



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, 10 May, 2012**, at **7.00 pm**, which you are summoned to attend.

S. Shippen
Town Clerk
3 May, 2012

AGENDA

1. Election of Mayor for the Municipal Year 2012-2013

One nomination for the office of Mayor has been received in the name of Councillor L Wallraven.

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 2012-2013

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

4. Minutes

To approve the minutes of the meeting held on 12 April 2012 to be signed by the Mayor.

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

To consider report 01/12 concerning delegation arrangements to committees, sub-committees and officers (pages 5 to 10).

6. Committees

To consider report 02/12 detailing recommendations for the appointment of members to Committees and appointment of Chairmen & Vice Chairmen for the forthcoming Municipal Year and to confirm that no new Committees be established at this time (pages 11 to 13).

7. Review Standing Orders and Financial Regulations

To consider Report 03/12 regarding the review of Standing Orders and Financial Regulations. (pages 15 to 40).

8. Representations on Outside Bodies

To consider Report 04/12 detailing Councillors nominated to represent this Council on outside bodies and liaison committees for the forthcoming Municipal Year and reporting arrangements (pages 41 to 42).

9. Review Inventory of land and other assets

To consider report 05/12 detailing land and assets owned by the Council (pages 43 to 44)

10. Review and confirm Insurance arrangements.

To consider report 06/12 concerning Insurance arrangements (pages 45 to 46).

11. Review of Council's and officer's 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 £2,625.19 (12/13).
- Society of Local Council Clerks for £416 (2012).
- Institute of Chartered Accountants in England & Wales for £310
- Seaford Chamber of Commerce for £45 (2011).
- Local Council Review for £15.50 (2011).
- Action in Rural Sussex Employers Handbook £650 (2011/12).
- Local Council Advisory Service Help Line £145 (2011/12).
- Lewes District Association of Local Councils £50 (2011)
- South Downs Network £25 (2011)

12. Review of the Council's complaints procedure

To consider report 07/12 detailing the Council's complaints procedure (pages 47 to 48).

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

To consider report 08/12 detailing the Council's policy for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (pages 49 to 58).

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

To consider report 09/12 concerning the Council's policy for dealing with the press and other media (pages 59 to 62).

15. Setting the dates, time and place of ordinary meetings of the Council and its Committees for the 2012-13 Municipal Year.

To consider report 10/12 regarding the dates, times and location for Council and Committee meetings for the 2012-13 Municipal year (pages 63 to 64).

16. Apologies for Absence.

To consider apologies for absence.

17. Disclosure by members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.

18. 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.

19. 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 M F M Brown as Deputy Leader of the Council for the forthcoming Municipal Year.

20. 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 forthcoming Municipal Year.

21. Police Report

To receive a verbal report from Police Sergeant Chris Wright on policing in Seaford.

22. Seaford Health Stakeholders Health Fair

To receive a report from Councillor Adeniji concerning the Seaford Health Stakeholders Health Fair.

23. Outside Bodies Reports

To consider report 13/12 presenting reports from Councillors concerning their representation on Outside Bodies (pages 65 to 100)

24. Seaford International Links Working Group

To consider report 11/12 concerning recommendations made to the Council by the International Links Working Group (pages 101 to 102)

25. Sussex Day Flag

To consider report 12/12 concerning the choice of flag to fly on Sussex Day (pages 103 to 104)

26. Freedom of the town

To consider report 14/12 concerning the award of Freedom (page 105)

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 01/12

Agenda Item No:	5
Committee:	Council
Date:	10 May 2012
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 2013.
-

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 3 March 2011.
- 1.3 The revised delegation arrangements and terms of reference are attached as Appendix A.
- 1.4 The only amendment is the transfer of responsibility for Tree Wardens from Planning and Highways Committee to Community Services Committee.


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

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.

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.

APPENDIX A

- 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 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.

4 Review of Delegation

Review shall normally take place on an annual basis.

Prepared by: Samantha J Shippen FCS, Principal ILCM CMC

Date: MAY 2012

Adopted by Council: (Date)

Review: May 2013



Seaford Town Council

Report 02/12

Agenda Item No:	6
Committee:	Council
Date:	10 May 2012
Title:	Committee appointments
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider the appointment of Members to Committees and to appoint Chairmen and Vice Chairmen of the Committees.

Recommendations

You are recommended:

- 1. To approve the appointment of members to the Golf Committee and Personnel, Grievance/Disciplinary and Appeal Sub-Committees as set out in 1.7 below.**
 - 2. To appoint members to the Community Services Committee as set out in 1.7 below.**
 - 3. To appoint members to the Finance & General Purposes Committee as set out in 1.7 below.**
 - 4. To appoint members to the Planning & Highways Committee as set out in 1.7 below.**
 - 5. To approve the appointment of Chairmen to the relevant Committees as set out in 1.7 below.**
 - 6. To approve the appointment of Vice-Chairman to the relevant Committees as set out in 1.7 below.**
 - 7. To approve that all other Councillors of the same political group may substitute for Committee Members.**
 - 8. To confirm that no additional Committees be established at this time.**
-

1. Information

- 1.1 It is common practise that Committee membership be allocated on a proportional basis between the political groups and others within the Council.**
- 1.2 There are four main Committees each requiring eight members be appointed, there are therefore a total of thirty two places to be allocated to twenty Members resulting in an average of 1.6 committee places available per Member.**
- 1.3 This results in a total of twenty one committee places allocated to the majority group, five to the minority group leaving 6 places allocated to other members outside of the two main political groups within the Council.**

- 1.4 There are too many nominations for the Finance and General Purposes Committee from those outside of the two main political groups. There are two spaces available but three nominations received. Therefore Council needs to vote to decide which two members are appointed.
- 1.5 In respect of Planning & Highways Committee there is currently no nomination for any member outside of the two main political groups. Under Local Government Act 1972 s102 the Council may appoint a committee, therefore Council need to consider the appointment of one of the following members M Buck, S Dunn, S Gauntlett and A Latham.
- 1.6 In respect of Community Services Committee a further nomination is required for a Member outside of the two main political groups. The Council need to consider the appointment of one of the following Members M Buck, S Gauntlett and A Latham.
- 1.7 The following nominations have been made for appointments to Committees.

Community Services Committee – 8 members plus 3 ex-officio

B M Warren – Chair	A Hayder
A White – Vice Chair	P Heseltine
R E Allen (ex-officio)	R Scarfe
A Campbell	L Wallraven (ex-officio)
S Dunn	I J White (ex-officio)

A further nomination is required from a Member outside the two main political groups.

Finance and General Purposes Committee – 8 members plus 3 ex-officio

S Adeniji – Chairman	P L Franklin
M F Brown – Vice Chairman	T Goodman
R E Allen (ex-officio)	A Hayder
B Burfield	L Wallraven (ex-officio)
	I J White (ex-officio)

Councillors Buck, Gauntlett and Latham have nominated themselves for the 2 places on this Committee available to Members outside of the two main political groups.

Golf Course Committee – 8 members plus 1 ex-officio

I J White - Chairman	T Goodman
P L Franklin - Vice Chairman	B Groves
R E Allen	L Wallraven (ex-officio)
S Adeniji	A White
S J Gauntlett	

Planning and Highways Committee – 8 members plus 1 ex-officio

L Wallraven – Chairman	S E McStravick
R Allen – Vice Chairman	R Scarfe
A Campbell	A White
B Groves	I J White (ex-officio)

A nomination is required from a Member outside the two main political groups.

