two councillors, prior to the vote being taken, by signed ballot.**

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.

u **The minutes of a meeting shall record the names of councillors present and those who have submitted apologies for absence.**

v **If prior to a meeting, a councillor has submitted reasons for his absence at the meeting as being on council business such a reason shall be recorded in the minutes of the meeting.**

w **The code of conduct adopted by the council shall apply to councillors and any co-**

- ↔ opted members in respect of the entire meeting.
- ♠ x An interest arising from the code of conduct adopted by the council, the existence and nature of which is required to be disclosed by a councillor and any co-opted member at a meeting shall be recorded in the minutes.
- ♠ y No business may be transacted at a meeting unless at least one third of the whole number of members of the council or committee are present and in no case shall the quorum of a meeting be less than 3. (Ex officio members would not be counted towards a quorum).
- ♠ z If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- aa Meetings shall not exceed a period of 3 hours, unless a resolution to the contrary is put to the meeting and carried. Such an extension may not be more than 30 minutes.

2 Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the fourth ordinary day after an election (the day on which the new councillors elected take office.)
- b In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council may direct.
- c The Annual Meeting of the council shall take place at 7pm.
- d In addition to the annual meeting of the council, at least five other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The election of the Mayor (and signing of his declaration of acceptance of office as Mayor) and Deputy Mayor of the council shall be the first business completed at the annual meeting of the council.
- f The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected.
- g The Deputy Mayor unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the council.
- h In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor has been elected. The

current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Mayor has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the order of business shall be as follows: -
- i. In an election year, signing by councillors of their declarations of acceptance of office, without which no councillor may take part in the business of the council.
 - ii. Consideration of apologies for absence.
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the council.
 - iv. Deal with any disclosure of interests.
 - ii-v. Deal with Public Participation.
 - iii-vi. Review of delegation arrangements to committees, sub-committees, officers and other local authorities.
 - iv-vii. Review of the terms of references for committees.
 - v-viii. Receipt of nominations to existing committees, including ex-officio and substitute members.
 - vi-ix. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii-x. Review and adoption of appropriate standing orders and financial regulations.
 - viii-xi. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix-xii. Appoint representatives on outside bodies and arrangements for reporting back.
 - x-xiii. In a year of elections, to review and make arrangements to reaffirm eligibility to utilise the General Power of Competence, if appropriate.
 - xi-xiv. Review of inventory of land and assets including buildings and equipment.
 - xii-xv. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - xiii-xvi. Review of the council's and officers memberships of other bodies.
 - xiv-xvii. Establishing or reviewing the council's complaints procedure.
 - xv-xviii. Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - xvi-xix. Establishing or reviewing the council's policy for dealing with the press/media
 - xx. Setting the dates, times and place of ordinary meetings of the full council for the year ahead.
 - xxi. Receive notification of the Leader and Deputy Leader of the Council.

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xxii. Receive notification of the Leader and Deputy Leader of the Minority Group.

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xvii-xxiii. To deal with such other business as is required to be transacted by the Council.

3 Proper Officer

- a The council's Proper Officer shall be either (i) the Town Clerk (ii) such other employee appointed by the council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The council's Proper Officer shall do the following:
- i. Electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the council and/or a meeting of a committee and/or a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear working days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 4 clear working days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full council for the election of a new Mayor of the council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings; including working groups.
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the council in paper and electronic format.
 - xiii. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution. The council's common seal shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members

- who shall sign the seal register and/or the document.
- xiv. Retain custody of the seal of the council which shall not be used without a resolution to that effect.
 - xv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
 - xvi. Record every planning application notified to the council and the council's response to the local planning authority;
 - xvii. Refer a planning application received by the council to the relevant committee.
 - xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the council's Proper Officer at least 4 clear working days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion following consultation with the proposer.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be returned to the proposer with an explanation for its return. The proposer may then resubmit it in writing to the Proper Officer in clear and certain language at least 4 clear working days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Mayor or Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Mayor or Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final. Upon rejection, the Proper Officer shall provide an explanation to the proposer.
- f Notice of every motion received in accordance with the council's standing orders shall be recorded in the order received; the record shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the council's standing orders shall be duly recorded with a record by the Proper Officer giving reasons for its rejection; the record shall be open to inspection by all councillors.

- h Every motion and resolution shall relate to the council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
- i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi. To proceed to the next business on the agenda.
 - vii. To close or adjourn debate.
 - viii. To refer by formal delegation a matter to a committee, a sub-committee or an officer.
 - ix. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
 - x. To receive nominations to a committee, sub-committee or working group.
 - xi. To dissolve a committee, sub-committee or working group.
 - xii. To consider a verbal report and/or recommendations made by an officer, professional advisor, expert or consultant.
 - xiii. To authorise legal deeds to be sealed by the Council's common seal
 - xiv. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xv. To extend the time limit for speeches.
 - xvi. To exclude the press and public for all or part of a meeting in accordance with the relevant legislation.
 - xvii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xviii. To give the consent of the Council if such consent is required by standing orders.
 - xix. To suspend any standing order except those which are mandatory by law.**
 - xx. To adjourn the meeting.
 - xxi. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxii. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or working group within the delegated powers conferred on an officer, a referral of the same may be made to such committee or sub-committee or officer provided that the Mayor or Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or

expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor's or Chairman's direction with agreement of the meeting for reasons of expedience.
- b Subject to standing orders 4(a)-(e) above, the Mayor or Chairman shall invite a motion prior to debate.
- c Subject to standing orders 4(a)-(e) above, a motion shall not be considered unless it has been proposed and seconded.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Mayor/Chairman or proper officer be reduced to writing and handed to the Mayor/Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding or negating the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- j The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes, which may be extended with the agreement of the meeting.
- k Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of

debate and immediately before it is put to the vote.

- l Subject to standing orders 6(j) and (k) above, a councillor may only speak once in respect of any one motion except to speak once on any individual amendment moved by another councillor or to make a point of order or to give a personal explanation. No speech shall exceed 5 minutes except by consent of the meeting.
- m During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- n A point of order shall be decided by the Mayor/Chairman and his decision shall be final.
- o Subject to standing order 6(m) above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee, sub-committee or working group for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are in bold.
- p In respect of standing order 6(o)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

- a All councillors shall observe the code of conduct adopted by the Council.
- b All councillors shall undertake training in the code of conduct within 12 months of the delivery of their declaration of acceptance of office.
- c councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give

evidence relating to the business being transacted.

d Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held unless they have obtained a dispensation from the Council -may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room whilst the matter is discussed.

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e Councillors with a prejudicial interest in any business in relation to any item of business being transacted at a meeting which is not a disclosable pecuniary interest as described in paragraph 8(5) of Seaford Town Council's Code of Conduct, may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

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df Councillors with a prejudicial interest in any business in relation to any item of business being transacted at a meeting which is not a disclosable pecuniary interest as described in paragraph 8(5) of Seaford Town Council's Code of Conduct, arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) of Seaford Town Council's Code of Conduct do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

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8 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 5 clear working days notice of the question has been given to the Proper Officer.
- b Questions from the Public not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions in accordance with the Council's Public Participation Policy.
- c Every question shall be put and answered without discussion.

9 Minutes

- a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution

and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If there has been a breach of standing order 10(a) above, any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 7 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to

a committee, sub-committee or to an officer.

14 Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

- b In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the seal register and/or the document in the presence of two members of the Council.

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. shall, as closely as possible, reflect the same proportion of political and other members as the Council as a whole.
 - v. may appoint 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 substitution must be confirmed to the Town Clerk or Administration Assistant at least 1 hour prior to the meeting.
 - vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member at the commencement of the meeting, (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vii. may in accordance with standing orders, dissolve a committee at any time.

16 Presence of Non-Members of Committees at Committee Meetings

- a A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

- b A member of the Council who is not a member of that committee may speak at a meeting of that committee only as a member of the public and must sit in and speak from the public gallery.

17 Sub-Committees & Working Groups

See also standing order 1 above

Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee or working group whose terms of reference and members shall be determined by resolution of the committee.

18 Extraordinary Special meetings

See also standing order 1 above

- a The Mayor may convene an extraordinary special meeting of the Council at any time.
- b If the Mayor does not or refuses to call an extraordinary special meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary special meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary special meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary special meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary special meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

19 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

20 Appointment of Representatives to Serve on

Outside Bodies and Liaison Committees

- a Appointment shall be allocated, as closely as possible, to reflect the same proportion of political and other members as the whole council.
- b The Town Clerk shall send a list of outside bodies and liaison committees to the leaders of the majority and other political groups and any individuals not in membership of a political group in accordance with representation, to allow them to indicate which bodies they would like to serve on. The Town Clerk will summarise the replies received and submit them to the Council.
- c If a vacancy arises, the Town Clerk shall be authorised to appoint a member, in line with the proportional representation, pending confirmation at the next meeting of the Council.

21 Accounts and Financial Statement

Accounts & Financial Statements shall be prepared in line with the Council's Financial Regulations, which shall be reviewed at least annually.

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22 Estimates/precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of January. Budgets shall be prepared in accordance with the Council's Financial Regulations.

23 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

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24 Inspection of documents

Subject to legal requirements or standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council, a committee, a sub-committee or a working group, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

25 Unauthorised activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26 Confidential Business

- a Councillors shall not disclose information given in confidence or which they believe, or should be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

27 General Power of Competence

- a Before exercising the general power of competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible town council.
- b The Council's period of eligibility begins on the date that the resolution under standing order 27 (a) above was made and expires on the day of the annual meeting of the Council that takes place in a year of ordinary elections.

28 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

- b Other matters affecting Council employees shall be covered by contracts of employment and personnel policies.

29 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Town Clerk to the Leader of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b) (x) above.

30 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

31 Liaison with District and County Councillors

Agendas of meetings of the Council shall be sent to the councillors of the District and County upon request.

32 Financial matters

The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.

33 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Town Clerk shall refer it to the Monitoring Officer of Lewes District Council.
- b Where the notification relates to a complaint made by the Town Clerk, the Town Clerk shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person

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to assume the duties of the Town Clerk set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

34 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law (as indicated in bold), may be suspended by resolution in relation to any specific item of business.
- b A resolution to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next meeting of the Council.

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35 Standing orders to be given to councillors

- a The Town Clerk shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Mayor/Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders twice in one meeting may result in him being excluded from the meeting.

36 Co-option

In the event of a vacancy which results in a co-option, the Council will place public notices requesting that Interested parties make a written application advising of why the person wishes to become a Councillor and what skill/experience they can bring to the Council. If there is more than one application received, candidates are then asked to make a short (5 minute) presentation to a Council meeting. After which, a vote, possibly by signed ballot, will be taken to choose the most suitable candidate.

37 Leader of the Council

- a The members of the largest political group (or combination of political groups or others choosing to group together) forming the administration of the Council shall appoint or elect a person who shall be known as the Leader of the Council and that member's name shall be notified to the Town Clerk and notified to the Council.
- b A Deputy Leader of the Council may be appointed or elected as in 37a and notified to the Town Clerk who shall notify the Council.
- c The Leader of the Council may be appointed as a member of any committee otherwise he shall be an ex-officio member of all committees.

38 Leader of the Minority Group

- a The members of the next largest political group on the council (or combination of political groups or others choosing to group together) not forming part of the administration, shall appoint or elect a person who shall be known as the Leader of the Minority Group. That member's name shall be notified to the Town Clerk and reported to the Council. In the event of two or more such groups having equal numbers, each such group shall be entitled to appoint a Leader or may appoint a Leader jointly.
- b A Deputy Leader of the Minority Group may be appointed or elected as in 38a and notified to the Town Clerk who shall notify the Council.
- c Any other minority group consisting of two or more members may, if it so wishes, appoint a Leader and that member's name shall be notified to the Town Clerk and reported to the Council.
- d The Leader of the Minority Group may be appointed as a member of any committee otherwise he shall be an ex-officio member of all committees.

Prepared by:
Samantha J Shippen, FCIS, Fellow ILCM, CMC
Town Clerk

Adopted by: Seaford Town Council on DATE

Review date: May 2014

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Seaford Town Council

Report 04/13

Agenda Item No:	9
Committee:	Council
Date:	9 May 2013
Title:	Representation on Outside Bodies
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
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 ix

Recommendations

You are recommended:

1. To defer discussion of this report until the review of Council representation to Outside Bodies has been completed as detailed in item 25 of this agenda.
 2. To appoint members to represent the Council on those Outside Bodies and Liaison Committees to which representation is continued.
 3. To agree the reporting back arrangements as detailed in 1.5 and 1.6
-

1. Information

- 1.1 Standing Order 2 j ix 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 At its meeting held on 11 April 2013 Council decided to carry out a review of Council representation on Outside Bodies and Liaison Committees, which will take place at item 25 on this agenda.
- 1.3 As the appointments will be dependent upon the outcome of the review it is recommended that consideration of this report be deferred until the review of representation on outside bodies has taken place.
- 1.4 The following Outside Bodies and Liaison Committees currently have Council representation

<u>Outside Bodies</u>	Number
Access in Seaford & Newhaven	1
Age Concern	1
Bishopstone United Charities	2
Citizens Advice Bureau	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 Association of Local Councils	2
Mercread Youth Centre	1
Planning User Group	1
Seaford Chamber of Commerce	2
Seaford Community Partnership	1
Seaford Head Swimming Pool	1
Seaford In Bloom	2
Seaford Seniors' Forum	1
Seaford Sustainability	2
Seaford Twinning Association	2
Smarter Seaford	3
St James' Trust	1
The Base Management Committee	1
Youth Task Group	4

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	0

1.5 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.

1.6 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.

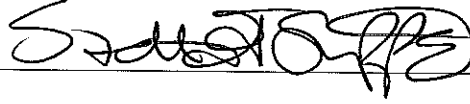
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



Town Clerk



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Seaford Town Council

Report 05/13

Agenda Item No:	10
Committee:	Council
Date:	9 May 2013
Title:	Review inventory of land and other assets owned by the Council.
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To review the inventory of land and other assets owned by the Council in accordance with Standing Order 2 j xi.

Recommendations

You are recommended:

- 1. To note the schedule of land and other assets owned by the Council**
-

1. Information

- 1.1** Attached as Appendix A is a schedule of land and other assets owned by the Council at 31 March 2013.
- 1.2** Community Land has been 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** At its meeting held on 18 April 2013 the Finance & General Purposes Committee approved that existing assets are valued at their March 2012 value and not increased in line with insurance valuation in future in accordance with recommendations from the Internal Auditor.
- 1.5** The value of Council assets will only change when assets are sold or purchased.

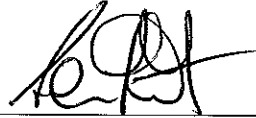
2. Financial Appraisal

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

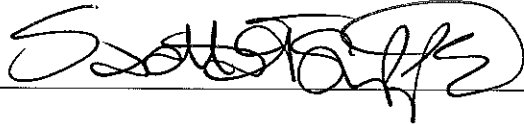
3. Contact Officer

The Contact Officer for this report is Simon Cooper. Corporate Services Manager

Corporate Services Manager



Town Clerk



	Valuation at 31/03/2013	Basis of valuation
Insured		
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	62,624	31/03/2012 Insurance Value
Seaford Head Golf Club House	518,090	31/03/2012 Insurance Value
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 Garage	8,240	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
Contents		
Office 37 Church Street	50,000	31/03/2012 Insurance Value
Seaford Head Golf Club	14,124	31/03/2012 Insurance Value
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
Total Insured	8,125,390	
Not Insured		
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 Insured by Club
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
Total not insured	808,106	
	8,933,496	
Seahaven FM Loan	4,255	
	8,937,751	

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Seaford Town Council

Report 06/13

Agenda Item No:	11
Committee:	Council
Date:	9 May 2013
Title:	Review and Confirmation of Insurance Arrangements.
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To review and confirm arrangements for insurance cover in accordance with Standing Order 2 j xii

Recommendations

You are recommended:

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

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 2013, 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 £20,011.51 represents a small increase in the previous year due to the indexation of the sums insured as noted below. It includes the premium for the Golf Course Clubhouse, which will be credited when construction starts.
- 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.

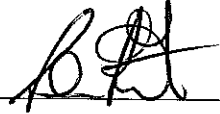
2. Financial Appraisal

The premium (taking into account the credit for the Golf Course Clubhouse) is within the overall Council budget for the year 2013-14.

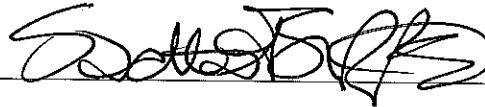
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 07/13

Agenda Item No: 13
Committee: Council
Date: 9 May 2013
Title: Review of the Council's Complaints Procedure
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To review the Council's Complaints Procedure in accordance with Standing Order 2 j xiv

Recommendations

You are recommended:

- 1. To confirm the Complaints Procedure as attached in Appendix A of this report.**
-

1. Information

The Council's current complaints procedure is attached as 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 Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk



Seaford Town Council Complaints Procedure

Seaford Town Council aims to provide the best possible service to the residents of Seaford.

However, we recognise that from time to time, users of our services may feel that the quality or level of service is less than they could reasonably expect.

We greatly value your continued support and good will and, therefore, if you have a complaint, we would like to hear about it.

This is what you should do:

1. Either visit the Town Council offices or send your complaint in writing (e.g. letter, fax or e-mail) or other recorded form (e.g. audio tape) to the Town Clerk, who will write back within 5 days to acknowledge receipt. (If your complaint involves the Town Clerk or the Council administration, send your complaint to the Mayor whose name and address are available from Seaford Town Council).
2. The Town Clerk will discuss the complaint with the relevant staff/Councillors and together, they will look into the circumstances leading to the complaint.
3. The Town Clerk will write to you within a reasonable time (normally 21 days) with their findings, whether they feel your complaint was justified and, if so, what has been done to put things right.
4. If you are not satisfied, you have the right to appeal. You will be invited to a meeting to put your case personally, to a panel of three Councillors. After hearing what you have to say, they will decide what to do about the complaint.
5. The Town Clerk will regularly give the Councillors information about how many complaints have been received, what they involved and what action was taken.

Any complaint should be directed to Seaford Town Council at:

*37 Church Street, Seaford, East Sussex BN25 1HG
Email sam.shippen@seafordtowncouncil.gov.uk*

Date: May 2013.

Adopted by Council: Date

Review: May 2014



Seaford Town Council

Report 08/13

Agenda Item No:	14
Committee:	Council
Date:	9 May 2013
Title:	Freedom of Information & Data Protection Procedures review
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	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 xv.

Recommendations

You are recommended:

1. To agree the continuation of the procedure for dealing with Freedom of Information and Data Protection requests as attached at Appendix A of this report.
2. To approve the review of the Freedom of Information Publication Scheme as attached at Appendix B of this report.

1. Information

- 1.1 To date there has been one formal request 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 A procedure for officers dealing with requests is attached at Appendix A and is recommended for continuation.
- 1.3 "Information available from Seaford Town Council under the Freedom of Information Publication Scheme" is attached at Appendix B and is recommended be approved.

2. Financial Appraisal

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

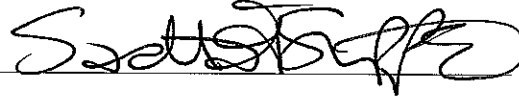
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk



Procedure for dealing with Freedom of Information & Data Protection Requests

1. When any member of staff receives a request which states it is a Freedom of Information or Data Protection request it should be immediately logged in the FOI database and passed to the Town Clerk. In the absence of the Town Clerk the Corporate Services Manager will act.
2. The Town Clerk will assess whether the information requested is covered in the Town Council's "Information available under the model publication scheme". If so the requestor will be notified and the appropriate charge requested.
3. If the request is determined to qualify under the Freedom of Information Act 2000 or Data Protection Act 1998, the Town Clerk shall ensure that the requestor is sent the information requested within 20 working days of receipt.
4. Details of requests and the response given shall be kept on the FOI Database.