Personnel Sub-Committee

R E Allen
M F Brown

L Wallraven
I J White

Grievance/Disciplinary Sub-Committee

S Adeniji
R E Allen
M F Brown

A Campbell
M Buck

Appeal Sub-Committee

S Dunn
P L Franklin
S McStravick

L Wallraven
I J White

1.8 Substitute Members

All other Councillors of the same political group may substitute for Committee members.

2. Financial Appraisal

There are no financial implications arising out of this report.

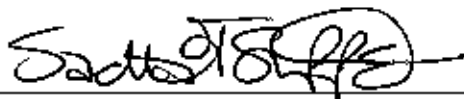
3. Contact Officer

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

Corporate Services Manager



Town Clerk



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Seaford Town Council

Report 03/12

Agenda Item No:	7
Committee:	Council
Date:	10 May 2012
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 attached at Appendix A to stand adjourned until the next meeting of the Council.**
 - 2. To delegate to the Finance and General Purposes Committee the review of Financial Regulations and for that Committee to report back to a future meeting of the Council.**
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1. Information

- 1.1** Standing Orders were adopted by the Council at its meeting of 3 March 2011.
- 1.2** Suggested amendments to Standing Orders are attached at Appendix A for review. These amendments tidy up some numbering and grammatical errors and re-introduce some old Standing Orders which were in the old version and not carried forward with the new model, which in the view of the Town Clerk, have made new Standing Orders less clear on such matters.
- 1.3** Under Standing Order 32b, 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.
- 1.4** Financial Regulations were due to be reviewed in April 2012. I recommend that this review be delegated to the Finance and General Purposes Committee and that they report back to the Council when this review has been completed for approval by Council as required.

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
~~March 2011~~ May 2012

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) ~~(i)~~ highlighting matters that merit regulation by standing orders; and
- ~~(ii)~~ (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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Index of model standing orders

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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.
- ★
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▼ 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 ~~could 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. In respect of planning applications, members of the public will be entitled to speak immediately before each application is considered by the relevant committee.
- g 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. 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 ~~may 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 a oral response ~~or to~~

~~an employee for an oral or written response normally within 5 working days.~~

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.

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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.

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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.

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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.

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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.

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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.

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t ~~Unless Standing Orders provide otherwise, 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.

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↔ 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.

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↔ w **The code of conduct adopted by the council shall apply to councillors and any co-opted members in respect of the entire meeting.**

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↔ 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).**

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↔ 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. Confirmation of the accuracy of the minutes of the last meeting of the council.
 - iii. Review of delegation arrangements to committees, sub-committees, officers and other local authorities.
 - iv. Review of the terms of references for committees.
 - v. Receipt of nominations to existing committees, including ex-officio and substitute members.
 - vi. 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. Review and adoption of appropriate standing orders and financial regulations.
 - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix. Appoint representatives on outside bodies and arrangements for reporting back.
 - x. In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility to utilise the General Power of Competence, if appropriate.
 - xi. Review of inventory of land and assets including buildings and equipment.
 - xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - xiii. Review of the council's and officers memberships of other bodies.
 - xiv. Establishing or reviewing the council's complaints procedure.
 - xv. 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. Establishing or reviewing the council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full council for the year
— ahead.

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.

~~[Upon the council having first received that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear working days before a meeting is not expedient~~
e[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].

- i. 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).
- ii. 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.
- iii. 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)i] above.
- iv. Make available for inspection the minutes of meetings.
- v. **Receive and retain copies of byelaws made by other local authorities.**
- vi. **Receive and retain declarations of acceptance of office from councillors.**
- vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- viii. Keep proper records required before and after meetings; including working groups.
- ix. 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.
- x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.

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- xi. Manage the organisation, storage of and access to information held by the council in paper and electronic format.
- xii. 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.
- xiii. Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- ~~xiii~~xiv. 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.
- ~~xiv~~xv. Record every planning application notified to the council and the council's response to the local planning authority;
- xv. Refer a planning application received by the council to the relevant committee.
- xvi. ~~Retain custody of the seal of the council which shall not be used without a resolution to that effect.~~
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

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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, ~~or to~~ a sub-committee or an officer.
 - ix. To appoint a committee, ~~or~~ sub-committee or working group or any councillors (including substitutes) thereto.
 - x. To receive nominations to a committee, ~~or~~ sub-committee or working group.
 - xi. To dissolve a committee, ~~or~~ 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. ~~(See standing orders 14(a) and (b) below.)~~ 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 in 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(sg)(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.

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7 Code of conduct (England)

~~See also model standing orders 1(d) - (f) above~~

~~A revised statutory code of conduct is expected to come into force in July 2012 at which time paragraph 7c will be replaced by that in italics below.~~

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- 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 Paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, 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.

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- 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.*

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- ed Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

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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

~~See also standing order 5(a)(xvi) above~~

- 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.~~

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;~~

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4.11.1 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.

16.17 Sub-committees & Working Groups

See also standing order 1 above

- a 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.

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1718 Extraordinary meetings

See also standing order 1 above

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**

- b **If the Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary 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 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 meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary 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.**

1819 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

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~~proportional representation, pending confirmation at the next meeting of the Council,~~

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1921 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.

2022 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.

2123 Canvassing of and recommendations by councillors

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- 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.

2224 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.

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2325 Unauthorized 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) 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.~~

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24 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.

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2427 General Power of well-beingCompetence

- a Before exercising the general power of competence to promote well-being, 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 ~~26-27~~ (a) above was made and expires on the day before of the annual meeting of the Council that takes place in a year of ordinary elections.
- ~~c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.~~

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2528 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.

2629 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.

2730 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.

2931 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.

3032 Financial matters

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

3133 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 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.

3234 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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3235 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.

3436 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.

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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.

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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.

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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.

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Prepared by:

Samantha J Shippen, FCIS, Principal ILCM, CMC
Town Clerk

Adopted by: Seaford Town Council on ~~3rd March 2014~~date

Review date: ~~May 2012~~2013



Seaford Town Council

Report 04/12

Agenda Item No: 8
Committee: Council
Date: 10 May 2012
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 arrangements for reporting back.

Recommendations

You are recommended:

1. To approve the appointment of Members to represent the Council as scheduled in 1 below in accordance with Standing Order 2 j ix.
 2. To agree the reporting back arrangements as detailed in 1.2 and 1.3
-

1. Information

- 1.1 The following nominations have been received for appointment as representatives of the Council to Outside Bodies and Liaison Committees.