Procedure prepared by: Samantha J Shippen FCIS, Fellow ILCM, CMC

Date: May 2013

Review: May 2014

Information available from Seaford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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 Town 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>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy & website	8p/10p per sheet for hard copy
Finalised budget	Hard copy & website	8p/10p per sheet for hard copy
Precept	Hard copy & website	8p/10p per sheet for hard copy
Borrowing Approval letter	Hard copy	8p/10p per sheet for hard copy
Financial Standing Orders and Regulations	Hard copy	8p/10p per sheet for hard copy
Grants given and received	Hard copy	8p/10p per sheet for hard copy
List of current contracts awarded and value of contract	Hard copy	8p/10p per sheet for hard copy
Members' allowances and expenses	Hard copy	8p/10p per sheet for hard copy
<p>Class 3 – What our priorities are and how we are doing (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	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
Class 4 – How we make decisions (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>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<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>	<p>8p/10p per sheet for hard copy</p>
<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>	<p>8p/10p per sheet for hard copy</p>
<p>Information security policy</p>	<p>n/a</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Data protection policies</p>	<p>n/a</p>	

Schedule of charges (for the publication of information)	Hard copy	8p/10p per sheet for hard copy
Class 6 – Lists and Registers	(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 & LDC website	8p/10p per sheet for hard copy
Register of gifts and hospitality	Hard copy	8p/10p per sheet for hard copy
Class 7 – The services we offer (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
Additional Information 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, Fellow ILCM, CMC Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.
Tel: 01323 894870 Fax: 01323 872976 email: admin@seafordtowncouncil.gov.uk
Website: seafordtowncouncil.gov.uk

Adopted: date

Review: May 2014

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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority



Seaford Town Council

Report 09/13

Agenda Item No: 15
Committee: Council
Date: 9 May 2013
Title: Press & Media Policy
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To review the Council's Policy for dealing with the Press & Media in accordance with Standing Order 2 j xvi

Recommendations

You are recommended:

1. To confirm the Policy for dealing with the Press & Media as attached at Appendix A
-

1. Information

Standing Order 28 requires a Press & Media Policy. The policy attached at Appendix A was approved by the Council on 10 May 2012.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk



SEAFORD TOWN COUNCIL

PRESS AND MEDIA POLICY

Introduction

The purpose of this policy is to guide both Councillors and Officers of the Council in their relations with the Press and Media, in such a way as to ensure the smooth running of the Council.

This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with the Press and Media.

Above everything else, a Councillor must observe Seaford Town Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.

Town Clerk and Officers of the Council

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Town Clerk, media communications will be handled by the Corporate Services Manager. In the absence of both of these officers enquirers will be referred to the Leader of the Majority Group who will act as the spokesperson for the purposes of this element of the policy. All communications made by the Town Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. She is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk she should refer the enquirer to the Leader of the Majority Group, Mayor or a Committee Chairman as considered appropriate.

No other officer of the Council, unless authorised by the Town Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

Members of the Council

- A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas or at any other private briefing.

- A Councillor should act with integrity at all times when representing or acting on behalf of Seaford Town Council
- When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: -
 - ✚ as Mayor
 - ✚ as Chairman of a Committee
 - ✚ as a Political Group Leader
 - ✚ as an individual (i.e. letter to press for publication)
 - ✚ as spokesperson or as Press Officer for a political party
- Never use the prefix "Councillor" when writing to the press as an individual. This implies you are stating Council policy. A copy of any written material sent to the Press and Media by a Member, *as representing the Council*, must be forwarded to the Town Clerk.
- Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Council Offices.
- Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.
- A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

Dealing with the Press

When dealing with the Press verbally, members and officers should be aware of the following:

- Be informed and certain of all your facts
- Ensure that when making comments on behalf of the Town Council that you are aware what Council Policy is and that your comments reflect that policy.
- Be calm
- Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.

Issues to be Aware of

- Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

Meetings of Council and Committees

Copies of Agendas, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the Press and Media.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

Press Releases

- All press releases made on behalf of the Town Council will be prepared or overseen by the Town Clerk following any meetings of Committees, Sub-Committees, Working and Steering Groups.
- The Town Clerk, in consultation with the Town Mayor, is also authorised to publish press releases on any urgent matters where there is insufficient time for a council meeting.

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Press and Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.

In providing information to the Press and Media, Members and Officers representing the Council will abide by the "Code of Recommended Practice on Local Authority Publicity" published by the Department for Communities & Local Government.

<http://www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf>

The overriding principle of this policy is that all elements of the Press and Media will be treated equally.

Prepared by: Samantha J Shippen FCIS, Fellow ILCM, CMC, Town Clerk.

Date: May 2013

Adopted by Council: *DATE*

Review: May 2014



Seaford Town Council

Report 10/13

Agenda Item No: 16
Committee: Council
Date: 9 May 2013
Title: Setting dates, time and place of ordinary meetings of the Council and its Committees for the 2013-14 municipal year.
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To set the dates, times and place of meetings for the 2013-14 municipal year in accordance with Standing Order 2 j xvii

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 2013-14 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 Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk



Seaford Town Council

Committee Timetable 2013-2014 Summary of public meetings

Committee	Time	2013												2014		
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May		
Community Services 37 Church Street	7pm	23rd Thursday	-	25th Thursday	-	26th Thursday	-	Budget 28th Thursday	-	23rd Thursday	-	20th Thursday	-	22nd Thursday		
		6th Thursday	8th Thursday	18th Thursday	29th Thursday	19th Thursday	10th Thursday	21st Thursday	12th Thursday	9th Thursday	20th Thursday	13th Thursday	3rd Thursday	15th Thursday		
Planning & Highways 37 Church Street	7pm	16th Thursday	27th Thursday	18th Thursday	29th Thursday	19th Thursday	31st Thursday	12th Thursday	Budget 19th Thursday	30th Thursday	20th Thursday	13th Thursday	17th Thursday			
		20th Thursday	22nd Thurs	24th Thursday	15th Thursday	17th Thursday	24th Thursday	21st Thursday	19th Thursday	27th Thurs	17th Thurs	10th Thursday	29th Town Forum	-		
Finance & General Purposes 37 Church Street	7pm	-	13th Annual Return Thursday	-	15th Thursday	-	17th Thursday	-	-	Precept 16th Thursday	-	-	-	8th Annual Meeting Thursday		
		9th Annual Meeting Thursday	4th Thursday	-	22nd Thursday	19th Thursday	17th Thursday	24th Thursday	Budget 19th Thursday	27th Thursday	16th Thursday	29th Thursday	10th Thursday	29th Town Forum	-	
Golf Course 37 Church Street	7pm	-	4th Thursday	-	-	-	-	-	Budget 19th 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 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 14/13

Agenda Item No: 22 (a)
Date: 9 May 2013
Committee: Council
Title: Past Mayor's Engagements
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To report the Past Mayor's engagements.

Recommendations

You are recommended:

1. To note the report.
-

1. Information

The Mayor, Deputy Mayor or Leader, will have attended 143 functions as a representative of this Council during the 2012-13 municipal year. 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 Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk

List of Mayors Previously Unreported Engagements
Appendix A

Mayor Wallraven 2012 - 2013					
Day	Date	Time	Organisation	Event	Venue
Sunday	28.04.2013	10.15	St Andrew's Church	St George's Day Service & Lunch	St Andrew's Church Bishopstone
Sunday	28.04.2013	14.50	Seahaven Area Scouts	St George's Day Church Service & Parade	St Leonard's Church
Thursday	02.05.2013	14.00	Seaford Evening Flower Club	Demonstration by Derek Armstrong	Peacehaven Meridian Centre
Wednesday	08.05.2013	19.00	16 th (St Luke's) Scout Group	Annual General Meeting	St Luke's Church Walmer Road



Seaford Town Council

Report 16/13

Agenda Item No: 22 (b)
Date: 9 May 2013
Committee: Council
Title: Mayor's Engagements
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To report the Mayor's engagements.

Recommendations

You are recommended:

1. To note the report.
-

1. Information

The Mayor will be attending 10 engagements as the 2013-14 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 Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk

List of Mayors Engagements
Appendix A

Mayor Elect A White 2013-2014					
Day	Date	Time	Organisation	Event	Venue
Monday	13.05.2013		Newhaven & Seaford Sea Cadets	Annual Royal Naval Inspection & Parade	Sea Cadet HQ Chapel St Newhaven
Thursday	16.05.2013	13.00	Seaford Lionesses	Tea, Cakes, Dancing	Mercread Youth Club
Friday	07.06.2013	16.30	Seaford Twinning Association	Twining Reception	Council Chamber 37 Church St
Saturday	08.06.2013	16.00	Mayors Open Gardens	To Meet Garden Owners	Windover Chillington Lane North
Sunday	09.06.2013	11.30	Seaford Lions Half Marathon	Medal Ceremony	Seaford
Sunday	23.06.2013		Mayors Open Gardens	Open Garden Visits	Seaford
Saturday	29.06.2013	11.00	Royal Society of St George & STC	Armed Forces Day	Martello Fields
Friday	05.07.2013	10.30	St Peter's Church	Flower Festival	St Peter's Church, East Blatchington
Sunday	14.07.2013	10.15	Mission to Seafarers	'Sea Sunday' Service	St Andrew's Church Bishopstone
Saturday	20.07.2013	14.00	Telscombe & Peacehaven Summer Fayre	Summer Fayre	Chatsworth Park Telscombe Cliffs



Seaford Town Council

Report 15/13

Agenda Item No: 22 (c)
Date: 9 May 2013
Committee: Council
Title: Young Mayor's Report
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford wards
Purpose of Report: To receive a report from the Young Mayor.

Recommendations

You are recommended:

1. To note the report of the Young Mayor as attached of Appendix A
-

1. **Information**

The Young Mayor, Georgia Colyer, has submitted a report attached as Appendix A to this report.

2. **Financial Appraisal**

There are no financial implications in this report.