Outside Bodies

Access in Seaford & Newhaven	R Scarfe
Age Concern	M Brown
Bishopstone United Charities	B Groves, I White
Citizens Advice Bureau	M Brown
Cuckmere Community Bus	R Allen
Cuckmere Estuary Partnership	B Groves
Community Transport - Lewes Area	R Scarfe
Fair Trade Group	L Wallraven
Lewes District Association of Local Councils	M Brown, I White
Mercread Youth Centre	S McStravick
Planning User Group	R Allen
Seaford Chamber of Commerce	P Franklin, M Buck
Seaford Community Partnership	M Brown
Seaford Head Swimming Pool	T Goodman

Seaford In Bloom	A Latham + 1 other
Seaford Seniors' Forum	S Adeniji
Seaford Sustainability	M Brown + 1 other
Seaford Twinning Association	S McStravick, R Scarfe
Smarter Seaford	S Dunn, T Goodman + 1 other
St. James's Trust	R Scarfe
The Base Management Committee	P Heseltine
Youth Task Group	S McStravick, B Warren, A White + 1 other

Liaison Committees

Christmas Lights Committee	B Groves, A White, I White, + 1 other
Crypt Management Committee	M Brown, B Warren, A Latham
International Links Working Group	M Brown, L Wallraven, +1 other
Seaford Head Nature Reserve	T Goodman, A White, S Gauntlett
Stakeholders Group on Health Issues	S Adeniji, S McStravick, I White, A Latham
Strengthening Local Relationships	S Adeniji, B Burfield, T Goodman, S McStravick

Nominations are required from Members outside of the two main political groups to fill vacancies on Seaford in Bloom, Seaford Sustainability, Smarter Seaford, Youth Task Group. A nomination from each of the Minority Group and from Members outside of the two main political groups are required for the Christmas Lights Committee and International Links Working Group.

- 1.2 Members 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.
- 1.3 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





Seaford Town Council

Report 05/12

Agenda Item No: 9
Committee: Council
Date: 10 May 2012
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 as at 31 March 2012.
- 1.2 Community Land is given only a notional value in accordance with the recommendations for community land.
- 1.3 Buildings and other insured assets are valued at their insurance valuation (replacement cost). Uninsured assets are given an estimated value.

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

Assets as at 31st March 2011

	Valuation at 31/03/2012	Basis of valuation
Assets held at the 31 March 2009		
Insured		
Hurdle House	850,780	Insurance
Centenary Clock	3,380	Insurance
Old Town Hall and Toilets	258,770	Insurance
Seaford Head Golf Club Greenskeepers Office	33,887	Insurance
Seaford Head Golf Club Equipment Shed	18,274	Insurance
Seaford Head Golf Club Proshop	62,524	Insurance
Seaford Head Golf Club House	618,000	Insurance
Seaford Head Golf Club Depot	84,460	Insurance
Seaford Head Golf Club Mics & Mowers	243,373	Insurance
Seaford Head Golf Club Garage	8,240	Insurance
Seaford Head Golf Club Vehicle	8,000	Insurance
South Hill Barn	773,630	Insurance
Salis Recreation Ground - Toilets	135,880	Insurance
Salis Recreation Ground - Café	214,240	Insurance
Salis Recreation Ground - Base	88,168	Insurance
Salis Recreation Ground - Cricket Pavilion	187,460	Insurance
Salis Recreation Ground - Changing Area	134,930	Insurance
Salis Recreation Ground - Scout Hut	320,330	Insurance
Salis Recreation Ground - Lifeguard Hut	95,780	Insurance
Salis Recreation Ground - Children's Play & Gym	58,580	Insurance
Salis Recreation Ground - Skate Park	28,182	Insurance
Crouch Gardens - Public Toilets	42,230	Insurance
Crouch Gardens - Bowls Club	95,790	Insurance
Crouch Gardens - Sheds	8,280	Insurance
Crouch Gardens - Football Pavilion & Changing Room	458,280	Insurance
Crouch Gardens - Children's Play Area	31,844	Insurance
Crypt Gallery - 23 Church Street	488,567	Insurance
Marble Tower	2,245,400	Insurance
Seaford - Toilets	184,370	Insurance
Marble Beach Huts	103,000	Insurance
CCTV Cameras	87,824	Insurance
Civic Regalia	51,580	Insurance
Shelters	34,241	Insurance
Kloak - West View	21,830	Insurance
Kloak - The Esplanade	15,480	Insurance
Christmas Lights	13,628	Insurance
Contents		
Office 37 Church Street	50,000	Insurance
Seaford Head Golf Club	14,124	Insurance
Seaford Head Golf Depot	21,000	Insurance
The Base	0	Insurance
The Crypt	25,750	Insurance
	8,123,054	
Not Insured		
Street Planters	2,000	Estimated
Street Furniture	14,000	Estimated
Notice Boards	80	Estimated
Seating - Other	14,000	Estimated
Seating - Seaford	30,000	Estimated
Salis Recreation Ground - Rugby Clubhouse	898,000	Insurance (insured by Club)
Street Lighting	21,000	Estimated
Bus Shelters	8,000	Estimated
War Memorials	20,000	Estimated
Altrinton 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
Lawden Road	1	Nominal
Marble Field	1	Nominal
Normansal	1	Nominal
North Way	1	Nominal
Palmer Road	1	Nominal
The Ridings	1	Nominal
Sandown Road	1	Nominal
Sutton Drive	1	Nominal
Chyngler Way	1	Nominal
The Covers	1	Nominal
Rife Close	1	Nominal
Gidredge Road	1	Nominal
Handwick House	1	Nominal
High & Over	1	Nominal
The Hall	1	Nominal
Village Green	1	Nominal
Sutton Drive Allotments	1	Nominal
Southdown Road, Allotments	1	Nominal
Seaford Head Estate including Golfcourse	1	Nominal
Stays Road Junction South Street	1	Nominal
	868,106	
	6,931,120	
Seahaven FFI Loan	4,255	
	<u>8,935,375</u>	



Seaford Town Council

Report 06/12

Agenda Item No:	10
Committee:	Council
Date:	10 May 2012
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 2012. 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 £19,374.37 represents a small increase in the previous year due to the indexation of the sums insured as noted below and the addition of the outdoor gym equipment at the Salts and a revised assessment of the replacement cost of small tools at the Golf Course.
- 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 four or five years.

2. Financial Appraisal

The premium is within the overall Council budget for the year 2012-13.

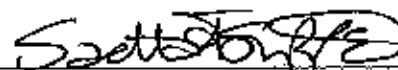
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 07/12

Agenda Item No: 12
Committee: Council
Date: 10 May 2012
Title: Review of the Councils 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 2012.

Adopted by Council: Date

Review: May 2013



Seaford Town Council

Report 08/12

Agenda Item No:	13
Committee:	Council
Date:	10 May 2012
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.
 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 A revised "Information available from Seaford Town Council under the Freedom of Information Publication Scheme" is attached at Appendix B for approval.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is 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, Principal ILCM, CMC

Date: May 2012

Review: May 2013

Information available from Seaford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - 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 Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & website	8p/10p per sheet for hard copy
Location of main Council office and accessibility details	Hard copy & website Hard copy	8p/10p per sheet for hard copy
Staffing structure	Hard copy & website	8p/10p per sheet for hard copy

<p>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) Current and previous financial year as a minimum</p>	<p>hard copy and/or website</p>	
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Finalised budget</p>	<p>Hard copy & website</p>	<p>8p/10p per sheet for hard copy</p>
<p>Precept</p>	<p>Hard copy to every household with Council Tax demand. Website.</p>	<p>8p/10p per sheet for hard copy</p>
<p>Borrowing Approval letter</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Grants given and received</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>Members' allowances and expenses</p>	<p>Hard copy</p>	<p>8p/10p per sheet for hard copy</p>
<p>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 & website	8p/10p per sheet for hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable	8p/10p per sheet for hard copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
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>Records management policies (records retention, destruction and archive)</p>	<p>n/a 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 & website	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	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, Principal ILCM, Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.
 Tel: 01323 894870 Fax: 01323 872976 email: admin@seafordtowncouncil.gov.uk
 Website: seafordtowncouncil.gov.uk

Adopted: 19/3/09

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 09/12

Agenda Item No: 14
Committee: Council
Date: 10 May 2012
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 17 May 2011

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, Principal ILCM, CMC, Town Clerk.

Date: May 2012

Adopted by Council: *Date*

Review: May 2013



Seaford Town Council

Report 10/12

Agenda Item No:	15
Committee:	Council
Date:	10 May 2012
Title:	Setting dates, time and place of ordinary meetings of the Council and its Committees for the 2012-13 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 2012-13 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 2012-13 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 2012/2013 Summary of public meetings

		2012												
Committee	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Community Services 87 Church Street	7pm	30th Thursday	-	20th Thursday	-	17th Thursday	-	28th Thursday	-	10th Thursday	-	21st Thursday	-	-
Planning & Highways 87 Church Street	7pm	17th Thursday	7th Thursday	19th Thursday	9th Thursday	20th Thursday	11th Thursday	1st Thursday	13th Thursday	31st Thursday	21st Thursday	14th Thursday	4th Thursday	25th Thursday
Finance & General Purposes 87 Church Street	7pm	-	21st Thursday	-	23rd Thurs	-	25th Thursday	-	20th Thursday	-	28th Thurs	-	19th Thurs	-
Council 87 Church Street	7pm	1st Town Forum Thursday	14th Annual Return Thursday	-	16th Thursday	-	18th Thursday	-	-	Precept 17th Thursday	-	-	14th Thursday	9th Annual Meeting Thursday
Golf Course 87 Church Street	7pm	-	-	-	-	-	-	-	-	-	-	-	-	-

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 13/12

Agenda Item No:	23
Committee:	Council
Date:	10 May 2012
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 2011-12

Recommendations

You are recommended:

- 1. To note Members reports.**
 - 2. To agree that outstanding reports be requested by the end of May to be considered at the next meeting of the Council**
-

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 18 April 2012 to be returned by 1 May 2012.
- 1.2** The table below lists the outside bodies and the Members appointed to them.
- 1.3** The reports received by 3 May 2012 are attached at Appendix A.
- 1.4** There are a number of reports still outstanding.

Outside Bodies

Access in Seaford & Newhaven	R Scarfe Attached
Age Concern	M Brown Attached
Bishopstone United Charities	B Groves
	I White Attached
Citizens Advice Bureau	M Buck
Cuckmere Community Bus	R Allen
Cuckmere Estuary Partnership	B Groves

Community Transport - Lewes Area	R Scarfe Attached
Fair Trade Group	L Wallraven Attached
	M Brown
Lewes District Association of Local Councils	I White
	M Brown
Mercread Youth Centre	S Adeniji
	M Brown Attached
Planning User Group	S Adeniji
Seaford Chamber of Commerce	B Groves
	P Franklin Attached
Seaford Community Partnership	S Dunn Attached
Seaford Head Swimming Pool	T Goodman Attached
Seaford In Bloom	A Hayder
	S Adeniji
Seaford Seniors' Forum	M Brown
Seaford Sustainability	S Gauntlett Attached
	S McStravick
Seaford Twinning Association	R Scarfe Attached
	S McStravick Attached
Smarter Seaford	S Dunn Attached
	T Goodman Attached
	P Heseltine Attached
St. James's Trust	A Hayder
The Base Management Committee	P Heseltine Attached
Youth Task Group	M Buck
	S McStravick Attached
	B Warren
	A White.
Coastal Communities 2150	M Brown Attached
<u>Liaison Committees</u>	
Christmas Lights Committee	S Dunn Attached
	T Goodman Attached
	B Groves
Crypt Management Committee	M Brown Attached
	P Heseltine Attached
	B Warren Attached
International Links Working Group	M Brown Attached
	S Gauntlett
	L Wallraven
Joint Action Group (Community Safety)	A White
	M Brown Attached
Seaford Head Nature Reserve	S Dunn Attached
	S Gauntlett Attached
	A White
Stakeholders Group on Health Issues	S Adeniji
	R Allen
	B Burfield
	S McStravick Attached
	S Adeniji