3. **Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager

Town Clerk

As my last duty as Deputy Young Mayor of Seaford , I had the pleasure of helping to organise and host the Seaford Young Mayor's awards alongside Amy Gough , the Young Mayor at the time. We spent many hours preparing for this, including preparing a PowerPoint for use on the night, as well as planning and filming a short video which not only promoted the awards but explained how to nominate someone who might be eligible for an award. We showed this video as part of our assembly, which was given to all the years individually at Seaford Head school. Nomination forms were also given to all of the local primary schools, and were available to pick up from the Tourist Information Centre as well, allowing the local community an opportunity to nominate someone. We had many nominations which made us realise just how many outstanding young people are in Seaford and it was a pleasure to be able to recognise this.

Nominees had to be aged under 18 and be a resident of the town or surrounding area. We decided to slightly alter the nomination procedure this year, as nominees did not have to fit in to a particular category as in previous years, but simply have achieved something which deserves recognition by demonstrating a particular talent, such as the performing arts or sport, raising a substantial amount of money for charity, or for overcoming many obstacles which have come their way. Nominations came in the form of a short letter, which explained why the nominee was worthy of an award, and they were all very inspiring.

We also had several performances on the night, including the winner of the Seaford Rotary Club young musician of the year , Hamblel Goodchild who did a wonderful flute solo. There was also a hilarious Faulty Towers sketch by a young group who have won "Cradle Hills Got talent 2012", their school talent show, which Amy and I actually judged. Also there was an amazing karate demonstration from 2 very dedicated boys. We felt that the variety of performances was brilliant and again showed how talented young people in Seaford are.

The Young Mayor awards were my last duty as Deputy Young Mayor but also my first duty as Young Mayor, as part of the night involved the announcement of the Deputy Young Mayor elections which meant that Amy Gough handed over her duties as Young Mayor of Seaford to myself, and I handed over mine to the new Deputy Young Mayor of Seaford, Millie Hemsley . Millie was one of 4 candidates who stood for Deputy Young Mayor. Each of the candidates performed an assembly the Seaford Head school, where each pupil had one vote each to choose who they think should be Deputy Young Mayor of Seaford. Millie won the campaign and I'm sure she will do a fantastic job as Deputy Young Mayor this year.

I am really looking forward to my year as Young Mayor of Seaford and I know I will enjoy it just as much as I enjoyed my time as Deputy Young Mayor, and I am excited to see what my time as Young Mayor will allow me to achieve.

Georgia Coyler – April 2013



Seaford Town Council

Report 11/13

Agenda Item No:	24
Committee:	Council
Date:	9 May 2013
Title:	Outside Bodies Members Reports
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To receive reports from Members appointed to represent the Council on Outside Bodies for 2012-13

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. Reports were requested on 8 April 2013 to be returned by 29 April 2013.
- 1.2** The table below lists the outside bodies and the Members appointed to them.
- 1.3** The reports received by 2 May 2013 are attached at Appendix A.
- 1.4** The following schedule of reports is attached.

Outside Bodies

Access in Seaford & Newhaven	R Scarfe Attached
Age Concern	M Brown Attached
Bishopstone United Charities	B Groves Attached
	I White Attached
Citizens Advice Bureau	M Brown Attached
Cuckmere Community Bus	R Allen Attached
Cuckmere Estuary Partnership	B Groves Attached
Community Transport - Lewes Area	R Scarfe Received
Fair Trade Group	L Wallraven Attached
Lewes District Association of Local Councils	M Brown Attached

Mercread Youth Centre
Planning User Group
Seaford Chamber of Commerce
Seaford Community Partnership
Seaford Head Swimming Pool
Seaford In Bloom
Seaford Seniors' Forum
Seaford Sustainability

Seaford Twinning Association

Smarter Seaford

St. James's Trust
The Base Management Committee
Youth Task Group

Liaison Committees

Christmas Lights Committee

Crypt Management Committee

International Links Working Group

Seaford Head Nature Reserve

Stakeholders Group on Health Issues

Strengthening Local Relationships

I White Attached
S McStravick Attached
R Allen Attached
P Franklin Attached
M Brown Attached
T Goodman Attached
A Latham Attached
S Adeniji Attached
M Brown Attached
S Gauntlett Attached
R Scarfe Attached
S McStravick Attached
S Dunn Attached
T Goodman Attached
A Latham Attached
R Scarfe Attached
P Heseltine Attached
S McStravick Attached
B Warren Attached
A White Attached
S Gauntlett Attached

B Groves Attached
A White Attached
I White Attached
A Hayder Attached
M Brown Attached
A Latham Attached
B Warren Attached
M Brown Attached
S Gauntlett Attached
L Wallraven Attached
T Goodman Attached
S Gauntlett Attached
A White
S Adeniji
A Latham Attached
S McStravick Attached
B Burfield Attached
T Goodman Attached
B Groves
S McStravick Attached

2. Financial Appraisal

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

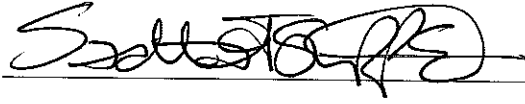
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



Town Clerk



Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor margherita (Rita) Scarle	
Organisation:	access in Seaford + Newhaven	
Number of meetings held :	12 ?	Number of meetings attended: 3
Principal activities during the year: these meetings clash with town council call overs. I have asked for another evening but have been told no, as it works for them.		
Financial Position: not sure		
Issues of importance to be drawn to the attention of the Town Council: This group has a representative for Lewes C/Council already. She has been with them for a number of years.		
Conclusions / recommendations: This group does not need our help any more we could look forward to a new group.		
Should Representation be continued?		
No		
Is the number of representatives appropriate?	NIL	Y/N
If not, how many should there be?	NIL	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Age Concern	
Number of meetings held : 4	Number of meetings attended: 3	
Principal activities during the year: Age Concern Seaford resulted from the renaming of the former parent organisation and is now independent of Age Concern UK		
Financial Position: They rely on funding from their shop and donations. They are steadily eating up their reserves to survive		
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations: I am not sure that Age Concern or STC are gaining any value from having council representation. I have been to 3 meetings including their AGM in the last year and do not think I have contributed anything useful to this organisation		
Should Representation be continued? NO		
Is the number of representatives appropriate? N/A If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor IAN WHITE · BARRY GROWES ·	
Organisation:	BISHOPSTONE UNITED CHARITIES.	
Number of meetings held :	4	Number of meetings attended: 4.
Principal activities during the year: House · wellfare of occupants. Maintenance of Eadric		
Financial Position: SOUND.		
Issues of importance to be drawn to the attention of the Town Council: NONE		
Conclusions / recommendations: To continue as before.		
Should Representation be continued? YES.		
Is the number of representatives appropriate? If not, how many should there be?		Y/N

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	CAB Trustee Board meeting	
Number of meetings held : 4	Number of meetings attended: 4	
Principal activities during the year: The Lewes and Seaford (now known as Lewes District) Citizens Advice Bureau offers invaluable advice and support to any citizen that needs help including 4161 Seaford residents in the last year. I do not think it needs further explanation		
Financial Position: Mainly funded by LDC and other local town and parish councils including STC.		
Issues of importance to be drawn to the attention of the Town Council: The CAB is facing growing demand for its services across Lewes District and continues to offer an invaluable service to the community. It is facing a continual struggle to find sufficient funding to expand its services.		
Conclusions / recommendations: There was some initial misunderstanding regarding the STC grant to CAB in 2011. This has now been resolved and STC continues to financially support the CAB activities and services		
Should Representation be continued? YES		
Is the number of representatives appropriate? Yes 2 for STC If not, how many should there be?		

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Bob Allen	
Organisation:	Cuckmere Community Bus	
Number of meetings held : 4	Number of meetings attended: 3	
Principal activities during the year: Regular bus transport in this part of East Sussex including Seaford route 120 (the eastern part of the Seaford town service).		
Financial Position: Officially -29,337.63 but awaiting grants from ESCC and LDC to cover the cost of upgrading some of the bus fleet.		
<p>Issues of importance to be drawn to the attention of the Town Council: Although the trading name of the company will continue to be Cuckmere Community Bus Ltd, the name on the side of the buses will be Cuckmere Bus. This is to encourage all to use the bus service. Many thought the buses only provided for social service related passengers.</p> <p>There will be an extension of the 126 service into the Ouse Valley during the summer months to cover attractions towards Lewes and Charleston Farmhouse.</p> <p>The Rambler bus service 47 recommenced on Good Friday.</p>		
Conclusions / recommendations: A valuable amenity especially during the tourist season. Any donation would be gratefully received,		
Should Representation be continued?		Y
Is the number of representatives appropriate?		(Y/N)