Strengthening Local Relationships

B Burfield
T Goodman Attached
B Groves
S McStravick Attached

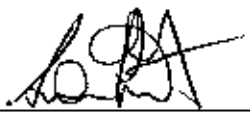
2. Financial Appraisal

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



Report of Representative on Outside Body for year 2011/2012

Name of Representative: Scarfe	Councillor magerita Scarfe (also known as Rita)
Organisation: ACCESS	
Access covers: Seaford as well as Newhaven with other villages near to both towns. covering all types of disabilities, eg blind, deaf as well as wheelchairs.	
Number of meetings held: not December monthly	Number of meetings attended: all, unless council meetings.
Principal activities during the year: To get as many as possible:- Shops, cafe's, etc to help as many people that have a disability to live a normal life. 'access' is what it says 'Access for all.'	
Financial Position: good	
Issues of importance to be drawn to the attention of the Town Council: a ramp would be good @ the satts cafe while the shop/cafe is open. Most of Seaford is disabled family	
Conclusions / recommendations: ...as above. gate seems to be looked at yet again @ Tidemills, spring for to hard.	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation:	Age Concern
Number of meetings held : Four	Number of meetings attended: Four
<p>Principal activities during the year:</p> <p>A pro-active charity who offer help and support to the older residents of Seaford including hospital transport and nail cutting and a shop in Church Street</p>	
<p>Financial Position:</p> <p>Although they are currently solvent they are using their reserves to support their services</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>This charity will continue to operate in Seaford as long as they remain financially solvent</p>	
<p>Conclusions / recommendations:</p> <p>This a very worth while charity which deserves ongoing support from Seaford Town Council</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Ian White
Organisation: Bishopstone United Charities	
Number of meetings held : Weekly discussions with Clerk.	Number of meetings attended: Most weeks.
<p>Principal activities during the year:</p> <p>Deal with the day to day needs of the residents and property at 1 & 2 Eadric House (Almshouses), Bishopstone.</p>	
<p>Financial Position:</p> <p>The Charity keeps a reserve sufficient to meet medium cost works which may be necessary and invests in routine improvements and maintenance of the property in partnership with the residents.</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>None.</p>	
<p>Conclusions / recommendations:</p> <p>The committee will be reviewing maintenance and improvement requirements for 2012/13 shortly in consultation with the residents of 1 & 2 Eadric House.</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor	
Scafe	Cllr Rita Scafe	
Organisation:	Dial a ride bus. / CTLA	
Number of meetings held :	3	Number of meetings attended: all
Principal activities during the year: extra bus day given by Seaford town council is working extremely well. I use the bus myself and most times it is full.		
Financial Position: good		
Issues of importance to be drawn to the attention of the Town Council: none. Sae for thanks from all of the Seaford people using the bus.		
Conclusions / recommendations: This bus is a real boon for disabled as well as the oldest people of this town. Many more people can now get OUT and get their own shopping. With the bonus of contributing their own monies, + meeting others, doing the same.		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor LINDA WALLRAWEN	
Organisation:	FAIR TRADE	
Number of meetings held :	6	Number of meetings attended: 5
Principal activities during the year: HAD A STALL AT BISHOPSTONE CHURCH FETIVE AND LATE NIGHT CHRISTMAS SHOPPING. SOCIAL EVENING WHICH INCLUDED A QUIZ AND SUPPER. DURING FAIR TRADE FORTNIGHT, WE HAD A FAIR TRADE MARKET WHICH WAS VERY SUCCESSFUL		
Financial Position:	---	
Issues of importance to be drawn to the attention of the Town Council: TO REAPPLY FOR FAIR TRADE STATUS.		
Conclusions / recommendations: THIS IS A VERY FRIENDLY GROUP AND WORKS HARD AT BRINGING AWARENESS OF FAIR TRADE PRODUCTS TO THE TOWN.		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation:	Mercread Youth Centre
Number of meetings held : Not Known	Number of meetings attended: One
<p>Principal activities during the year:</p> <p>Their major activity during this year was rebuilding and refurbishing their premises to a very high standard which now included an activities hall which can accommodate 50 persons and kitchen facilities suitable for large parties</p> <p>The venue was closed during the major refurbishment</p> <p>They offer a series of activities to young people in Seaford and host various groups</p>	
<p>Financial Position:</p> <p>Not known but funds for the rebuilding project were obtained from various sources. The facility lends itself to outside hire which should also raise funds for its activities</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>Although I did not have any contact with this group throughout this year I did attend the opening of the centre on the 20th of January 2012 and introduced myself.</p> <p>I was invited to attend a committee meeting at 24 hours notice but I had another meeting on that evening</p>	
<p>Conclusions / recommendations:</p> <p>This is a very worthwhile organisation which deserves input on their management committee from a younger councillor</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor <u>P. FRANKLIN</u>
Organisation:	<u>CHAMBER OF COMMERCE</u>
Number of meetings held: <u>12</u>	Number of meetings attended: <u>11</u>
Principal activities during the year:	
<p style="text-align: center;"><u>BUSINESS INTERACTION</u></p> <p style="text-align: center;"><u>ADVISING GROUP AS TO WHAT THE COUNCIL IS DOING & REPORTING UPDATES.</u></p> <p style="text-align: center;"><u>WORKING WITH THE CHAMBER TO MAKE THEM MORE EFFICIENT</u></p>	
Financial Position: <u>?</u>	
Issues of importance to be drawn to the attention of the Town Council:	
<p style="text-align: center;"><u>TO WORK MORE CLOSELY WITH</u></p> <p style="text-align: center;"><u>FUND RAISING EVENTS SO THEY DON'T CLASH WITH OTHERS.</u></p>	
Conclusions / recommendations:	
<p style="text-align: center;"><u>HOPEFULLY THEY WILL GET A BUSINESS REGISTER SORTED OUT AND WILL BE MORE OF A BENEFIT TO THE LOCAL BUSINESSES OF SOAFORD -</u></p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sylvia Dunn	
Organisation:	Seaford Community Partnership	
Number of meetings held :	3	Number of meetings attended: 1
<p>Principal activities during the year:</p> <p>Very involved with Seaford Theme Group, please see separate report.</p>		
<p>Financial Position: N/A</p>		
<p>Issues of importance to be drawn to the attention of the Town Council: None</p>		
<p>Conclusions / recommendations:</p> <p>A very important group bringing together key representatives, the purpose; to achieve positive changes for the benefit of residents. The detailed work is done by small theme groups, one of which I attend, Seaford Theme Group.</p>		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor TERRY GOODMAN		
Organisation:	SEAFORD HEAD SWIMMING POOL ^{MANAGEMENT} COMMITTEE		
Number of meetings held :	4	Number of meetings attended:	3
Principal activities during the year:	SWIMMING TRAINING TUITION FOR THE PUPILS OF SHCC ETC.		
Financial Position:	(GOOD) THE ACCOUNTS ARE USED WISELY. THERE HAVE BEEN PROBLEMS WITH THE EXTRACTOR FAN NOT WORKING TO ITS CAPACITY WHICH HAS TAKEN QUITE AN AMOUNT FROM THE ACCOUNTS TO PUT THE EXTRACTOR FAN BACK TO ITS PROPER WORKING ORDER.		
Issues of importance to be drawn to the attention of the Town Council:	GRAB RAILS AT THE DEEP END OF THE POOL WERE REQUESTED BUT IT WAS SUGGESTED THAT THESE WOULD SERVE NO PURPOSE OTHER THAN ENCOURAGING COLLECTING THERE FOR CHIPPINS AND ALSO THAT THE COST TO INSTALL WOULD BE IN THE REGION OF £5000 FROM THE REMAINING BALANCE, WHICH IT WAS FELT TO BE AN UNESSENTIAL OUTLAY.		
Conclusions / recommendations:	I WAS VERY IMPRESSED WITH THE USE OF THE POOL NOT ONLY BY SHCC BUT ALSO BY OUTSIDE ORGANIZATIONS, AND I CAN ONLY PRAISE THE MANAGER OF WAVES LEISURE FOR THE WAY HE HAS ORGANISED THE RUNNING OF THE SWIMMING POOL AT SHCC.		

Comment [LH1]: Remove (Notified)

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	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>	
<p><i>The Chair of this group has faced difficulties in convening a meeting and it seems to have "withered on the vine" somewhat. I offered to meet to discuss what could be done but have had no response.</i></p>		
Financial Position:	<i>unknown</i>	
Issues of importance to be drawn to the attention of the Town Council:	<i>unknown</i>	
Conclusions / recommendations:	<p><i>Not sure of the group's remit but until new life is breathed into it or it is formally disbanded, I am happy to remain as a councillor rep/contact.</i></p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor <p style="text-align: center; margin: 0;">Rita Scarfa</p>	
Organisation:	Seaford twinning	
Number of meetings held :	not sure.	Number of meetings attended: 3
Principal activities during the year:	<p>Is to twin with other 'Seaford's' around the world if or when possible. with the possibility of exchange holidays.</p> <p>Reaching out: across the world not only just the Seaford's but everyone of course</p>	
Financial Position:	Seem's good	
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations:	<p>needs more members, as older members are leaving so one is replacing them.</p> <p>I feel this is a shame, but will pick up again during the year.</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sarah E McStravick
Organisation:	Seaford Twinning Association
Number of meetings held : Every 6 weeks	Number of meetings attended: Missed 2 Committee Meetings (1 due to work commitments, 1 due to sickness)

Principal activities during the year:

My involvement with the Seaford Twinning Association started at the End of May 2011. The STA hosted a visit from our twin town of Bonningstedt. This trip included, the local pop choir and several events were organised with our local Archway choir. Thanks to members of the Archway Choir, who also hosted some of the visitors in their own homes.

Several fundraising and Social activities have been undertaken this year, including Quiz nights, bingo nights, a petanque tournament, with the local petanque team in Seaford. In the Summer STA hosted a weekend with the Mayor of Crivitz Wisconsin, who had travelled to Europe to visit Crivitz and Bonningstedt (our twin town). Which was enjoyed by both groups.

Independent fundraising has also been raised by attending The Rotary Car Boot Sales.

At Christmas the Twinning Association supported Late Night Shopping Event, providing Gluewein and Stollen, to the shoppers. A good evening was had by all.

The Association are now preparing to visit Bonningstedt. Unfortunately this time I cannot go with them, but I wish them all success.

I have tried to be a hands on Councillor in this role, supporting the Association, when and how I can, My School learnt German, has come in handy at times and has become a little less rusty, but I know it needs more work Entschuldigung! Viele gute Wünsche für die Zukunft der städtepartnerschaften

Financial Position:

The Town Council gave £50 and use of administration and room hire throughout the year

Issues of importance to be drawn to the attention of the Town Council:

I feel it is important from a Civic and Social point of view to continue to support the association and it's activities, promoting Seaford in it's twin town. The association is seeking ways to promote membership for other Seaford Residents and to provide a future for this important Town link.

The use of the facilities at Seaford Town Council have been extremely beneficial for the STA to meet. Minimal administration has also supported the organisation

Conclusions / recommendations:

Support should continue for the Seaford Twinning Association, to maintain links with our twin Town of Bonningstedt to aid, social, cultural and potentially develop business links between the towns.

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor TERRY GOODMAN	
Organisation:	SMARTER SEAFORD	
Number of meetings held:	4	Number of meetings attended: 3
Principal activities during the year:	<p style="text-align: center;">GENERAL CLEANING OF PROM. ETC.</p> <p style="text-align: center;">TREE PLANTING.</p> <p style="text-align: center;">BLATCHINGTON POND (PLANTING OF MEMORIAL TREE)</p>	
Financial Position:	NOT KNOWN	
Issues of importance to be drawn to the attention of the Town Council:	NONE TO MY KNOWLEDGE	
Conclusions / recommendations:	<p style="text-align: center;">I FEEL THAT SMARTER SEAFORD ARE DOING A GREAT JOB IN THEIR REMIT TO SMARTEN UP THE TOWN.</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sylvia Dunn	
Organisation:	Smarter Seaford	
Number of meetings held :	3	Number of meetings attended: 3
Principal activities during the year: Working with LDC regarding litter and dog fouling, supporting Trevor Watson and Mike Dodds with campaign "say no to single use plastic bags" I am now the Chairman, hoping to start a few small projects.		
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, purpose to keep Seaford smarter for all to enjoy, to continue to work with LDC and other key representatives.		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Paul Heseltine
Organisation:	Smarter Seaford
Number of meetings held : 4	Number of meetings attended: 1
Principal activities during the year:	
Financial Position:	
Issues of importance to be drawn to the attention of the Town Council:	
Conclusions / recommendations:	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Paul Heseltine	
Organisation:	The Base Management Committee	
Number of meetings held : 6		Number of meetings attended: 6
Principal activities during the year:	Established new management committee, bank account and plans for premises development. PR material and funding research.	
Financial Position:	The Base bank account stands at £250.00	
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations:	Site development report to be submitted to Community Services Committee at the earliest opportunity.	

Report of Representative on Outside Body for year 2011/2012

Name of Representative :	Councillor Sarah E McStravick
Organisation:	Youth Task Group
Number of meetings held : Every 6 weeks	Number of meetings attended: 2 missed, both to work commitments

Principal activities during the year:

Networking with agencies who work with young people and working with young people in Seaford has been of paramount importance.

Listening to Young People's views from the Youth Forum and the Young Mayor, has been insightful and has enabled us to work together to ensure that Young Peoples voices are heard by those in responsibility and to take into account Young Peoples wishes and views; taking these views into account when developing and debating policies which will effect them and the whole town. It is also imperative to include them in activities for the whole town, so that they feel valued citizens.

The opening of the Mercread Youth Centre has been a success and has enabled a specific base for Young people to meet and to provide services for Young people. The new building is state of the art and we are proud to have this in the centre of our town.

Last Summer the police reported young anti social behaviour in certain areas of the town. Councillors and the Police went on patrol one evening. The result of which enabled us to listen to young people and see local facilities. We have been campaigning through the task group to improve play facilities and to make these areas safer for young people and provide age appropriate equipment for them. This too is an ongoing issue to ensure adequate facilities for the Young people in the town.

The Young People of the Youth Forum undertook a survey of all young people in Seaford to hear their views on the services that Young people wanted. The survey was developed and evaluated by the Young People themselves. The results are a 'work in progress' and give a positive idea of young peoples views of the town and the services they would like to see..

I was very encouraged by the Young Peoples commitment to the town and to local fundraising activities, one of which was to raise monies and awareness of the Cystic Fibrosis, at an event they organised this year.

The Youth Forum has also contributed to the town, by fundraising and working with Council Staff to design and bring about an outdoor play gym in the Salts.

I have worked with the Young People a number of times throughout the year and their commitment and dedication is very much a credit. They are learning different skills and teaching me a few computer tips too!!

The Youth Forum, worked with Seaford Town Council and Lewes District Council to create Seaford's You Tube video for the Portias Pilot. The

results are able to be viewed on You Tube and they have done a really good job, in the short time frame in which they were given.

Financial Position:

N/A

Issues of importance to be drawn to the attention of the Town Council:

Many Young People in Seaford are active citizens, who participate well within our local community. We should all be proud of their achievements and promote their future growth as active citizens.

Young Peoples voices, are important in developing policy now and in the future and their needs and wishes should be advocated and heard.

Networking with other agencies, at differing levels, such as Police, Youth Services, Voluntary Sector Services and others involved should work together to ensure that Young Peoples needs and voices are delivered. And heard.

It is important, in my opinion that the Young Mayor and Deputy Mayor, should have a regular feedback slot at Full Council, so that Young People can be heard and if possible fully consulted on issues which impact upon them.

Ongoing issues, such as developing safe play spaces at different parts of the town and promoting these activities to Young People for Young people should also be a priority.

Conclusions / recommendations:

The work of the Youth Task Group is an essential forum to network, plan and to enable to deliver timely services, facilities and support for Young People in the Town.

It is essential that Young People are and remain at the heart of this work and that those members on the task group advocate for the Young People of the town, now and for the future.

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation:	Costal Communities 2150
This organisation has been set up by the EU and includes the coastal region of the South of England, Belgium and Holland coastal strip.	
Number of meetings held : Two for whole committee	Number of meetings attended: Two
<p>Principal activities during the year:</p> <p>To discuss the effects that long term costal climate change may produce and to risk assess the possible problems and find solutions that are acceptable and relevant to costal communities. The title of the group is the "Coastal Futures Group"</p>	
<p>Financial Position:</p> <p>This project has £2.9million of INTERREG 2 SEAS EU funding and runs from January 2011 until December 2013. The funding will only cover the identification of possible problems and find solutions to them. There is no funding to implement any required solutions</p> <p>There is no financial impact on Seaford Town Council</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>The project was launched in April 2011 and the English project partners are already working together with the Environmental Agency to produce a common "Risk Profiling Framework" for the Kent and Sussex Coast.</p>	
<p>Conclusions / recommendations:</p> <p>This project is necessary to identify through risk assessment the long term problems that climate change will generate and to find solutions that will protect the coastal environment from long term damage</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor TERRY GOODMAN
Organisation:	CHRISTMAS LIGHTS
Number of meetings held:	NOT KNOWN
Number of meetings attended:	1 AWAY ON ANNUAL LEAVE ABROAD.
Principal activities during the year:	LATE NIGHT SHOPPING FOR CHRISTMAS IS ENHANCED BY THE TRADITIONAL CHRISTMAS LIGHTS.
Financial Position:	
Issues of importance to be drawn to the attention of the Town Council:	OTHER PARTS OF THE TOWN CENTRE REQUIRES CHRISTMAS LIGHTS, SUBJECT TO BUDGET RESTRICTIONS.
Conclusions / recommendations:	I AM SURE THAT THE CHRISTMAS LIGHTS AND THE LATE NIGHT SHOPPING ARE IN MY OPINION ALWAYS WELCOMED BY THE RESIDENTS IN SEAFORD AND BY VISITORS TO THE TOWN.