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor B GROVES	
Organisation:	CUCKMERE ESTUARY PARTNERSHIP	
Number of meetings held :	Number of meetings attended: 1	
Principal activities during the year: UNKNOWN. I HAVE NEVER BEEN INFORMED OF ANY MEETINGS AND NEVER EVER BEEN TOLD OR INFORMED OF THE VENUE OF		
Financial Position: MEETINGS. NEVER RECEIVED COPIES OF MINUTES OF MEETINGS AS I HAVE NEVER BEEN CONTACTED BY ANYONE IN THE CUCKMERE ESTUARY PARTNERSHIP I STATED IN OCTOBER 2012 I WAS NO		
Issues of importance to be drawn to the attention of the Town Council: LONGER INTERESTED OF BEING INVOLVED.		
Conclusions / recommendations:		
Should Representation be continued? NO!		
Is the number of representatives appropriate?		Y/N
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor LINDA WAURAWEN	
Organisation:	FAIRTRADE	
Number of meetings held :	6	Number of meetings attended: 4
Principal activities during the year: QUIZ & SUPPER EVENING WAS A COMPLETE SELL OUT AND A VERY ENJOYABLE EVENING. F/T CHURCH SERVICE GUEST SPEAKER WAS HENRY MATIENDA A SUGAR CANE PRODUCER FROM MALAWI ONE OF THE POOREST COUNTRIES IN THE WORLD. THE GROUP ORGANIZED A F/T MARKET AND COFFEE MORNING AS PART OF F/T FOR NIGHT ONCE AGAIN VERY WELL SUPPORTED BY THE PUBLIC		
Financial Position: _____		
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations: THE GROUP WORKS HARD AND ARE VERY ENTHUSIASTIC. IT WAS REAL PRIVILEGE TO HAVE HENRY MATIENDA COME TO OUR TOWN AND GIVE AN INSIGHT TO THE WAY THEY WORK AND LIVE IN MALAWI. THIS MAKES YOU REALISE HOW IMPORTANT IT IS TO BUY FAIRTRADE AND WE CONTINUE TO BE A FAIRTRADE TOWN.		
Should Representation be continued?	YES	
Is the number of representatives appropriate?	YES.	Y/N
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Mark Brown IAN WHITE	
Organisation:	Lewes District Association of Local Councils (LDALC)	
Number of meetings held : 4	Number of meetings attended: 2	
Principal activities during the year: The LDALC is a talking shop for all Lewes District Councils to discuss local issues and exchange ideas in order to promote interest in local affairs and activities		
Financial Position: Funded by fees levied on all local councils		
Issues of importance to be drawn to the attention of the Town Council: This association is normally attended by the Town Clerk, Council and Deputy Leader. It is a useful tool for keeping up with new and revised legislation and information on how the district council operates		
Conclusions / recommendations: The association meets every 3 months always on a Monday. STC have raised concerns about the Monday evening meeting time as it is incompatible with STC meetings		
Should Representation be continued? YES		
Is the number of representatives appropriate? Yes for STC If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Sarah E McStravick	
Organisation:	Mercread Youth Centre	
Number of meetings held : Every 6 weeks	Number of meetings attended: A couple of meetings have been missed due to sickness or work commitments.	
<p>Principal activities during the year:</p> <p>To promote the activities of Mercread Youth Centre, for the Young People of the town. There has been extensive discussions around the ' settling in' and the running of the new building. This is a significant 'safe space' for the Young People of the town and this facility is used everyday by Young People in the town, to associate with each other. Clubs include after school clubs, single sex groups, and The Town's Youth Forum for young people 11-18 years.</p>		
<p>Financial Position:</p> <p>The financial implications of the new extension are still being assessed, with particular regard to the outgoings for utilities. There is a significant increase in lettings over the last year in excess of £10,000. However significant fundraising is still required to ensure the work and the buildings structures continue to benefit the Young People of the Town</p>		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>It is recognised much of the activities within the buildings, due to the nature of local government are run and organised by East Sussex County Council Targeted Youth Support Team and Youth Services. Seaford Town Council does provide funding for some Youth Work in the building. This is an essential position and aids the participation of Young People within the Town.</p> <p>It provides an environment, that enable Young People to congregate and have recreation in a safe space. The new gym and the accessible facilities enable all young people to participate in a variety of activities.</p> <p>The new building is an asset to the Town on the edge of one of the major parks in the town. It is available for lettings and has state of the art facilities.</p> <p>The Mercread Youth Centre has recently organised a rebranding process, along with it's new building, in which a new logo and strap line was designed by young people in the town through a competion.</p>		

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Bob Allen	
Organisation:	Plaanning User Group	
Number of meetings held : 0	Number of meetings attended: 0	
Principal activities during the year: none		
Financial Position: n/a		
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations:		
Should Representation be continued?		Y
Is the number of representatives appropriate? yes If not, how many should there be?		Y/N

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor PAUL FRANKLIN	
Organisation:	CHAMBER OF COMMERCE	
Number of meetings held:	<small>UNKNOWN</small> DUE TO HALF ARE BREAKFAST MEETINGS	Number of meetings attended: <small>MOST</small> EVENING MEETS
Principal activities during the year: FUNDRAISING AND WORKING WITH THE BUSINESSES OF SEAFORD. NETWORKING EVENTS WHICH I HAVE ALSO ATTENDED.		
Financial Position: UNKNOWN		
Issues of importance to be drawn to the attention of the Town Council: THE CHAMBER OF COMMERCE IS GOING THROUGH A RE-LAUNCH AND SHOULD BENEFIT THE BUSINESSES OF SEAFORD AND WITH AN IMPROVED WEB SITE BE MORE IN CONTACT WITH EVERYONE.		
Conclusions / recommendations: A LONG ESTABLISHED LOCAL BODY MOVING FORWARD AND MODERNISING ITS FORMAT.		
Should Representation be continued?	YES	
Is the number of representatives appropriate?	XNO	
If not, how many should there be?	ONE	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Seaford Community Partnership & Steering Group	
Number of meetings held : 8/2	Number of meetings attended: 8/2	
<p>Principal activities during the year:</p> <p>This partnership is an alliance of representatives from many local organisations too numerous to list here. They have undertaken several very successful projects within Seaford in the last couple of years</p>		
<p>Financial Position:</p> <p>They are financially viable and actively seek funding for the projects they support.</p>		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>Some of their recent press articles have been hostile to the Town Council which had led to some issues regarding their communication links with STC but this is being worked on and it is hoped a resolution can soon be found.</p>		
<p>Conclusions / recommendations:</p> <p>I have accepted the role of director with this organisation so that I can properly fulfil my obligation as the STC representative. I have a voice on the management committee and steering group. They do serve a very useful purpose within Seaford Town and providing the partnership can overcome their communication problems will continue to do so</p>		
<p>Should Representation be continued? <u>YES</u></p>		
<p>Is the number of representatives appropriate? YES from STC. LDC & ESCC are also represented If not, how many should there be?</p>		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor <u>TERRY GOODMAN</u>	
Organisation:	<u>SEAFORD HEAD SWIMMING POOL MANAGEMENT COMMITTEE</u>	
Number of meetings held :	<u>3</u>	Number of meetings attended: <u>2</u>
Principal activities during the year: <u>DESPITE THE ADVERSE WEATHER CONDITIONS, THE WAVE SWIM SCHOOL HAS CONTINUED TO INCREASE IN NUMBERS, WHICH NOW HAVE OVER 200 MEMBERS. DURING THE PERIOD OF MARCH 12/13 THERE HAS BEEN AN OVERALL INCREASE OF 7% OVER 11/12. (EXCLUDING COLLEGE USE).</u>		
Financial Position: <u>GOOD. DESPITE THE ECONOMIC CLIMATE, & NEARER CONDITIONS.</u>		
Issues of importance to be drawn to the attention (1) <u>THEY NOW HAVE A NEW PROBLEM OF THE TOWN COUNCIL: WITH THE POOL EXTRACTOR FAN, YET AGAIN, WHICH APPEARS TO BE AN ON GOING PROBLEM. CONSULTATION IS TO TAKE PLACE BETWEEN WAVES MANAGEMENT TWO FIRMS, TO SORT IT OUT!</u> (2) <u>IT HAS BEEN SUGGESTED, FOR A TRIAL PERIOD, THAT THE MEETINGS WILL NOW BE HELD SIX MONTHLY AS FROM 22ND OCTOBER 2013.</u> (3) <u>THE EXISTING CHANGING ROOMS NEED TO BE UPDATED, WITH THE LADIES ONE IN MIND!</u>		
Conclusions / recommendations: <u>TO CONCLUDE, I FEEL THAT THEY ARE DOING A VERY GOOD JOB OVERALL. FURTHER TO THIS, CLARIFICATION IS REQUIRED AS TO WHO IS RESPONSIBLE FOR THE CLEANING OF THE GUTTERS AROUND THE POOL AREA ROOF!!</u>		
Should Representation be continued?	<u>YES</u>	
Is the number of representatives appropriate?	<u>Y/N</u>	
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Alan Latham	
Organisation:	Seaford In Bloom	
Number of meetings held : 1 + AGM	Number of meetings attended: 1 + AGM	
Principal activities during the year:	Meeting held to discuss possibility of upgrading 12 planters/boxes maintained by SIB in Broad Street & Clinton Place area. Upgrade to stone too costly at present but suggested existing plastic planters could be cleaned in winter. To be kept under review.	
Financial Position:	N/A	
Issues of importance to be drawn to the attention of the Town Council:	There was some concern that the new event the "Mayor's Garden Trail" would compete with the well established SIB Open Garden two weeks later. I am left with the impression that the relationship with SIB could be improved.	
Conclusions / recommendations:	<p>Established in 1992, SIB is an excellent example of how a group of like minded people with similar interests can work together to their mutual appreciation and benefit and to the benefit of the town.</p> <p>STC should take positive steps to improve the relationship.</p> <p>Mechanisms should be considered to attract young people to join the SIB management committee.</p>	
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 2012/2013

Name of Representative (s):	Councillor Adeniji	
Organisation:	Seaford Seniors Forum	
Number of meetings held :10	Number of meetings attended:	
Principal activities during the year:	Seaford Seniors Day AGM The organisation represents everyone aged 50 and above in Seaford	
Financial Position:	Fair. Organisation relies on grant from East Sussex County Council and Seaford Town Council	
Issues of importance to be drawn to the attention of the Town Council: Financial contribution. It is imperative that Seaford Town Council increase its grant contribution. The Seniors forum charges no member fee and it represents all aged 50 and above. It is campaigning for improved health services in Seaford		
Conclusions / recommendations: <p style="text-align: center;">See above. Organisation is very valuable in Seaford. It plays a vital role in campaigning for health improvement in Seaford, it is the main body for all aged 50 and above</p>		
Should Representation be continued?YES		
Is the number of representatives appropriate?	Yes	
If not, how many should there be?		

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Seaford Sustainability	
Number of meetings held : 0	Number of meetings attended: 0	
Principal activities during the year: I can find NO reference to this organisation and have not been invited to any meetings in the last 2 years		
Financial Position:		
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations: There is no point in continuing with this representation as there has been no contact for over 2 years Cllr Stephen Gauntlett reports the same conclusion		
Should Representation be continued? NO		
Is the number of representatives appropriate? N/A If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor <i>STEPHEN GAUNTLETT</i>	
Organisation:	<i>SEAFORD SUSTAINABILITY</i>	
Number of meetings held :	<i>NONE</i>	Number of meetings attended: <i>NONE</i>
Principal activities during the year:	<i>NONE</i>	
Financial Position:	<i>NOT AWARE OF ANY FUNDS</i>	
Issues of importance to be drawn to the attention of the Town Council:	<i>IT APPEARS TO BE DEAD.</i>	
Conclusions / recommendations:	<i>ABSORB THE SUSTAINABILITY AGENDA INTO "IMPACT SEAFORD" REGENERATION PROJECT.</i>	
Should Representation be continued?	<i>No</i>	
Is the number of representatives appropriate? If not, how many should there be?	<i>N/A</i>	Y/N

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor margherita (RITA) Scarfe	
Organisation:	winning Association Seaford	
Number of meetings held:	not sure	Number of meetings attended: 2
Principal activities during the year: meetings days sometimes had the wrong dates, or just names of people where given at their homes, which I didn't know off. when asked I was told I knew where each person had lived I didn't know so given to me after Sept 2012. no paper work left in pigeon hole for me though can know I hadn't team		
Financial Position:	do not know on line last paper work March 2013.	
Issues of importance to be drawn to the attention of the Town Council: 2 other cllrs attend these meetings Paper work as well as Email should be sent to any councillor attending these meetings		
Conclusions / recommendations: only needs 1 cllr to attend all times		
Should Representation be continued?	yes	
Is the number of representatives appropriate?	Y/N	
If not, how many should there be?	one	

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Sarah E McStravick	
Organisation:	Seaford Twinning Association	
Number of meetings held : Every 6 weeks / monthly socials are also organised	Number of meetings attended: A couple of meetings have been missed due to sickness or work commitments.	
<p>Principal activities during the year:</p> <p>Significant organisation at the start of the year was helping to organise a trip of local residents to Seaford's Twin Town of Bonningstedt in Pinnenburg Germany. The Twinning has been in existence since the 1980's and regular trips are arranged to and from Bonningstedt.</p> <p>In recent months there has been much activity organising the upcoming trip in June of civic dignitaries and people of Bonningstedt to Seaford. Planning of accommodation and activities 'for rain or shine', are planned.</p> <p>Many Social events are planned for local twinningers in Seaford including quiz nights and bingo throughout the year. The committee are committed group who promote the positive benefits of maintaining our twinning links. Wider connection with twinning associations across East Sussex, is also maintained and Seaford Twinning Association support other local twinning associations. A recent success has been a 'German Speaking Evening', in which local people came together to speak German with each other, with different dialects and languages spoken to a varying degree of skill from basic level to fluent speakers of German, Austrian and Dutch!</p> <p>Financial Position: £1671.41 at April 2013.</p>		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>The Twinning of Seaford with Bonningstedt in the 1980's was seen as a significant cultural event at the time. It has enable many Seafordians, of all ages and different interests to visit our sister town in Bonningstedt and has also enabled visits to Crivitz, an East German town linked to Bonningstedt after German reunification and Crivitz in USA.</p> <p>There is a planned 3 day visit between 7th June and 10th of June this year, visitors from Bonningstedt will be hosted by Seaford residents in the town. In previous years the Mayor has hosted a reception on the first afternoon, at present it is unclear if this will occur however I feel it would be a shame if it did not occur.</p>		

<p>Conclusions / recommendations:</p> <p>Seaford has a longstanding 'twinning arrangement' with Bonningstedt, that for historical and cultural reasons is an important part of our heritage and maintains a recognised 'international' link for the town.</p> <p>Many friendships and links have been produced through this association and new friendships have been formed building a greater understanding of other cultures and international views for people in the town.</p> <p>It would seem that German speaking, in the Town is alive and well and there is benefit to the town from tourism from our regular German and other international guests drawn from the twinning associations between our towns.</p>	
<p>Should Representation be continued? Yes, for the reasons stated above.</p>	
<p>Is the number of representatives appropriate?</p> <p>If not, how many should there be? At least 1!</p>	<p>Y</p>

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Sylvia Dunn	
Organisation:	Smarter Seaford	
Number of meetings held : 4	Number of meetings attended: 3	
Principal activities during the year: Working with LDC regarding litter and dog fouling, the PCSO's regarding anti-social behaviour, and other voluntary groups.	As Chairman I now sit on Sussex Community Rail Partnership and the Seafront Theme Group.	
Financial Position: N/A		
Issues of importance to be drawn to the attention of the Town Council: None		
Conclusions / recommendations: An important group encouraging residents to get involved, there is also potential for stronger working links with relevant stakeholders and to look at ways to invite key LDC representatives.		
Should Representation be continued? Yes		
Is the number of representatives appropriate? If not, how many should there be?		Yes

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor TERRY GOODMAN	
Organisation:	SMARTER SEAFORD	
Number of meetings held :	4	Number of meetings attended: 3
Principal activities during the year: MAKING THE BEACH AREA CLEAN + TIDY WITH BEACH CLEANS.		
(2) MONITORING DOG POULING, + REPORTING TO THE POLICE. (3) REPORTING STATE OF PAVEMENTS. 4) REPORTING STATE OF GUTTERS + DRAINS BEING BLOCKED BY LITTER + SILT. 5) REPORTING VEHICLES PARKING ON GRASS VERGES TO THE POLICE.		
Financial Position:	N/A	
Issues of importance to be drawn to the attention of the Town Council: NO FURTHER ISSUES AT THIS TIME		
Conclusions / recommendations: IT WOULD BE HELPFUL IF THERE WAS A REPRESENTATIVE FROM LONES DISTRICT COUNCIL ATTENDING THIS COMMITTEE. IT WOULD ALSO BE NICE TO BE ABLE TO WORK HAND-IN-HAND WITH S L A + COMMUNITY PARTNERSHIP ORGANISATIONS.		
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	(Y)N	

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Alan Latham		
Organisation:	Smarter Seaford		
Number of meetings held :	Number of meetings attended: 4		
Principal activities during the year:	Discussed with group issues raised by constituents such as dog fouling, maintenance of planters in Broad Street & Clinton Place through interface with Seaford In Bloom and tree planting in verges.		
Financial Position:	N/A		
Issues of importance to be drawn to the attention of the Town Council:	<ul style="list-style-type: none"> • Dog fouling reported to Lewes District Council Warden who followed up very efficiently. • Interface with number of disapproving constituents concerning –ve tree planting in verges decision. • Relationship with Seaford In Bloom. 		
Conclusions / recommendations:	Group seems unsure as to whether 'it makes a difference'. Needs greater influence on STC Community Services Committee to act on issues raised and help set spending priorities thereby reacting to & implementing recommendations of Smarter Seaford group.		
Should Representation be continued?	Yes		
Is the number of representatives appropriate? If not, how many should there be?	Yes		

Conclusions / recommendations:

The work and the Mercread buildings are an essential asset to the Town, a committed group of individuals, from a variety of backgrounds sit on the management committee, much of the work is self sustaining and requires cooperation between different levels of local government in it's daily use. The committee and the Young People who use the facility feel a greater connection to the Town, being aware that a local Town Councillor sits on the committee and provides a sense of town identity to the people associated with the work of the The Mercread Centre.

Should Representation be continued? Yes, for the reasons stated above.

Is the number of representatives appropriate?

Y

If not, how many should there be? At least 1!

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Margherita (Pita) Scarfe	
Organisation:	St James Trust	
Number of meetings held :	Number of meetings attended:	all
Principal activities during the year: Lunches and tea's for the oldest people in Seaford (very much needed) The whole building is having a face lift, few windows etc. The shop is doing well, and the bus seems to have lots of passengers being taken out or to the trust. Loads going on		
Financial Position: <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">good</div>		
Issues of importance to be drawn to the attention of the Town Council: This is what is needed in Seaford, so many of our oldest people need a place like this. <u>It must</u> have more Sign Post's showing where <u>it is</u>		
Conclusions / recommendations: most important people in Seaford have a place like this. Some oldest folk see no one for days. <u>We must</u> give all help possible to this Trust		
Should Representation be continued? Yes always		
Is the number of representatives appropriate? Yes. Y/M		
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Paul Heseltine
Organisation:	The Base Management Committee
Number of meetings held : 10	Number of meetings attended: 10
Principal activities during the year:	<p>Live 'Open Air' Music Event on 9th September 2012</p> <p>Muppets themed pitch at the Christmas Late Night shopping event in December 2012.</p> <p>Various 'open days' at The Base for people to view the building and musical equipment.</p> <p>Established an online presence via a dedicated website, Twitter and Facebook for which it has over 1160 friends on Facebook</p>
Financial Position:	<p>Bank balance is £510.51</p> <p>The Base received financial donations:</p> <ul style="list-style-type: none"> - £250 from the Police Property Act - £1400 from numerous local businesses in support of our Live Band Event - £257 from Seaford Rotary towards extra equipment - Equipment donations - Mixer station from the Royal Society of St George - Electric piano from Paul Franklin's 'House Clearance' company <p>£951.00 Paid directly to STC from band hire Oct 2012 to April 2013 (projected to be £3k annually for 2013/2014).</p>
Issues of importance to be drawn to the attention of the Town Council:	<ul style="list-style-type: none"> - Move forward on the instillation of a toilet - Monies raised and paid to STC for band hire to be paid to The Base Management Committee. - Water is penetrating the main door's lower seal causing water to pool internally and therefore needs fixing urgently
Conclusions / recommendations:	<p>The Base Management Committee has successfully raised the profile of The Base, regularly hired the premises to local bands, provide community events, produced plans for building development/extension. The committee requires STC's support on actioning the points raised above.</p>
Should Representation be continued? Yes	
Is the number of representatives appropriate? Yes	
If not, how many should there be?	

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Sarah E McStravick	
Organisation:	Youth Task Group	
Number of meetings held : 4/5	Number of meetings attended:. I have attended all those that I have been made aware off	
<p>Principal activities during the year:</p> <p>To bring together organisations and services in the town with an interest in working with young people. These meetings have , when different organisations meet has been benefical and has provided useful information , coordination and dialogue between statutory and voluntary agencies within the Town.</p> <p>Financial Position:</p> <p>N/A</p>		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>This is a useful meeting that helps to give guidance and understanding of iniatives being undertaken locally for young people. Organisations such as Targetted Youth Support, Police, Youth Groups, shools and others have been represented. It is unfortunate that these meetings have not been as regular nor have they had young people's participation, this year.</p>		
<p>Conclusions / recommendations:</p> <p>When the Forum has met significant issues and support have been able to be shared to promote issues and iniatives affecting young people in the town.</p> <p>It is anticipatedf that these meetings will be more regular in future and will have a brief including elected members at different levels of local government, officers, from different levels of local government, statutory services and voluntary bodies as well as young people to ensure that matters affecting young people are heard and shared to benefit the youngert members of our towns population.</p>		
<p>Should Representation be continued? Yes, for the reasons stated above.</p>		

Is the number of representatives appropriate?

Y

If not, how many should there be? At least 1 from each group on the Town Council to give balance.

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Benjamin Warren	
Organisation:	Youth Task Group	
Number of meetings held : N/A	Number of meetings attended: N/A	
Principal activities during the year:	A central hub for discussions with all providing youth support and facilities within Seaford.	
Financial Position:	Funding sort when needed.	
Issues of importance to be drawn to the attention of the Town Council:	<p>Than committee has some what been dwindling recently. I myself have turned up to a number of meetings with only one other attendee.</p> <p>There had been issues for the chair, giving other time commitments. However there is a new chair in place and I am hopeful that this previously energetic group is restored.</p>	
Conclusions / recommendations:	Despite the groups recent issues, I recommend that the representation is continued. This is because when fully functioning the group is a extremely helpful resource.	
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	could possibly be reduced to 1 or 2.	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor ANTHONY WHITE	
Organisation:	YOUTH TASK GROUP	
Number of meetings held : N/A	Number of meetings attended: 2	
Principal activities during the year: TO COORDINATE AND COMMUNICATE WITH OTHER YOUTH ORGANIZATIONS IN SEAFORD		
Financial Position:	NOT KNOWN	
Issues of importance to be drawn to the attention of the Town Council: A RATHER LACK LUSTER AND UNDIRECTED OUTSIDE BODY THAT COULD BE IMPROVED THROUGH BETTER CORRESPONDENCE IN REGARD TO MEETING TIMES AND DATES		
Conclusions / recommendations: I FEEL THAT THE GROUP CANNOT JUSTIFY 4 COUNCILLORS REPRESENTING STC AND THAT 1 OR POSSIBLY 2 WOULD BE AMPLE		
Should Representation be continued? YES		
Is the number of representatives appropriate? NO	Y/N	
If not, how many should there be? 1 OR 2		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor <i>STEPHEN GAUNTLETT</i>	
Organisation:	<i>YOUTH TASK GROUP</i>	
Number of meetings held :	<i>NONE</i>	Number of meetings attended: <i>NONE</i>
Principal activities during the year:	<i>NONE</i>	
Financial Position:	<i>NOT AWARE OF ANY FUNDS</i>	
Issues of importance to be drawn to the attention of the Town Council:	<i>/</i>	
Conclusions / recommendations:	<i>DOES NOT SEEM (AT PRESENT AT LEAST) TO HAVE A STAND-ALONE ROLE</i>	
Should Representation be continued?	<i>IF IT AWAKES.</i>	
Is the number of representatives appropriate? If not, how many should there be?	<i>Y/N</i>	

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor IAN WHITE: A WHITE & GROSS A HANDEL		
Organisation:	CHRISTMAS LIGHTS.		
Number of meetings held :	4	Number of meetings attended:	4
Principal activities during the year:	improve christmas lighting for the town.		
Financial Position:	good.		
Issues of importance to be drawn to the attention of the Town Council:	need to continue improving the quality of the towns christmas lights		
Conclusions / recommendations:	to continue the above		
Should Representation be continued?	Yes.		
Is the number of representatives appropriate? If not, how many should there be?	(Y/N)		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Benjamin M Warren Councillor Mark Brown	
Organisation:	Crypt Management Committee	
Number of meetings held : 11	Number of meetings attended: 11	
Principal activities during the year:	Committee involved in the day to day management of Arts@TheCrypt. Chair of Committee - B Warren	
Financial Position:	<p>The committee has exceeded the expectations of most during 2012/13. The committee has achieved an income above that budgeted for.</p> <p>Income in 2012/13 was at least 61% higher than the previous years actual income.</p> <p>The financial outlook for 2013/14 it looking to be exceptional.</p> <p>The committee should for congratulated for there efforts & achievement.</p>	
Issues of importance to be drawn to the attention of the Town Council:	Due to staffing issues the committee understand they are not getting there full 4 hours of administrative support per week.	
Conclusions / recommendations:	That the admin role within the council we shared between two post, to allow for better continuity during times of annual leave for staff.	
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	YES	

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Mark Brown	
Organisation:	arts@thecrypt	
Number of meetings held : 11	Number of meetings attended: 9	
Principal activities during the year: The arts@thecrypt supports all forms of art related events and now uses the reception gallery to improve the space available to exhibitors		
Financial Position: The venue has financial support from Seaford Town Council and although not yet in profit has improved its income through an increase in use of the facility		
Issues of importance to be drawn to the attention of the Town Council: The management committee under the chairmanship of Cllr Ben Warren has made considerable improvements to the use of this facility and a very active "Friends of the Crypt" has been established to promote the use of the Crypt which has resulted in increased bookings		
Conclusions / recommendations: The arts@thecrypt is now a flourishing arts centre and is already becoming a recognised venue for exhibitions and other related art activities		
Should Representation be continued? YES		
Is the number of representatives appropriate? YES	Y/N	
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Alan Latham	
Organisation:	Arts@theCrypt	
Number of meetings held :	Number of meetings attended: 9	
Principal activities during the year:	<ul style="list-style-type: none"> • Undertook substantial editing of Friends of Crypt Constitution and advised on charitable status options • Assisted with revision/update of Crypt brochure/flyer • Provide printing service for monthly brochure/flyer updates • Contribute to fundraising ideas 	
Financial Position:	N/A	
Issues of importance to be drawn to the attention of the Town Council:	Interface with STC in terms of STC admin & financial contribution is confusing and perhaps should be reviewed and clarified.	
Conclusions / recommendations:	Arts@theCrypt is an impressive asset, making good progress and should exceed targets in 2014.	
Should Representation be continued?	Yes	
Is the number of representatives appropriate? If not, how many should there be?	Yes	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Mark Brown	
Organisation:	Links Working Group	
Number of meetings held : 6	Number of meetings attended: 6	
Principal activities during the year: The working group was set up to investigate setting up links with France. As this failed the group began to look for twinning links in other parts of the world		
Financial Position: Totally funded by STC through use of council chamber and a staff member to take minutes		
Issues of importance to be drawn to the attention of the Town Council: The group has served its useful purpose and has now been disbanded		
Conclusions / recommendations: As above		
Should Representation be continued? NO group disbanded		
Is the number of representatives appropriate? N/A If not, how many should there be?		

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor <i>STEPHEN GAUNTLETT</i>	
Organisation:	<i>INTERNATIONAL LINKS WORKING GROUP</i>	
Number of meetings held :	<i>3</i>	Number of meetings attended: <i>3</i>
Principal activities during the year:	<ul style="list-style-type: none"> <i>EXPLORING LINKS WITH OTHER SEAFORDS</i> <i>POSSIBILITY OF ANOTHER "LINK" IN FRANCE</i> 	
Financial Position:	<i>NOT KNOWN</i>	
Issues of importance to be drawn to the attention of the Town Council:	<p><i>WORK ABSORBED BY TWINNING ASSOCIATION</i> <i>(WHICH IT OFTEN SEEMED TO DUPLICATE)</i></p>	
Conclusions / recommendations:	<p style="text-align: center;"><u><i>R.I.P.</i></u></p>	
Should Representation be continued?	<i>N/A</i>	
Is the number of representatives appropriate?	<i>N/A</i>	Y/N
If not, how many should there be?		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor LINDA WALLRAVEN	
Organisation:	ILWG	
Number of meetings held :	3	Number of meetings attended: 3
Principal activities during the year: MAKING CONTACT TO OTHER SEAFORDS THROUGH OUT THE WORLD PRINCIPLE ONES HAVE BEEN AUSTRALIA AND AMERICA. CHRISTMAS CARDS WERE SENT TO THE LATTER BUT NO RESPONSE.		
Financial Position: _____		
Issues of importance to be drawn to the attention of the Town Council: I FEEL THE WORK IS BEING DUPLICATED WITH THE TWINNING ASSOCIATION AND FEEL THIS SHOULD STOP		
Conclusions / recommendations: THE TWINNING ASSOCIATION TO CONTINUE WITH THIS PROJECT IF THEY FEEL IT WILL BE BENEFICIAL.		
Should Representation be continued? NO		
Is the number of representatives appropriate?		Y/N
If not, how many should there be? _____		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor TERRY GOODMAN	
Organisation:	SEAFORD HEAD NATURE RESERVE	
Number of meetings held :	4	Number of meetings attended: 3
Principal activities during the year: UPDATE OF CONSTITUTION & MEMBERSHIP. INTRODUCTION OF SEAFORD HEAD LOCAL NATURE RESERVE MANAGEMENT PLAN.		
Financial Position:	GOOD	
Issues of importance to be drawn to the attention of the Town Council: NONE		
Conclusions / recommendations: THIS IS A WORTHWHILE ORGANISATION WITH THE VARIOUS DEPARTMENTS LOOKING AFTER THE SITE.		
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	YN	

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor <i>STEPHEN GAUNTLETT</i>	
Organisation:	<i>SEAFORD HEAD NATURE RESERVE</i>	
Number of meetings held :	<i>4</i>	Number of meetings attended: <i>3</i>
Principal activities during the year: <i>PROFESSIONAL MANAGEMENT REQUIREMENTS SURVEY AND IMPLEMENTATION PLAN.</i>		
Financial Position: <i>HEALTHY</i>		
Issues of importance to be drawn to the attention of the Town Council: <i>THERE ARE SOMETIMES PERCEIVED TENSIONS OVER WHO/ HOW FUNDS ARE HELD / COLLECTED / SPENT. PROGRESS SOMETIMES SLOW.</i>		
Conclusions / recommendations: <i>KEY ORGANISATION 2 MUST DOWTAIL INTO "IMPACT SEAFORD".</i>		
Should Representation be continued? <i>YES - BUT DO WE NEED MORE THAN 1 "DOUBLE HATRED" STC / EDC COUNSELLOR? I AM VERY HAPPY TO DO BOTH.</i>		
Is the number of representatives appropriate? - <i>REDUCE BY 1?</i>		<i>Y/N</i>
If not, how many should there be? <i>SEE ABOVE.</i>		

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council
Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Alan Latham	
Organisation:	Stakeholders Group on Health Issues	
Number of meetings held :	Number of meetings attended: 4	
Principal activities during the year:	Group has been very active meeting with relevant NHS bodies and GPs and obtaining press coverage in attempt to restore/improve declining delivery of healthcare services in Seaford.	
Financial Position:	N/A	
Issues of importance to be drawn to the attention of the Town Council:	As this Group is 8 years old and the Group and STC have presided over increasingly poor services, it seems that the considerable, often passionate, efforts made to improve the position have been in vain and fallen on deaf ears. It seems STC and the Group has little if any influence.	
Conclusions / recommendations:	If not possible through the NHS some lateral thinking is required and alternative methods for funding the improvements sought should be considered.	
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 2012/2013

Name of Representative (s):	Councillor Sarah E McStravick	
Organisation:	Health Liaison Group	
Number of meetings held :		Number of meetings attended:
<p>Principal activities during the year: <i>In connection to The Health Liaison Group, although I am unable to attend the liaison groups I maintain an active presence in the Campaign and Action for Seaford Health, promoting the work of this group to local citizens who are behind the campaign for better health facilities in the Town and ensuring timely acute services at the shortest and speediest when and if required. by the local population. I attended and help steward the recent march in the Town and will continue to do whatever I can around my other commitments to improve Seaford Health Facilities for all out towns residents.</i></p>		
Financial Position:		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>This is an essential group, particularly in the current change to health services, currently being undertaken at a national level. The new Clinical Commissioning Boards now have a responsibility, for providing and contracting health services in the local area.</p> <p>As the largest town in the district, we are poorly served for health services in Seaford,, (despite at least two excellent GP surgeries in the town.)</p> <p>I will continue to work with my colleagues across all parties and at different levels of representation to ensure adequate health facilities both primary and accessible acute services for the people of Seaford</p>		
<p>Conclusions / recommendations:</p> <p>We shall continue the campaign!</p>		
<p>Should Representation be continued? Yes, with all Councillor and a variety of health professionals and allied health professionals represented working together for the people of</p>		

Seaford	
Is the number of representatives appropriate?	Y
If not, how many should there be? I feel this should be balanced amongst the different political groups of the council.	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor Barry Burfield	
Organisation:	Strengthening Local Relationships	
Number of meetings held : 6	Number of meetings attended: 4	
Principal activities during the year:	<p>Consultative liaison group to discuss topics regarding ESCC and Sussex Police services to Seaford town.</p> <ul style="list-style-type: none"> • Library Services • Children/Education Services • Elderly Services • Social Services • Highways • Strategic Planning (including Health) • Emergency Planning • Trading Standards 	
Financial Position:	No financial impact other than staff time.	
Issues of importance to be drawn to the attention of the Town Council:	<ul style="list-style-type: none"> • Low attendance from County Councillors. • Police participation limited. 	
Conclusions / recommendations:	<p>This is an ESCC/Police liaison group, and is available to all parishes within East Sussex.</p> <p>Unfortunately, historically, the group has mainly been used to discuss highways issues. Many of the highways requests from STC members are not deemed feasible, or do not have a high enough priority to be included on ESCC Highways programme of works.</p> <p>The committee is underutilised and we need to use it as a platform to push more issues related to <u>all</u> ESCC services in future.</p>	
Should Representation be continued?	YES	
Is the number of representatives appropriate? If not, how many should there be?	Y/N	

Please return to the Corporate Services Manager by 29.04.2013

**Seaford Town Council
Report of Representative on Outside Body for year 2012/2013**

Name of Representative (s):	Councillor <u>FERRY GOODMAN</u> <u>IAN WHITE</u> .	
Organisation:	<u>STRENGTHENING LOCAL RELATIONSHIPS.</u>	
Number of meetings held :	<u>4</u>	Number of meetings attended: <u>4</u>
Principal activities during the year: <u>PARKING ENFORCEMENT RELATED TO TAXIS ON STATION APPROACH + REAR OF MARRISONS ON DOUBLE YELLOW LINES.</u> <u>(PUBLIC PARKING ON LLOYDS BANK CORNER ON DOUBLE YELLOW LINES. (BOTH IDEAS STILL TO BE RESOLVED BY ESC).</u>		
Financial Position: <u>N/A</u>		
Issues of importance to be drawn to the attention of the Town Council: <u>CURRENT ISSUES ARE BEING DEALT WITH.</u>		
Conclusions / recommendations: <u>THIS IS A WORTHWHILE ORGANISATION SO THAT SEAFORD TOWN COUNCIL CAN PUT THEIR CONCERNS FACE TO FACE WITH ESC COUNSELLOR + OFFICERS, ON HIGHWAY ISSUES.</u>		
Should Representation be continued? <u>YES</u>		
Is the number of representatives appropriate? If not, how many should there be?		<u>Y/N</u>

Please return to the Corporate Services Manager by 29.04.2013

Seaford Town Council Report of Representative on Outside Body for year 2012/2013

Name of Representative (s):	Councillor Sarah E McStravick	
Organisation:	Strengthening Local Relations	
Number of meetings held :		Number of meetings attended:
<p>Principal activities during the year: <i>' Due to current work commitments and the timings of the majority of the liaison meetings of both the Strengthening Local Relations Group and Health Liaison Group, I have not been able to attend any of the meetings planned since June 12. I remain committed to strengthening local relations and feel that dialogue between different levels and different sections of local government, at Councillor and Officer level is essential for the daily smooth running of the town.'</i></p> <p><i>I would like to note that the Seaford Town Councillor role is a voluntary position, with no financial recompense, therefore many councillors fit there role around paid employment.</i></p>		
Financial Position:		
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>This is an essential forum for dialogue between Councillors and Officers at different levels of local government</p>		
Conclusions / recommendations:		
<p>Should Representation be continued? Yes, with all Councillor and a variety of officers at different level of local government represented with statutory roles effecting the people of Seaford</p>		

Is the number of representatives appropriate?

Y

If not, how many should there be? I feel this should be balanced amongst the different political groups of the council.

Please return to the Corporate Services Manager by 29.04.2013



Seaford Town Council

Report 13/13

Agenda Item No: 25
Committee: Council
Date: 9 May 2013
Title: Review of Council Representation on Outside Bodies
By: Simon Cooper, Corporate Services Manager
Wards Affected: All Seaford Wards
Purpose of Report: To consider

Recommendations

You are recommended:

1. To consider bodies to which Council representation is continued
 2. To consider the appropriate level of representation for each body to which Council representation is continued.
-

1. Information.

- 1.1 At its meeting held on 11 April 2013 Council decided to carry out a review of Council representation on Outside Bodies and Liaison Committees.
- 1.2 Members have been asked when submitting their annual reports concerning their representation on Outside Bodies whether they consider it worthwhile continuing representation on the relevant body, and if representation is continued the level of representation. These reports are being considered in agenda item number 24.
- 1.3 The following Outside Bodies and Liaison Committees currently have Council representation

<u>Outside Bodies</u>	Number
Access in Seaford & Newhaven	1
Age Concern	1
Bishopstone United Charities	2
Citizens Advice Bureau	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 Association of Local Councils	2
Mercread Youth Centre	1
Planning User Group	1
Seaford Chamber of Commerce	2
Seaford Community Partnership	1
Seaford Head Swimming Pool	1
Seaford In Bloom	2
Seaford Seniors' Forum	1
Seaford Sustainability	2
Seaford Twinning Association	2
Smarter Seaford	3
St James' Trust	1
The Base Management Committee	1
Youth Task Group	4

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

Additional Liaison Committee

Tree Wardens Group	0
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1.6 Members are requested to consider which bodies they consider should continue have Council representation and the number of representatives for each body.

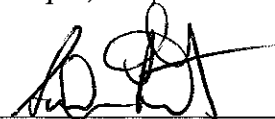
2. Financial Appraisal

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

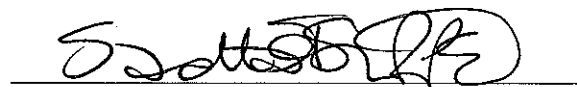
3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 12/13

Agenda Item No:	26
Committee:	Council
Date:	9 May 2013
Title:	Notice of the Annual Audit for the Year Ended 31 March 2013
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To inform Council of Receipt of Notice of the Annual Audit for the Year Ended 31 March 2013.

Recommendations

You are recommended:

1. To note the schedule of dates relevant to the Annual Audit for the year ended 31 March 2013.

1. Information

- 1.1 We have received Notice of the annual audit for the year ending 31 March 2013 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 2013 as 26 April 2013. The notice has been posted.
- 1.3 The inspection period has been set commencing on 10 May 2013 and ending on 7 June 2013.
- 1.4 Local Government electors or their representatives may question the auditor about the accounts and make objections to the accounts from 10 June 2013 until the audit has been completed.
- 1.5 The Internal Auditor is scheduled to visit on 29 May 2013 to complete the Internal Audit for the year.
- 1.6 The date of submission of the completed Annual Return for audit is 17 June 2013.

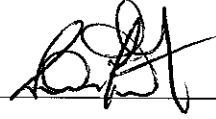
2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



Town Clerk