Comment [LH1]: Remove (Modified)

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sylvia Dunn	
Organisation:	Christmas Lights Committee	
Number of meetings held :	3	Number of meetings attended: 0
Principal activities during the year: None to date.		
Financial Position: N/A		
Issues of importance to be drawn to the attention of the Town Council: None		
Conclusions / recommendations: An important group that works hard to light up the Town at Christmas, which in turn supports the retail businesses.		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Paul Heseltine	
Organisation:	The Crypt Management Committee	
Number of meetings held : 4	Number of meetings attended: 0	
Principal activities during the year:		
Financial Position:		
Issues of importance to be drawn to the attention of the Town Council:		
Conclusions / recommendations:		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Benjamin M Warren	
Organisation:	Crypt Management Committee	
Number of meetings held : 12	Number of meetings attended: 11	
Principal activities during the year:	<p>In November 2011 I became chair of the committee. My main focus is to increase revenue and increase the number of people that the Crypt is available too.</p> <p>One measure taken has been to hold shared exhibitions, with 5-6 artists exhibiting over a week. This level of commitment and cost is more accessible to a wider group of people.</p> <p>Many open events have also been scheduled, so that the crypt is open more and awareness of the gallery grows.</p>	
Financial Position:	<p>The financial position is looking better with solid good ideas to increase revenue coming forward constantly.</p> <p>But a lot of hard work is still needed, and the committee needs support.</p> <p>Dawn Thompsons work is invaluable to the committee.</p>	
Issues of importance to be drawn to the attention of the Town Council:	<p>The committee would like a new third representative from STC, who is available at our meeting times. Monthly – Wednesday's 5:30pm at The Crypt.</p> <p>Clarification on what activity's the lease at 23 Church Street would allow.</p>	
Conclusions / recommendations:	<p>The Crypt is in good hands with the current committee and I feel that they should all be congratulated at the task they have taken on.</p> <p>I would recommend that STC seeks information from LDC on what they feel is allowable use of 23 Church Street under the terms of the lease between them.</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation:	Crypt Management Committee
Number of meetings held : Ten	Number of meetings attended: Nine
<p>Principal activities during the year:</p> <p>Refurbishment of the Undercroft, the Crypt Gallery and reception gallery was completed earlier in this year. The "Arts@thecrypt" supports all forms of art related events and has agreed to open up the front Reception Gallery to other related activities including workshops. The facility hosts numerous exhibitions and events throughout the year</p>	
<p>Financial Position:</p> <p>The "Arts@thecrypt" has financial support from Seaford Town Council and is not expected to make any profit in the near future. However efforts are being made to encourage greater use of this facility so that it becomes more financially viable. Bookings have improved over last year</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>A very active "Friends of the Crypt" has been established which is working hard to promote the Crypt facilities and to fund raise. The members recently agreed a constitution</p> <p>Recognition should be made of the efforts made by Dawn Thompson who manages bookings and takes minutes at the Crypt Management Committee meetings. Her input is invaluable to the running of this venue also to Ben King who has professionally managed the refurbishment of the Crypt</p>	
<p>Conclusions / recommendations:</p> <p>The Crypt is beginning to flourish as an arts centre and will in the future become a recognised venue for exhibitions and other art related activities</p> <p>As a member of the committee I am able to comment on planned activities, ensure the members remain within their Terms of Reference and to safeguard the interests of Seaford Town Council</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation:	International Links Working Group
I have an input to this group as one of the appointed councillors and also as chairman of the Seaford Twinning Association	
Number of meetings held : Six	Number of Meetings attended: Six
<p>Principal activities during the year:</p> <p>This working group was set up by Seaford Town Council to investigate the possibility of promoting and expanding the existing twinning links managed by Seaford Twinning Association. The initial aim was to find links with France especially Dieppe</p>	
<p>Financial Position:</p> <p>The working group has no financial commitments and the only costs involved are minute taking and distribution by a member of staff and use of the council chamber for meetings</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>The working group under the chairmanship of Peter White and assisted by Rejane Amory made great efforts to link with Dieppe but despite their our efforts it transpired that Dieppe were going to Twin with Brighton</p> <p>The group aided by Rosemary Collicot had since established electronic links with other Seaford's in different parts of the world and is continuing to seek links with other countries in Europe</p>	
<p>Conclusions / recommendations:</p> <p>This working group has successfully set up links with several other Seaford's in Australia, New Zealand and the USA. Efforts were also made to establish links with towns in the Central area of France but without success. Work continues to find other compatible towns which Seaford could link with. I recommend that the group be granted permission to continue its work</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Mark Brown
Organisation: Lewes District	Community Safety Partnership - JAG
This is a joint action group (JAG)	
Number of meetings held : Three across the district	Number of meetings attended: One in Seaford
<p>Principal activities during the year:</p> <p>To provide a co-ordinated committee that deals with police matters, concerns and priorities across Lewes District</p>	
<p>Financial Position:</p> <p>There is no financial impact on Seaford District Council</p>	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>This group makes grants to organisations across the district similar to our own council</p>	
<p>Conclusions / recommendations:</p> <p>As well as agreeing grants the JAG deals with police matters and concerns and sets police priorities affecting the general public in Lewes district. It is worthwhile to continue to have a presence with this group</p>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sylvia Dunn	
Organisation:	Seaford Head Nature Reserve	
Number of meetings held :	2	Number of meetings attended: 2
Principal activities during the year: None to date, South Hill Barn site visit meeting was cancelled.		
Financial Position: N/A		
Issues of importance to be drawn to the attention of the Town Council: None		
Conclusions / recommendations: A vital group that is integral to the management of the reserve and the surrounding area.		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor <i>STEPHEN GAUNTLET</i>	
Organisation:	<i>SEAFORD HEAD NATURE RESERVE</i>	
Number of meetings held : 3	Number of meetings attended: 3	
Principal activities during the year: <i>Establishing brief + provider for new management of the reserve.</i>		
Financial Position: <i>Sound. The committee has concerns that some payments made to STC in the past may not have been transferred.</i>		
Issues of importance to be drawn to the attention of the Town Council:	<i>The committee is well-run and though in its work and provides an excellent contribution to the well-being of the town's natural environment</i>	
Conclusions / recommendations:	<i>Excellent work and worthy of the Town Council's support</i>	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sarah E McStravick
Organisation:	Stakeholders Health Group
Number of meetings held : 4 times?	Number of meetings attended: 3 and other meetings with stakeholders 1 meeting missed due to sickness
<p>Principal activities during the year:</p> <p>To work together with interested parties, to improve health facilities for the people of Seaford.</p> <p>To set up a Campaign group for Seaford People to work together to improve health facilities in the town.</p> <p>Inaugural Meeting to be held on May 11th for members of the public to join in and form a 'campaign group'</p>	
Financial Position:	
<p>Issues of importance to be drawn to the attention of the Town Council:</p> <p>Cross party support to work together, with others at all political levels and with health professionals to ensure that Seaford has adequate health provision for it's population.</p> <p>Utilising recent legislation and with the 'powers of general competency' to work with health providers to ensure that these facilities are obtained.</p>	
Conclusions / recommendations:	
See above	

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor <i>TERRY GOODMAN</i>		
Organisation:	<i>STRENGTHENING LOCAL RELATIONSHIPS</i>		
Number of meetings held:	<i>4</i>	Number of meetings attended:	<i>4</i>
Principal activities during the year:	<p><i>(i) MAKING THE TOWN SAFER BY HAVING SPEED SIGNS ^{PUT} UP TO REDUCE THE SPEEDING IN RESIDENTIAL ROADS.</i></p> <p><i>(ii) CLEARING UP THE TOWN CENTRE OF FLITTING.</i></p> <p><i>(iii) MANAGED TO GET A SAFER FOOTPATH ^{INSTALLED} TO THE CHURCHYARD AT ST. PETER'S EAST BLATCHINGTON, SEAFORD.</i></p>		
Financial Position:	<i>NOT KNOWN</i>		
Issues of importance to be drawn to the attention of the Town Council:	<p>OTHER <i>RESIDENTS WOULD LIKE MORE TREES PUT BACK INTO THESE STREETS THROUGHOUT SEAFORD.</i></p>		
Conclusions recommendations:	<p><i>MORE TREE PLANTING WOULD BENEFIT MORE SO POT HOLES AND ROAD REPAIRS NEED URGENT ATTENTION BY K500 HIGHWAYS</i></p>		

Report of Representative on Outside Body for year 2011/2012

Name of Representative:	Councillor Sarah E McStravick
Organisation:	Strengthening Local Relations
Number of meetings held : Since November 2011, 2 meetings?	Number of meetings attended: 2 meetings
<p>Principal activities during the year:</p> <p>The aim of the group is for local elected members at all levels to come together with officers of the different councils, to ensure that there is a clear and focused way to improve issues for Seaford.</p> <p>The main issue during both meetings have concentrated on highways issues with representatives from ESCC highways in attendance.</p> <p>Parking has been highlighted as a significant issue in the town centre. It is my understanding that ESCC are planning a full parking review for Seaford, once they have completed a review in Lewes, as yet I understand there is no definitive set timetable for this assessment to commence. Parking impacts upon residents and local businesses alike and it is imperative that this review is taken up quickly to improve business growth and ease congestion in the town, in my opinion.</p> <p>The other issue which was addressed is that of 'potholes', a couple of site visits have been undertaken A number of deep potholes have been identified and works have been scheduled to resurface these areas.</p>	
<p>Financial Position:</p>	
<p>Issues of importance to be drawn to the attention of the Town Council</p> <p>This forum, although during my time limited to highways, has in my opinion been a productive forum, to ensure issues are resolved.</p> <p>It would be extremely beneficial in my opinion to have other levels of elected representatives including District, ESCC and potentially a rep from our MP at these meetings to ensure Seaford issues remain paramount for all elected members.</p> <p>I also feel that other officers from other agencies such as Adult Social Care and Children Services and Seaford's Childrens</p>	

Centre as examples, should be invited to see how we can work with these agencies as well and to hear the work that they are doing in the town.:

Conclusions / recommendations:

This is an extremely useful forum, and if as raised above it was widened to other agencies working in the town at other levels would be beneficial.



Seaford Town Council

Report 11/12

Agenda Item No:	24
Committee:	Council
Date:	10 May 2012
Title:	Recommendations from International Links Working Group
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To receive recommendations from the Seaford International Links Working Group

Recommendations

You are recommended:

- 1. To consider the recommendations outlined in 1 below.**
-

1. Information

- 1.1** The Seaford International Links Working Group was established to;
 - Examine the benefits to Seaford and Dieppe of a formal link, how these benefits may be realised, the possible funding opportunities and report to Council.
 - Implement and encourage, by virtual links, municipal and educational institutions plus voluntary groups, contact with other communities around the world named Seaford.
 - Broaden the appeal of the existing twinning links with Bönningstedt and Crivitz to encompass a wider range of interest groups and individuals and report to Council.
 - Prepare a bid for funding from the Town Council for the financial year 2012/13 in time for budget preparation in the autumn of 2011.
- 1.2** Following a meeting of the Seaford International Links Working Group on 10 April 2012 the following have been passed the Council for consideration.
 - That a Councillor to Councillor link be set up for e-correspondence, exchange of photos etc. between the Mayor of Onkaparinga (or her nominee Councillor

for Onkaparinga's area of Seaford, South Australia) for Seaford, South Australia; and the Mayor of Seaford (or nominee-Councillor) and the Young Mayor of Seaford; at no cost other than email and scanner-use.

- b) That the Working Group explore similar relationships with: Seafords in Long Island, New York; in Delaware; in Virginia; Peter White maintains his Facebook link with émigrés from Seaford Jamaica.
- c) That the Group encourages (in the name of STC, and through Peter White) Seaford clubs and groups to become involved with these Seafords noted above. For example Seaford Photographic Society, local photographic businesses, individuals, be asked to donate to the STC archive of photographs other representative copyright-free pictures of Seaford to form a Seaford Album to share with these communities. Cost to STC: space on its servers for digital pictures. (This album would be a permanent asset for STC and its website). Also the Seaford Museum is asked to consider links with local history museums in the Seafords in Jamaica, Delaware, and New York, and also in our twin-town Bönningstedt. Cost to STC: nil. Peter White to approach Kevin Gordon and Seaford Museum Chair. Further Peter White to ask Rotary, Lions, Lifeguards (Seaford, SA has Surf-Rescue) and Churches to look at links with their counterparts where they exist.
- d) That the Council be asked for its views on the establishment of a facebook page for links between all the Seafords at no cost to the Council. A volunteer will be needed to administer the page (Cllr. McStravick may be interested).

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 12/12

Agenda Item No:	25
Committee:	Council
Date:	10 May 2012
Title:	East Sussex Flag for Sussex Day.
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider whether to fly the Sussex Flag or the East Sussex Flag on Sussex Day

Recommendations

You are recommended:

- 1. To consider whether to fly the traditional East Sussex Flag or the new Sussex County Flag on Sussex Day**
-

1. Information

- 1.1** In recent years the Council has flown the East Sussex Flag on the Sunday closest to 16 June, Sussex Day.
- 1.2** The Flag has been borrowed from ESCC as it has not previously been possible to buy the flag.
- 1.3** The East Sussex Flag can now be purchased for £7.50
- 1.4** The Council has been given a complimentary Blue "Official Sussex County Flag" funded by The Association of British Counties"

2. Financial Appraisal

Should Council decide to buy a flag the cost will be seven pounds and fifty pence and can be met within the Administration budget.

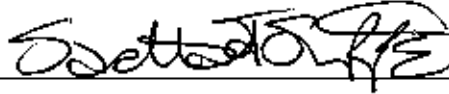
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 14/12

Agenda Item No: 26
Committee: Council
Date: 10 May 2012
Title: Honorary Freedom of the Town
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford Wards
Purpose of Report: To consider any award of Freedom of the Town

Recommendations

You are recommended:

1. To consider making Awards of Freedom of the Town.
-

1. Information

- 1.1 A policy on award of Freedom of the Town by the Council was agreed in June 2011, this policy outlines criteria and procedure for nomination.
- 1.2 Council should consider any awards of Freedom which have gone through the process as outlined in the Council's Policy. Due to the confidential nature of any award, the Town Clerk will make a verbal report at the meeting on 10 May 2012, all councillors have been emailed in confidence regarding nominations.

2. Financial Appraisal

There are no cost implications in respect of the nominations, although the award of freedom would incur costs for a scroll of between £100 - £200 depending on the level of detail. In addition the costs of a civic reception would be incurred, this would be met within existing budgets.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk