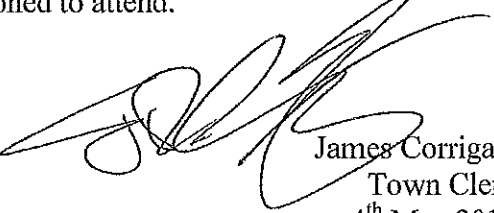




## Seaford Town Council

### To the Members of the Full Council

The Annual Meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 12<sup>th</sup> May 2016** at **7.00pm** which you are summoned to attend.

  
James Corrigan  
Town Clerk  
4<sup>th</sup> May 2016

### AGENDA

**1. Election of Mayor for the Municipal Year 2016-2017**

To receive nominations for the office of Mayor.

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

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

**3. Election of Deputy Mayor for the Municipal Year 2016-2017**

To receive nominations for the office of Deputy Mayor.

**4. Apologies for Absence**

To consider apologies for absence.

**5. Disclosure of Interests**

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

**6. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

**7. Young Mayor 2016-2017**

To facilitate the handover of Young Mayor from Miss Gabrielle Edwards to Miss Jessica Batchelor and receive any update reports from the former and successive Young Mayor.

**8. (intentionally not used)**

**9. Committee Memberships**

To consider report 01/16 to appoint members to Committees and appoint the Chairmen and Vice Chairmen for the 2016-2017 Municipal Year and consider the appointment of any new Committees (pages 3 to 5).

**10. Representation on Outside Bodies**

To consider report 02/16 presenting reports from Councillors concerning the representation on Outside Bodies and to appoint representatives for the 2016-2017 Municipal Year. (pages 6 to 61).

**11. Scheme of Delegation**

To consider report 03/16 regarding the Scheme of Delegation setting out delegation arrangements to Committees, Sub-Committees and staff (pages 62 to 67).

**12. Standing Orders**

To consider report 04/16 regarding the required review of the Council's Standing Orders (pages 68 to 88).

**13. Financial Regulations**

To consider report 05/16 regarding the progress of the review of the Council's Financial Regulations (page 89).

**14. Fixed Asset Register**

To consider report 06/16 presenting the Council's Fixed Asset Register (pages 90 to 92).

**15. Insurance Arrangements**

To consider report 07/16 providing an update on the Council's Insurance Arrangements (page 93).

**16. Annual Subscriptions**

To consider report 08/16 regarding the Council's Annual Subscriptions (pages 94 to 95).

**17. Complaints Procedure**

To consider report 09/16 regarding the Council's Complaints Procedure (pages 96 to 99).

**18. Freedom of Information & Data Protection Request Procedure**

To consider report 10/16 regarding the Council's Freedom of Information & Data Protection Request Procedure (pages 100 to 103).

**19. Press & Media Policy**

To consider report 11/16 regarding the Council's Press & Media Policy (pages 104 to 106).

**For further information about items appearing on this Agenda please contact:**  
James Corrigan, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG  
Email: [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)  
Telephone: 01323 894 870

**Circulation:** All Councillors, Young Mayor, Deputy Young Mayor and Police Sergeant Mullins.



## Seaford Town Council

**Report 01/16**

**Agenda Item No:** 9

**Committee:** Council

**Date:** 12<sup>th</sup> May 2016

**Title:** Committee Membership

**By:** James Corrigan, Town Clerk

**Purpose of Report:** To appoint members to committees and appoint the Chairmen and Vice Chairmen, and consider the appointment of any new committees.

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### Recommendations

**You are recommended:**

1. To appoint Members to the standing committees and sub-committee.
  2. To appoint Chairmen to the relevant committees.
  3. To appoint Vice-Chairmen to the relevant committees.
  4. To approve the existing committee structure as attached at Appendix A with an amendment to the title of the Golf Committee to 'Golf and The View Committee' noting the change to any document where this title appears.
- 

### 1. Information

- 1.1 Standing Order 5 j.vii requires that at its Annual Meeting the Council allocate membership to its committees.

The Committee membership to be allocated is set out below:

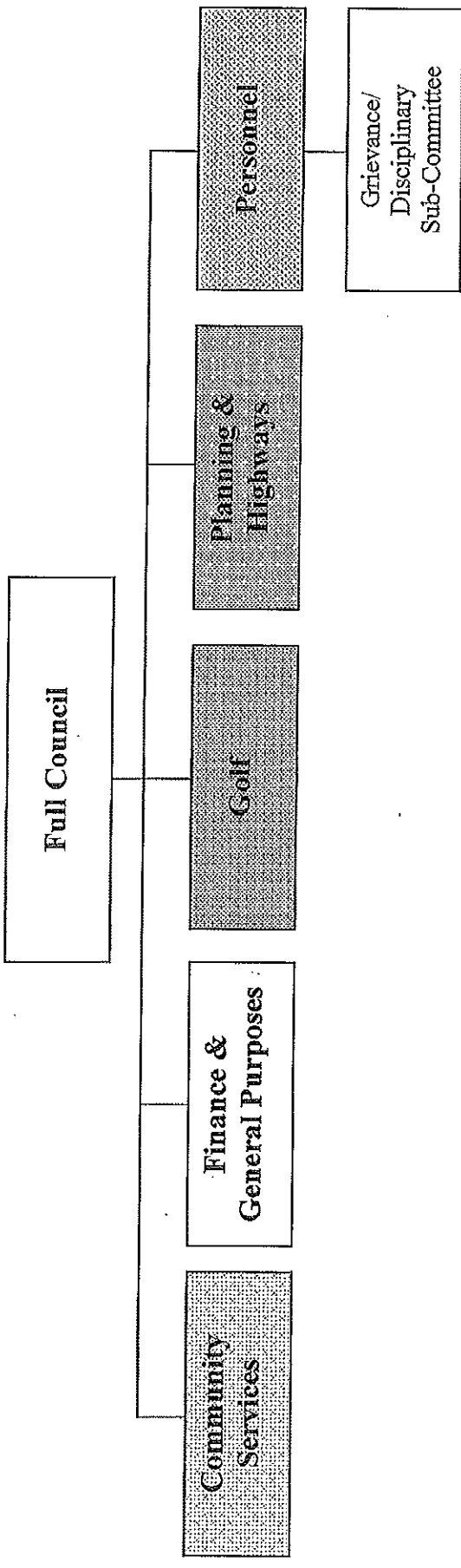
- (a) Community Services Committee – 10 members
  - (b) Finance & General Purposes Committee – 10 members
  - (c) Golf Committee – 10 members
  - (d) Planning & Highways Committee – 10 members
  - (e) Appeals Committee – 5 members
  - (f) Personnel Committee – 5 members
  - (g) Disciplinary/Grievance Sub-Committee – 5 members
- 1.2 The Council may resolve to change the membership size of a committee if it is deemed necessary.
- 1.3 To assist with preparation and discussion on the night, any Councillors wishing to be appointed to committees may inform the PA to the Town Clerk in advance of the meeting, who will make a note of all requests. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee the Council will need to discuss this.

- 1.4 As an aide memoire, the committee reporting structure is included at Appendix A. One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Appeals and Grievance/Disciplinary.
- 1.5 Once committee membership has been allocated the Council will need to elect a Chairman and Vice-Chairman for each of the relevant committees.
- 1.6 Standing Order 5 j.viii requires that at its Annual Meeting the Council also consider any requirement to establish any new committees in accordance with Standing Order 4.
- 1.7 It is the recommendation of the Town Clerk that there is no need for any additional committees to be created at this moment in time. This recommendation takes in to account the resource cost to operate committee meetings and the productivity of such committees.
- 1.8 This said, for the sake of clarity, it is recommended that the title of the Golf Committee be amended to 'Golf and The View Committee'.
2. **Financial Appraisal**
- There are no direct financial implications as a result of this report.
3. **Contact Officer**
- The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



Seaford Town Council Committee Reporting Structure:



Stand Alone Committee: Appeals Committee.



## Seaford Town Council

Report 02/16

**Agenda Item No:** 10  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Representation on Outside Bodies  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's representation on Outside Bodies and appoint representation for the 2016-2017 Municipal Year.

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### Recommendations

You are recommended:

1. To note the Representative Reports submitted from the current Municipal Year.
2. To appoint members to represent the Council on its Outside Bodies for the 2016-2017 Municipal Year.
3. To agree to the current reporting arrangements for representatives as per the Council Representation on Outside Bodies policy.

---

### 1. Information

- 1.1 Standing Order 5.j.xi states that at its Annual Meeting the Council will conduct a review of representation on or work with external bodies and arrangements for reporting back.
- 1.2 Members appointed to represent the Council on Outside Bodies are required to provide a formal written report at the end of the Municipal Year by way of keeping the Council up to date and assisting with the appointment of representatives for the following Municipal Year.
- 1.3 The table at Appendix A lists the Outside Bodies and the members appointed to them.
- 1.4 The reports received by 3<sup>rd</sup> May 2016 are attached at Appendix B as follows:
  - (a) Access in Seaford & Newhaven – Cllr Lambert & Cllr O Honeyman
  - (b) Arts@the Crypt – Cllr Campbell & Cllr Freeman
  - (c) Community Rail Partnership – Cllr R Honeyman
  - (d) Crouch Bowling Club – Cllr Latham
  - (e) Cuckmere Community Buses – Cllr Boorman
  - (f) East Sussex Association of Local Councils – Cllr R Honeyman & Cllr Boorman
  - (g) Environment Agency Meetings – Cllr Lower & Cllr O Honeyman
  - (h) Fair Trade Group – Cllr O Honeyman
  - (i) Lewes District Association of Local Councils – Cllr R Honeyman & Cllr Lower
  - (j) Lewes Community Partnership: Joint Action Group – Cllr Lower
  - (k) Lewes Domestic Abuse Working Group – Cllr O Honeyman

- (l) Mercread Centre – Cllr Campbell
- (m) Seaford Allotments & Leisure Garden Society – Cllr Lower
- (n) Seaford Community Partnership – Cllr R Honeyman
- (o) Seaford Head Local Nature Reserve – Cllr O Honeyman
- (p) Seaford Head Swimming Pool – Cllr Lambert
- (q) Seaford Musical Theatre – Cllr Campbell
- (r) Seaford Twinning Association – Cllr O Honeyman
- (s) Stakeholders Group on Health Issues – Cllr O Honeyman
- (t) Tree Wardens – Cllr Lambert & Cllr Latham
- (u) Youth Task Group – Cllr Campbell & Cllr Freeman

- 1.5 Using the table at Appendix A and considering the information in the reports at Appendix B, members are able to appoint representatives for the 2016/17 Municipal Year.
- 1.6 The representatives who sit on the Bishopstone United Charity do so as trustees, this was not obvious from previous appointments or Council records at the time of appointment. The current representatives do not wish to take up their position as trustees. This means that the Charity currently is not able to properly operate as there is only one Trustee in place. It is imperative that the Council nominate two Trustees who are willing to sit on the Charity as a Trustee in order that decisions can be taken by the Charity. Councillors should be aware that there are no other active Trustees and that they will be responsible for the maintenance of a listed building and the welfare of the two almshouse tenants.
- 1.7 The Neighbourhood Plan steering group, currently 7 Councillors, has asked that the nominations for the Council positions on the steering group are reviewed to ensure that all the representatives who sit there as Councillors do so on the understanding that they will be required to attend two or three meetings a month for the next 18 months and will be required to do some work outside of the meetings to drive forward the Neighbourhood Plan. No more than seven nominations should be made but less will also be accepted, down to five.
- 1.8 As per the previous report, to assist with preparation and discussion on the night, any Councillors wishing to be appointed to represent an Outside Body may inform the PA to the Town Clerk in advance of the meeting, who will make a note of all requests. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to act as representative than the current allocated number the Council will need to discuss this.
- 1.9 Attached at Appendix C is the adopted Council Representation on Outside Bodies policy. Section 4 of the policy sets out and advises on the reporting arrangements for representatives. There is no recommendation to amend this at this stage unless members feel otherwise.

## 2. Financial Appraisal

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

## 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



# Outside Body Representatives 2015/16

Outside Body	No of Reps	2015/16 Representative/s	2016/17 Representative/s	2016/17 Considerations
Access in Seaford & Newhaven	1	Marion Lambert		-
Arts@theCrypt Management Committee	3	Carol Campbell		Recommendation from Cllr Campbell for only one representative.
		Lindsay Freeman		
		Debbie Silvey-Adam		
Bishopstone United Charities	2	David Burreket		Representative would be a Charity Trustee.
		Marion Lambert		
Christmas Magic Committee	1	Sam Adeniji		-
Citizen's Advice Bureau	1	Mark Brown		-
Community Rail Partnership	1	Richard Honeyman		-
Community Transport - Lewes Area (CTLA)	1	Dave Argent		-
Crouch Bowling Club	1	Alan Latham		Need to make contact with Club to review ongoing representation.
Cuckmere Community Bus	1	Phil Boorman		-
East Sussex Assoc of Local Councils (ESALC)	2	Richard Honeyman	n/a	Representation not needed; ESALC reps are appointed by Lewes District Association of Local Councils, not individual Councils.
		Phil Boorman		
Environment Agency Meetings	4	Olivia Honeyman		Recommendation from Cllr Lower that group may not be needed on a regular basis or if so, only one representative required.
		Penny Lower		
		Rafmarna Hayder		
		(vacant)		
Fair Trade Group	1	Olivia Honeyman		-
		Linda Wallraven		
Lewes District Assoc of Local Councils (LDALC)	2	Richard Honeyman		-
		Penny Lower		-
Lewes Community Safety Partnership - Joint Action Group	1	Penny Lower		-
Merceread Youth Centre	1	Carol Campbell		-
Seaford Allotment & Leisure Garden Society	1	Penny Lower		-
Seaford Chamber of Commerce	1	Mark Brown		-
Impact Seaford (CoC Sub-Committee)	1	Sam Adeniji		-
Seaford Community Partnership	1	Mark Brown		-
		Richard Honeyman		
Seaford Cricket Club	1	Sam Adeniji		-
Seaford Head Nature Reserve	2	Olivia Honeyman		-
		Phil Boorman		-
Seaford Head Swimming Pool	1	Marion Lambert		-
Seaford Musical Theatre	2	Mark Brown	n/a	The Musical Theatre's Committee have ceased so representation is no longer required.
		Carol Campbell		
Seaford Residents Voice	1	Mark Brown		-
Seaford Seniors Forum	1	Sam Adeniji		-
Seaford Twinning Association	1	Olivia Honeyman		-
Stakeholders Group on Health Issues	4	Sam Adeniji		-
		Mark Brown		-
		Olivia Honeyman		-
		Penny Lower		-
Strengthening Local Relationships	3	Barry Burfield		-
		Lindsay Freeman		-
		Linda Wallraven		-
The Base Management Committee	1	Rob Chambers		-
Tree Wardens Group	1	Marion Lambert		-
Youth Task Group	2	Carol Campbell		-
		Rob Chambers		-
		Lindsay Freeman		
		Olivia Honeyman		
		Mac McLean		



Seaford Town Council

Report of a Representative on an Outside Body for Year 2014/2015 <sup>5 6</sup> (copy)

Name of Representative:	Marion Lambert
Outside Body/Organisation:	Access
Number of Meetings Held:	Once a month.
Number of Meetings Attended:	3?

Principal Activities/Purpose:	To uphold the rights and maintain facilities for the disabled.
Achievements:	Took part in campaign re Buckle Car Park building.
Issues of Importance to the Council/Current Work of significance to the Council:	Council has statutory as well as moral duty to support disabled members of the community.
Areas of Concern (financial, support/assistance, publicity etc):	Support from LDC, ESCE

RECEIVED  
28 APR 2016

Should Representation Continue?	Yes / <del>No</del>
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	<del>Yes</del> / No
	If no, how many and why? Due to ill health Olivia Honeyman took over jobs for me and has done a brilliant job.

Recommendations (if any) to the Council or next Councillors to act as representative:	Recommend Olivia continues
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Any Other Comments Relating to this Outside Body/Organisation:	
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# Seaford Town Council

## Report of a Representative on an Outside Body for Year 2015/16

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	Access in SEAFORD AND NEWHAVEN.
Number of Meetings Held:	7
Number of Meetings Attended:	7, 1 took over from Marion Lambey in SEPTEMBER.

Principal Activities/Purpose:	CAMPAIGNING FOR DISABLED ACCESS TO PUBLIC PLACES, COMMERCIAL PREMISES AND GENERALLY IN SEAFORD AND NEWHAVEN.
Achievements:	TO RAISE AWARENESS OF DISABILITY ISSUES. THE CHAIR OF THE GROUP REGULAR VISITS PLACES TO CHECK ACCESS AND MANY HAVE BEEN ADDRESSED OR ARE IN THE PROCESS OF BEING DONE.
Issues of Importance to the Council/Current Work of significance to the Council:	AS THE ACCESS OFFICER HAS GONE NOW IT IS IMPORTANT THAT THE GROUP HAVE A COUNCILLOR TO BE ABLE TO ASSIST AND RAISE ANY ISSUES.
Areas of Concern (financial, support/assistance, publicity etc):	THE LEVES DISTRICT COUNCIL ACCESS OFFICER WAS MADE REDUNDANT, SO HAVE BEEN LIAISING WITH THE GROUP AND LDC TO ENSURE THAT THERE IS STILL THE SUPPORT AND GUIDANCE AVAILABLE.

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> Yes / No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	THE MEETINGS ARE HELD ON A MONDAY EVENING
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Carol Campbell
<b>Outside Body/Organisation:</b>	Arts @ the Crypt
<b>Number of Meetings Held:</b>	7
<b>Number of Meetings Attended:</b>	5

<b>Principal Activities/Purpose:</b>	Promote art exhibitions, workshops, events at the Crypt Gallery.
<b>Achievements:</b>	This year the Crypt has held lots of successful art exhibitions and workshops, and their biggest achievement in my view is that they have now achieved a position that is enabling them to be independent from the Town Council and run the gallery independently.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The council has supported the Crypt over the years but now more than ever it will be important that their representative helps with their transition to independence.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Make sure they feel supported through their transition to independence so things can run smoothly and they can be confident to keep running a very successful Gallery.

<b>Should Representation Continue?</b>	Yes
	Although I had to finish my representation with them due to work commitments from February this year, I believe now more than ever they can use with support from a committed councillor to help them through this phase of transition. Then after that no more will be needed.
<b>Number of Representatives Correct?</b>	No
	I believe for now one representative will be enough.

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Be enthusiastic and enjoy Arts is a must.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	No more comments.
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2014/2015

<b>Name of Representative:</b>	Lindsay Freeman
<b>Outside Body/Organisation:</b>	Arts @ the Crypt
<b>Number of Meetings Held:</b>	7
<b>Number of Meetings Attended:</b>	5

<b>Principal Activities/Purpose:</b>	Promote Art within Seaford by art exhibitions, workshops and events at the Crypt Gallery.
<b>Achievements:</b>	This year the Crypt has held many successful art exhibitions and workshops, and their biggest achievement, in my view, is that they have now achieved a position that is enabling them to be independent from the Town Council and run the gallery independently.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The council has supported the Crypt over the years but now more than ever it will be important that their representative helps with their transition to independence.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Make sure they feel supported through their transition to independence so things can run smoothly and they can be confident to keep running a very successful Gallery.

<b>Should Representation Continue?</b>	Yes
	I feel that they should be able to function independently as a charity but it would be nice if a Councillor could be there to help in the movement towards independence.
<b>Number of Representatives Correct?</b>	No
	one representative should be enough.

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Be enthusiastic and enjoy Arts is a must.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	No more comments
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Richard Honeyman
<b>Outside Body/Organisation:</b>	Seaford to Brighton Community Rail Partnership
<b>Number of Meetings Held:</b>	3 plus Stakeholders meeting
<b>Number of Meetings Attended:</b>	3 including Stakeholders Meeting

<b>Principal Activities/Purpose:</b>	To promote and increase the use of rail on the Seaford to Brighton Rail line in off-peak periods ie out of rush hour and at weekends. Includes: infrastructure, community engagement, access, environment, communication processes
<b>Achievements:</b>	In Seaford – restoration for both Bishopstone and Seaford stations. Bridge at Tidemills crossing consultation. Garden community at Bishopstone Station. Partnerships promote schools other groups in cycling walking restoration cafes at all stations along the line.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Seaford Community Partnership feeds into this as well which could input into the neighbourhood plan in relation to the Seafront and Transport issues.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	No – well promoted by Sam Lear. Meetings are normally mornings.

<b>Should Representation Continue?</b>	Yes
<b>Number of Representatives Correct?</b>	Yes

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Alan Latham
<b>Outside Body/Organisation:</b>	Crouch Bowling Club
<b>Number of Meetings Held:</b>	
<b>Number of Meetings Attended:</b>	0

<b>Principal Activities/Purpose:</b>	
<b>Achievements:</b>	
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	

<b>Should Representation Continue?</b>	<b>No</b>
	<p>If no, why do you think not? Have the group/organisation agreed with this?</p> <p>Have made several attempts to participate but have not received details of any meetings. Maybe should be discussed with Bowling Club to decide whether or not any such representation required</p>
<b>Number of Representatives Correct?</b>	<b>Yes / No</b>
	<p>If no, how many and why?</p>

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Councillor Phil Boorman
<b>Outside Body/Organisation:</b>	Cuckmere Community Buses
<b>Number of Meetings Held:</b>	4
<b>Number of Meetings Attended:</b>	4

<b>Principal Activities/Purpose:</b>	To discuss the running of the voluntary bus services, keeping the committee informed of everything that is going on. To provide a service for rural and urban communities that the commercial bus companies do not serve
<b>Achievements:</b>	This year is the 40 <sup>th</sup> anniversary of the Cuckmere community buses
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	It is important for us to provide assistance as a council as they provide an important 120 and 126 transport service for the residents of Seaford.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Always wanting support with voluntary drivers.

<b>Should Representation Continue?</b>	<b>Yes</b>
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<b>Yes</b>
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Sound knowledge of transport industry to assist the committee in forming decisions.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Richard Honeyman
<b>Outside Body/Organisation:</b>	East Sussex Association of Local Councils
<b>Number of Meetings Held:</b>	4 per year
<b>Number of Meetings Attended:</b>	None

<b>Principal Activities/Purpose:</b>	A limited committee with councillors from Lewes, Wealden and Rother District Councils promoting issues from all three areas at town/parish level.
<b>Achievements:</b>	I was never a member as membership is from the members of Lewes District Association of Local Councils and not from the Seaford Town Council.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Nothing directly.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	N/A

<b>Should Representation Continue?</b>	Yes
	If no, why do you think not? Have the group/organisation agreed with this?  Only if councillor wants to go on this group.
<b>Number of Representatives Correct?</b>	Yes
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Phil Boorman
<b>Outside Body/Organisation:</b>	East Sussex Association of Local Councils
<b>Number of Meetings Held:</b>	4 per year
<b>Number of Meetings Attended:</b>	0

<b>Principal Activities/Purpose:</b>	Unsure as membership of ESALC is actually done through the Lewes District Association of Local Councils; Seaford Town Council do not need to appoint members separately.
<b>Achievements:</b>	
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	

<b>Should Representation Continue?</b>	
<b>Number of Representatives Correct?</b>	

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Penny Lower
<b>Outside Body/Organisation:</b>	Environment Agency
<b>Number of Meetings Held:</b>	4
<b>Number of Meetings Attended:</b>	4

<b>Principal Activities/Purpose:</b>	Information sharing on Seaford Bay issues [from Newhaven Harbour to Splash Point]. Issues and concerns raised including beach management, safety, cleanliness and tourist development.
<b>Achievements:</b>	New Beach User Safety Guide in process, not entirely as a result of this group meeting. A number of safety concerns addressed.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Not a very pro-active group in terms of achieving improvements to the seafront.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	No LDC rep. [Environmental Officer] attending. Group does a lot of information-sharing, which might be covered in other groups?

<b>Should Representation Continue?</b>	Is run by STC
	I am not sure whether this group is really required.
<b>Number of Representatives Correct?</b>	No
	If it is thought necessary to retain the group, one rep is all that is needed, although they need to take the notes too!

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Need to be very clear what will be achieved by as a result of the various parties meeting together.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	Other groups that might cover the subject:  New Flood Forum Seaford Community Partnership Impact Seaford
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



# Seaford Town Council

## Report of a Representative on an Outside Body for Year

2015/2016

Name of Representative:	Olivia Haulymann
Outside Body/Organisation:	ENVIRONMENT AGENCY
Number of Meetings Held:	4
Number of Meetings Attended:	4.

Principal Activities/Purpose:	TO BRING TOGETHER VARIOUS GROUPS WHO DEAL WITH THE COASTAL AREAS; ENVIRONMENT AGENCY, SEAFORD LIFE GUARDS, SEAFORD COMMUNITY PARTNERSHIP, NEWHAVEN PORT AUTHORITY,
Achievements:	THE REPRINTING OF THE LEAFLET 'A GUIDE TO USING SEAFORD BEACH AND INSHORE WATERS'. WAITING TO BE DISTRIBUTED
Issues of Importance to the Council/Current Work of significance to the Council:	TO MAKE THE COUNCIL AND THE DIFFERENT GROUPS AWARE OF ISSUES THAT ARISE. LIAISING WITH EITHER SEAFORD TOWN COUNCIL, LEWES DISTRICT COUNCIL
Areas of Concern (financial, support/assistance, publicity etc):	THERE HAS NOT BEEN ANY OFFICERS FROM LEWES DISTRICT COUNCIL ATTENDING, BUT FROM JUNE 2016 THEY WILL BE.

<b>Should Representation Continue?</b>	<b>Yes</b> / No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<b>Yes</b> / No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>THE MEETING IS HELD ON A TUESDAY IN THE DAY</p>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



# Seaford Town Council

## Report of a Representative on an Outside Body for Year 2015 /2016.

Name of Representative:	Olivia Honeyman.
Outside Body/Organisation:	Seaford Fairtrade.
Number of Meetings Held:	6
Number of Meetings Attended:	3.

Principal Activities/Purpose:	to promote FAIRTRADE PRODUCTS and VALUES IN SEAFORD. IT AIMS TO PROMOTE AWARENESS OF FAIRTRADE AS A MEANS TO RAISE STANDARDS OF LIVING AMONGST PRODUCERS AND WORKERS IN DEVELOPING COUNTRIES
Achievements:	<ul style="list-style-type: none"> <li>- QUIZ and MEAL</li> <li>- FAIRTRADE SERVICE @ ST. ANDREW'S, BISHOPSTONE</li> <li>- FAIRTRADE MARKET @ THE CLINTON CENTRE.</li> </ul>
Issues of Importance to the Council/Current Work of significance to the Council:	SEAFORD IS A FAIRTRADE TOWN, SO THE TOWN COUNCIL SHOULD BE REPRESENTED AND AWARE OF WHAT IS HAPPENING.
Areas of Concern (financial, support/assistance, publicity etc):	

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> Yes / No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	THE MEETING IS HELD EARLY EVENING ON A TUESDAY
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Richard Honeyman
<b>Outside Body/Organisation:</b>	Lewes District Association of Local Councils
<b>Number of Meetings Held:</b>	4 per year
<b>Number of Meetings Attended:</b>	3

<b>Principal Activities/Purpose:</b>	<ul style="list-style-type: none"> <li>• To facilitate the exchange of information between Parishes in the Lewes Area.</li> <li>• To promote and develop the social, economic, cultural and recreational life of parishes in the Lewes area.</li> <li>• To assist and support members with local challenges.</li> <li>• To inform and discuss Local Government issues.</li> <li>• To maintain dialogue with Lewes District Council and East Sussex County Council on local issues.</li> <li>• To maintain liaison with other bodies</li> </ul>
<b>Achievements:</b>	More of a discussion forum then making decisions – some of the issues were useful although am often aware of most of them anyway. Useful if new to councillor and local government and especially for parishes rather than towns. Attendance has been low as people cannot see the relevance.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Nothing directly
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Now meets daytime in Lewes from an evening meeting.

<b>Should Representation Continue?</b>	Yes
<b>Number of Representatives Correct?</b>	Yes

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Lewes District Association of Councils
<b>Outside Body/Organisation:</b>	Penny Lower
<b>Number of Meetings Held:</b>	Monthly
<b>Number of Meetings Attended:</b>	8 + SE and London Conferences

<b>Principal Activities/Purpose:</b>	<ul style="list-style-type: none"> <li>. To facilitate the exchange of information between Parishes in the Lewes Area.</li> <li>. To promote and develop the social, economic, cultural and recreational life of parishes in the Lewes area.</li> <li>. To assist and support members with local challenges.</li> <li>. To inform and discuss Local Government issues.</li> <li>. To maintain dialogue with Lewes District Council and East Sussex County Council on local issues.</li> <li>. To maintain liaison with other bodies</li> </ul>
<b>Achievements:</b>	<p>A wide range of speakers ensured that parish and town councils were well-informed on local and regional developments.</p> <p>Representatives question and challenge speakers from other tiers of government, statutory bodies, contractors etc.</p> <p>PL contributed to Lewes conference agenda.</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Important to be in the loop of information and to exchange ideas and suggestions for good practice.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	<p>National Conference not value for money. {NALC}</p> <p>Re-assess when Agenda is published for 2016.</p>

<b>Should Representation Continue?</b>	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	Yes 2 places allowed
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Penny Lower wishes to continue attending.  Currently decision is to have meetings on Monday afternoons in Lewes.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Penny Lower
<b>Outside Body/Organisation:</b>	Lewes District Community Partnership: Joint Action Group
<b>Number of Meetings Held:</b>	Monthly during the day
<b>Number of Meetings Attended:</b>	8

<b>Principal Activities/Purpose:</b>	<p>The Priorities for the Partnership for 2016 – 2017 are:</p> <ul style="list-style-type: none"> <li>➤ Work in partnership to seek long lasting solutions to Anti-Social Behaviour (ASB)</li> <li>➤ Promote community safety initiatives to reduce crime and the fear of crime</li> <li>➤ Work to protect and support vulnerable victims of crime</li> <li>➤ Encourage the reporting of Domestic Abuse incidents.</li> <li>➤ Reduce the number of Dwelling Fires</li> <li>➤ Reduce the number of Killed &amp; Seriously Injured on Lewes District's roads</li> <li>➤ Promote and contribute to the implementation of the Prevent agenda</li> </ul>
<b>Achievements:</b>	<p>Regular reports from Police, LDC Environmental Officer, Fire Service, Neighbourhood Watch groups and other attending voluntary groups.</p> <p>JAG scrutinises and approves or makes recommendations in respect of bids for funding.</p> <p>PL has passed on information about bidding procedure to other Councillors and local groups.</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>Membership of JAG gives regular access to a number of key statutory and voluntary agencies. Good for information gathering and potential funding streams and collaborative working.</p>
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	<p>Not always enough new information or need for updating on a monthly basis.</p>

<b>Should Representation Continue?</b>	<b>Yes</b>
	<p>If no, why do you think not? Have the group/organisation agreed with this?</p> <p style="text-align: right;">33</p>

<b>Number of Representatives Correct?</b>	<b>Yes / No</b>
	As monthly, a reserve might be advisable. However Councillor Brown attends in his Neighbourhood Watch capacity.
<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>All meetings on Tuesday afternoon.</p> <p>Usually in Lewes, but have been in Newhaven and Telscombe.</p>
<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	Penny Lower happy to continue..

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



# Seaford Town Council

## Report of a Representative on an Outside Body for Year 2015/2016

Name of Representative:	Olivia Honeyman.
Outside Body/Organisation:	LEWES DOMESTIC ABUSE WORKING PARTY
Number of Meetings Held:	3 I TOOK OVER IN SEPTEMBER.
Number of Meetings Attended:	ONE, I HAVE NOT BEEN ABLE TO MAKE ANY MORE AS THE DAY OF THE MEETINGS CHANGED.
Principal Activities/Purpose:	ADDRESSING ALL FORMS OF DOMESTIC ABUSE. THE GROUP HAS SEVEN KEY AIMS, REGARDING RAISING AWARENESS, THEY SHARE INFORMATION <del>AND</del> WITH AGENCIES BY FOSTERING INTERAGENCY CO-OPERATION. SCRUTINISE LOCAL POLICIES AND PRACTISE. TOO MUCH TO FIT IN THIS SPACE.
Achievements:	ATTENDED THE PORTAL LAUNCH IN DECEMBER. HELPED RAISE AWARENESS OF THE GROUP AT THE TOLD AGM.
Issues of Importance to the Council/Current Work of significance to the Council:	FROM THE STRATEGIC ANALYSIS: DOMESTIC ABUSE IN SUSSEX, - SURREY AND SUSSEX POLICING TOGETHER, JANUARY 2016. "BETWEEN 1ST APRIL 2014 AND 31ST MARCH 2015, SUSSEX POLICE RECORDED 10,456 INCIDENTS OF DOMESTIC ABUSE, 86.2% OF WHICH WERE RECORDED AS CRIMES (9,014 OFFENCES)
Areas of Concern (financial, support/assistance, publicity etc):	MAKING PEOPLE AWARE OF DOMESTIC ABUSE ISSUES.

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> Yes / No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>TO CONTINUE WITH THIS IMPORTANT GROUP.</p> <p>THE MEETINGS ARE HELD IN THE DAYTIME.</p>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Carol Campbell
<b>Outside Body/Organisation:</b>	Mercread Centre
<b>Number of Meetings Held:</b>	5
<b>Number of Meetings Attended:</b>	5

<b>Principal Activities/Purpose:</b>	The running of the Mercread Centre. Activities held there are a very successful youth club, support groups, a nursery, and they also rent the space for activities such as Army Cadets, Fitness lessons etc.
<b>Achievements:</b>	The Mercread is an excellently run Centre, with many active volunteers and a lively, committed group of amazing people who are passionate about working with the Young People in town and offering them a place where they can do a range of activities after school.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Currently I don't think there are issues to report.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	I have absolutely no concern about this place. They have such capable, serious and competent people running it, it is refreshing and are financially stable. A true asset to our town.

<b>Should Representation Continue?</b>	Yes
	I had a great time being part of this group and would love to continue working with them if they need me. I believe that although we are not particularly "needed" it is good to maintain a close bond with the Mercread.

<b>Number of Representatives Correct?</b>	<b>Yes</b>
	I believe for now one representative is enough.
<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Be engaged, committed and enjoy working for young people.
<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	No more comments.

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Penny Lower
<b>Outside Body/Organisation:</b>	Seaford Allotment & Leisure Gardens Society
<b>Number of Meetings Held:</b>	5 [incl. AGM]
<b>Number of Meetings Attended:</b>	3 + visit

<b>Principal Activities/Purpose:</b>	<p>The objectives of the Seaford Allotment and Leisure Gardens Society are:</p> <ol style="list-style-type: none"> <li>1. To encourage and improve the standard of gardening on Sutton Drove Allotments, Seaford.</li> <li>2. To promote the interests of all members in their gardening activities and to take joint action for the benefit of members.</li> <li>3. To conduct negotiations with Seaford Town Council (STC) for the use of gardening land.</li> <li>4. To take action to protect members against damage, trespass and thefts.</li> <li>5. To obtain a supply of seeds and fertilisers on behalf of members.</li> <li>6. To support any lectures, shows and other social events arranged by the Seaford Allotment and Leisure Gardens Society.</li> <li>7. To do anything which is conducive to the furtherance of the Society's objectives.</li> </ol>
<b>Achievements:</b>	<p>From Chair's Report:</p> <p>"I am pleased to report that our relationship with the Town Council has improved beyond what we thought was possible a few months back. In addition the Town Council has appointed a councillor, Councillor Penny Lower to provide another channel of communication."</p> <p>The main item of note this year is the receipt of grants to the total of £11716. We received £9716 from the Lottery Fund and £2000 from the Seaford Town Council. These are restricted funds to be spent on the Wilderness Area and Composting Toilet. Always a waiting list for plots.</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>The Allotments are on a STC site and provide facilities and leisure opportunities for a large number of Seaford residents. The site is in a residential setting and relations with neighbours are cooperative and cordial.</p>

<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Meetings always on Thursday evenings therefore clashes with STC meetings inevitable.
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<b>Should Representation Continue?</b>	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	Yes
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	PL happy to continue as representative.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	<p>Current issue concerns Bee-keeping. Not currently allowed, but increasing number of members want it considered. Proving contentious.</p> <p>Occasional security issues on-site. Committee would like some 'new blood' – none forthcoming at AGM.</p>
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Richard Honeyman
<b>Outside Body/Organisation:</b>	Seaford Community Partnership – Cross Seaford Transport Working Group
<b>Number of Meetings Held:</b>	2-3 per year
<b>Number of Meetings Attended:</b>	2

<b>Principal Activities/Purpose:</b>	The Seaford Community Partnership, as a co-ordinating and advisory body which looks to raise Seaford's needs and strengths in Councils and other public forums, has been looking at transport needs across the town.
<b>Achievements:</b>	Feedback from other community groups and organisations including local councils. Current issues – school traffic speeding, access at Seaford and Bishopstone stations, Hospital Transport, Bus groups. Seaford Brighton Community Partnership, Road Closures, Events.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Input into Neighbourhood Plan imminently.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Evening Meetings in Seaford.

<b>Should Representation Continue?</b>	Yes
<b>Number of Representatives Correct?</b>	Yes

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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# Seaford Town Council

## Report of a Representative on an Outside Body for Year 2015/2016

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	SEAFORD HEAD LOCAL NATURE RESERVE
Number of Meetings Held:	3
Number of Meetings Attended:	3

Principal Activities/Purpose:	SEAFORD HEAD LOCAL NATURE RESERVE COMMITTEE COORDINATES THE MAINTENANCE AND MANAGEMENT OF THE SITE, VARIOUS ORGANISATIONS WHO ARE INVOLVED IN THE NATURE RESERVE ATTEND THE MEETINGS.
Achievements:	SUSSEX WILDLIFE TRUST MANAGES THE SITE, AND HAVE ACHIEVED THE FOLLOWING: NEW RIDE HOME GAP, VOLUNTEER SESSIONS ON THE RESERVE. THE SEAFORD NATURAL HISTORY SOCIETY CARRIED OUT A MOON CHARTER SURVEY, THEY CARRY OUT SURVEYS TO IDENTIFY NEW SPECIES ON THE RESERVE.
Issues of Importance to the Council/Current Work of significance to the Council:	AS ONE OF THE JOINT OWNERS OF SHLWR IT IS IMPORTANT THAT THERE IS REPRESENTATION TO FEED BACK TO THE COUNCIL AS TO WHAT IS HAPPENING.
Areas of Concern (financial, support/assistance, publicity etc):	THE MANAGEMENT PLAN IS DUE FOR REVIEWAL BUT IS ON HOLD, UNTIL IT IS DECIDED WHETHER TO ENTER INTO A LEASE WITH SUSSEX WILDLIFE TRUST.

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>THE MEETINGS ARE HELD IN THE DAYTIME.</p>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 201~~5~~<sup>6</sup>/~~2015~~<sup>6</sup>

Name of Representative:	Marion Lambert.
Outside Body/Organisation:	Seaford Head Swimming Pool
Number of Meetings Held:	2?
Number of Meetings Attended:	1

Principal Activities/Purpose:	Maintenance of the pool.
Achievements:	It is still open and functioning
Issues of Importance to the Council/Current Work of significance to the Council:	Wall retaining path to entrance needs repair.
Areas of Concern (financial, support/assistance, publicity etc):	Retaining wall.

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23 APR 2016

Should Representation Continue?	Yes / <del>No</del>
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If no, why do you think not? Have the group/organisation agreed with this?

Number of Representatives Correct?	<del>Yes</del> / No
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If no, how many and why?

Due to ill health I was able to attend only one meeting.

Carol Campbell attended the first for me

Recommendations (if any) to the Council or next Councillors to act as representative:	
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Any Other Comments Relating to this Outside Body/Organisation:	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Carol Campbell
<b>Outside Body/Organisation:</b>	Seaford Musical Theatre
<b>Number of Meetings Held:</b>	4
<b>Number of Meetings Attended:</b>	4

<b>Principal Activities/Purpose:</b>	Promote performing arts, musicals, theatre performances held at the Barn Theatre To assist the creation of an Arts Hub in town at the theatre.
<b>Achievements:</b>	Unfortunately this committee has recently been dissolved after the Chairman's resignation.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	I really welcome the idea of a place people can go and perform, watch a play, have a coffee, be in touch with arts events in town. I am hoping they will soon form a new committee which I will look forward to being able to support.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Main area of concern is really the fact that everyone is really strapped for time to make this happen, so more volunteers who could support the Theatre would be ideal, who knows, maybe they could then re instate the committee.

<b>Should Representation Continue?</b>	No
	If no, why do you think not? Have the group/organisation agreed with this?  At the moment they are not active so not needed.
<b>Number of Representatives Correct?</b>	Yes
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Be enthusiastic and enjoy the performing arts is a must.
<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	The Barn people are just so lovely and open to ideas, a pleasure having been part of their committee.

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



# Seaford Town Council

## Report of a Representative on an Outside Body for Year 12015/2016

Name of Representative:	Olivia Hareyman
Outside Body/Organisation:	Seaford TWINNING ASSOCIATION
Number of Meetings Held:	4 COMMITTEE MEETINGS.
Number of Meetings Attended:	3

Principal Activities/Purpose:	<del>SEAFORD</del> TOWN TWINNING WAS DEVELOPED IN EUROPE AS A WAY OF BUILDING STRONG LINKS AND FRIENDSHIPS AFTER THE SECOND WORLD WAR. TO PROMOTE AND FOSTER FRIENDSHIP AND UNDERSTANDING BETWEEN THE PEOPLES OF BÖNNINGSTEDT, CRIVITZ AND SEAFORD.
Achievements:	PLAUSCHGRUPPE CONVERSATION EVENTS. PUB SKITTLES @ BARCOME - NOVEMBER 2015 and MARCH 2016. CHRISTMAS MAGIC - 11 STILL. CHINESE NEW YEAR LUNCH PLUS MORE THESE WENT AHEAD, WHERE AS OTHERS WERE CANCELLED DUE TO LACK OF NO'S.
Issues of Importance to the Council/Current Work of significance to the Council:	TO CONTINUE WITH THE TWINNING RELATIONSHIP WHICH SHOULD REMAIN, WITH SEAFORD TOWN COUNCIL, SUPPORTING THE SEAFORD TWINNING ASSOCIATION.
Areas of Concern (financial, support/assistance, publicity etc):	THE STA SECRETARY AND SOCIAL SECRETARY IS NEEDED FOR AUTUMN 2016 and a NEW COMMITTEE INVOLVEMENT FROM AUTUMN 2017 OR THE COMMITTEE WILL CLOSE DOWN. A CAMPAIGN IS NEEDED TO PUBLICISE STA AND WHAT IS STANDS FOR IS NEEDED.

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	MEETINGS ARE HELD IN THE EVENING.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	IT IS IMPORTANT TO CONTINUE BUILDING RELATIONSHIPS WITH EVERYONE.
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



# Seaford Town Council

## Report of a Representative on an Outside Body for Year

2015/2016

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	SEAFORD HEALTH STAKEHOLDERS GROUP
Number of Meetings Held:	5
Number of Meetings Attended:	5

Principal Activities/Purpose:	TO INFORM COUNCILLORS and RESIDENTS OF HEALTH CONCERNS, WHAT IS/IS NOT HAPPENING IN THE SEAFORD AREA.
Achievements:	BUILDING RELATIONSHIPS WITH MEMBERS ON THE GROUP FOR EXAMPLE: WAVE LEISURE and THE <del>SEA</del> MEDICAL FACILITIES IN SEAFORD.
Issues of Importance to the Council/Current Work of significance to the Council:	THE COUNCIL IS ABLE TO COMMUNICATE RESIDENTS CONCERNS, FOR EXAMPLE 'WE' NEED MORE HEALTH FACILITIES IF/WHEN NEW HOUSING IS BUILT, <del>AS WELL</del>
Areas of Concern (financial, support/assistance, publicity etc):	

<b>Should Representation Continue?</b>	<input checked="" type="radio"/> Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	<input checked="" type="radio"/> Yes / No
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>THE MEETINGS ARE HELD IN THE DAYTIME.</p>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 201<sup>5</sup>/~~4~~<sup>6</sup>

Name of Representative:	Marion Lambert.
Outside Body/Organisation:	Trees.
Number of Meetings Held:	Three monthly.
Number of Meetings Attended:	1

Principal Activities/Purpose:	Planting and care of Trees in Seaford.
Achievements:	Self evident in number of trees planted in past few years.
Issues of Importance to the Council/Current Work of significance to the Council:	General improvement of surroundings.
Areas of Concern (financial, support/assistance, publicity etc):	?

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23 APR 2016

Should Representation Continue?	Yes / <del>No</del>
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	<del>Yes</del> / No
	If no, how many and why? Due to ill health surrendered this job to Alan hathorn

Recommendations (if any) to the Council or next Councillors to act as representative:	Can recommend this committee as pleasant and efficient.
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Any Other Comments Relating to this Outside Body/Organisation:	
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## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Alan Latham
<b>Outside Body/Organisation:</b>	Tree Wardens Group (substituting for Cllr Marion Lambert)
<b>Number of Meetings Held:</b>	
<b>Number of Meetings Attended:</b>	1

<b>Principal Activities/Purpose:</b>	To replace/undertake new planting and maintain trees of a suitable species in public places (including roadside verges) in Seaford.
<b>Achievements:</b>	The Group comprises volunteers of an incredibly high and dedicated calibre benefiting from application of experience gained in previous roles. My contribution therefore simply to be available as a point of contact/interface with STC if required. To this end at the one meeting attended I was able to advise on the STC grant process in context of 3 <sup>rd</sup> party donations received direct to Tree Wardens Group for purpose of planting in particular locations.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Link is useful and should be maintained but ad hoc only required. Work of Group is extremely valuable to Seaford and must save STC significant sums financially (both admin and materials) and improve the attraction of Seaford as a place to visit and to live in.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	None

<b>Should Representation Continue?</b>	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
<b>Number of Representatives Correct?</b>	Yes
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Important to meet and introduce yourself and be available if required. Otherwise Group more than able to achieve its objectives with minimal intervention from STC.
--	---

<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	Superb well run Outside Body.
---	-------------------------------

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/2016

<b>Name of Representative:</b>	Carol Campbell
<b>Outside Body:</b>	Youth Task Group
<b>Number of Meetings Held:</b>	5
<b>Number of Meetings Attended:</b>	5

<b>Principal Activities/Purpose:</b>	To promote, raise funds and run activities, support and guidance to Youths in Seaford. They are an excellent group of people very committed to providing support for Seaford's youth with Youth Activities, Mental Health issues, Social activities and more.
<b>Achievements:</b>	During this year we have been trying to get funds for a mental health support service for young people in town. Also we have created a group called Seaford Youth Activities board on Facebook which now has close to 400 members, amongst parents and institutions around town providing a huge variety of activities locally for children and young people. I run this group together with two other volunteers and it has proven the place to consult to find out about for activities for young people in town.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The work done by this group is very important and I recommend continued support, as a lot more can be achieved.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Yes it would be very nice indeed if we could help this group financially. Particularly in the area of Youth mental Health support which is a widely increasing concern in our society. This group is so committed and I would love to see their amazing ideas and projects become reality. We need them in this town.

<b>Should Representation Continue?</b>	Yes
	I had a great time being part of this group and would love to continue working with them if they need me and want me. I have lots of ideas and hope I can carry on the work I am doing alongside them.

<b>Number of Representatives Correct?</b>	<b>Yes</b>
	Two committed representatives are a good number.
<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Be engaged, committed and enjoy working for young people.
<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	No more comments

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Report of a Representative on an Outside Body for Year 2015/16

<b>Name of Representative:</b>	Lindsay Freeman
<b>Outside Body:</b>	Youth Task Group
<b>Number of Meetings Held:</b>	5
<b>Number of Meetings Attended:</b>	2

<b>Principal Activities/Purpose:</b>	To promote, raise funds and run activities, support and guidance to Youths in Seaford. This is an excellent group of people who are committed to providing support for Seaford's youth with Youth Activities, Mental Health issues, Social activities and more.
<b>Achievements:</b>	During this year they have been trying to get funds for a mental health support service for young people in town. Also a group called Seaford Youth Activities board has been created on Facebook, it has close to 400 members, including parents and institutions around town providing a huge variety of activities locally for children and young people. Cllr Campbell runs this group together with two other volunteers and it has proven the place to find out about for activities for young people in town.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The work done by this group is very important and I recommend continued support, as a lot more can be achieved.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	Financial support is badly needed especially for Youth Mental Health support which is a widely increasing concern in our society. The group is very committed and it would to see their ideas and projects become reality. The young people need support in Seaford as there is little for the 14-18 age group, especially for mental health.

<b>Should Representation Continue?</b>	Yes
	Unfortunately I was not informed of this group's meeting when I opted to join them.
<b>Number of Representatives Correct?</b>	Yes

Two committed representatives are a good number.

**Recommendations (if any) to the Council or next Councillors to act as representative:**

Be engaged, committed and enjoy working for young people.

**Any Other Comments Relating to this Outside Body/Organisation:**

No more comments

Please kindly return this form to the PA to the Town Clerk by Tuesday 3<sup>rd</sup> May 2016 at the latest.



## Seaford Town Council

### Council Representation on Outside Bodies

#### 1. Introduction

Seaford Town Council has Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∂ The work of the outside body or group directly affecting Council business, services, land or property;
- ∂ The body or group specifically requesting a Council representative;
- ∂ It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∂ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∂ The Council having a financial interest or commitment with the body or group and/or its function.

The outside bodies generally fall in to one of the following categories;

- ∂ A local voluntary community group or organisation;
- ∂ A local charity;
- ∂ A larger association that has an impact on the business of the Council or town;
- ∂ A liaison meeting with other companies or local authorities;
- ∂ A management committee/society managing either Council owned land or properties, or that the Council is in some way financially connected with.

#### 2. The Role of the Council Representative

A Council representative represents the Council as a whole, rather than acting in personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

The representative allows its outside body to gain access to the expertise and knowledge of the Council and also ensure that the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Councillor to substitute for them if the outside body is willing.

Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May.

#### 3. Limitations

It is vital that the representative and the body itself understand the limitations of the Council representative.

A Council representative cannot commit Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.

Administrative support by Council staff is not available to outside bodies nor to Council representatives on outside bodies. Council representatives are responsible for carrying out the administration to support their own role.

An exception to the above is at liaison or management committee meetings where Council Officers may be present, as it has been deemed in the Council's best interest to have an Officer directly involved.

#### **4. Reporting**

In order for both the outside body and Council to benefit from the representation it is important that regular updates are reported back to the Council by the representative.

The four methods considered most effective for reporting back are;

Ø Minutes of meetings;

Any minutes of meetings received by a representative should be sent to Council Officers for forwarding on to all councillors. This is a very effective and efficient way of keeping the Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this.

Ø Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a Committee then in the first instance the Town Clerk should be approached. If it is deemed necessary that a report is made to Council or one of its Committees then Council Officers will liaise with the representative to arrange this.

Ø Email Updates;

Representatives may forward Council Officers any email updates with a request for this to be circulated to all councillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input.

Ø Annual Reports;

Regardless of the number of reports or updates made during the course of the municipal year, representatives will be required to submit an end of year report as part of the agenda for the Council's Annual Meeting. There is a standard form for this report, available from the Council offices, and as much information as possible should be shared.

It is urged that representatives ensure they are regularly feeding back information that is relevant to the Council, Seaford, its residents and/or visitors.

#### **4. Change of Representation**

An outside body is free to reject a specific Council representative on the understanding that the replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.

An outside body is free to inform the Council at any time that Council representatives are no longer required, if its constitution so allows.

A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. A report will then be taken to the next available Full Council meeting to appoint a replacement. Where possible, the Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by the Council.

Adopted: September 2015

Review: September 2017



## Seaford Town Council

Report 03/16

**Agenda Item No:** 11  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Scheme of Delegation  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's Scheme of Delegation.

---

### Recommendations

**You are recommended:**

1. To adopt the amended Scheme of Delegation as attached at Appendix A.
- 

#### 1. Information

- 1.1 Standing Order 5.j.xi states that at its Annual Meeting the Council will conduct a review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities; Seaford Town Council sets out these delegation arrangements in its Scheme of Delegation.

- 1.2 Attached at Appendix A is the Scheme of Delegation as adopted by the Council at its meeting on 25<sup>th</sup> June 2015. Included on this version are draft amendments that are recommended for adoption.

The purpose of these amendments is to reflect current practice and in the case of 3.1.24 to reflect responsibility specifically delegated by Committee during the past Municipal Year.

- 1.3 As mentioned in the review of the Standing Orders elsewhere on this agenda, it is recommended that the review of certain policies be removed from Standing Orders as being an item of business that must be carried out at each Annual Meeting. Where the policy is not in need of amendment this is not a good use of resources.

Council Officers maintain the Policy Timetable, alerting as to when a policy is due for review, and regularly review policies and procedures for their day-to-day effectiveness and accuracy, as is good practice. The Scheme of Delegation is included on this timetable.

#### 2. Financial Appraisal

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

#### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

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 all policies including Standing Orders, Financial Regulations and the 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 Appointing Council representatives to outside bodies.
- 1.9 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. Similarly where a Committee has no delegated power to make a decision it makes a recommendation to Council.

#### 2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.

#### 2.2 Finance & General Purposes Committee

All matters (except for creating Council Policy) relating to;

- 2.2.1 Review of budget position.
- 2.2.2 Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all internal audit reports.
- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- 2.2.8 Checking Annual review of salaries is in order.

Adopted: 25<sup>th</sup> June 2015 12<sup>th</sup> May 2016

Review: June 2016 May 2017

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## **2.3 Community Services Committee**

**All matters (except for creating Council Policy) relating to;**

- 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 and The View).
- 2.3.8** Crypt & 23 Church Street.
- 2.3.9** Old Town Hall.
- 2.3.10** Public toilets.
- 2.3.11** 37 Church Street.
- 2.3.12** Hurdis House.
- 2.3.13** CCTV.
- 2.3.14** Other open spaces.
- 2.3.15** Seating, dog & litter bins.
- 2.3.16** Events.
- 2.3.17** Community support.
- 2.3.18** Tree wardens.
- 2.3.19** Bus Shelters.
- 2.3.20** Street Lighting.
- 2.3.18, 2.3.21** Spend within the Community Services Budget (including the Planning & Highways cost centre)

## **2.4 Planning & Highways Committee**

**All matters (except for creating Council Policy) relating to;**

- 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, 2.4.4** ~~Street naming.~~
- 2.4.7, 2.4.5** ~~Local and regional plans.~~

Adopted: 25<sup>th</sup> June 2015 12<sup>th</sup> May 2016  
Review: June 2016 May 2017

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## **2.5 Golf Committee**

**All matters (except for creating Council Policy) relating to;**

**2.5.1** Seaford Head Golf Course.

**2.5.2** The View at Seaford Head Golf Course.

**2.5.3** Reviewing and approving policies of Seaford Head Golf Club.

**2.5.4** Spend within the Golf Budget

## **2.6 Personnel Committee**

**All matters (except for creating Council Policy) relating to;**

**2.6.1** All personnel matters not delegated to officers.

**2.6.2** Authorise or not all incremental pay rises following staff appraisals

## **2.7 Grievance/Disciplinary Sub-Committee**

**All matters (except for creating Council Policy) relating to;**

**2.7.1** Consider and resolve all staff grievances in accordance with Grievance Policy.

**2.7.2** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.

## **2.8 Appeals Committee**

**All matters (except for creating Council Policy) relating to;**

**2.8.1** Consider and resolve all staff appeals concerning grievance or disciplinary matters.

**2.8.2** Consider and resolve all Freedom of Information Act Appeals.

**2.8.3** Consider and resolve appeals to decisions relating to a complaint.

**2.8.4** Consider all appeals against decisions where this is available within a policy.

**2.8.5** *Note; the committee cannot consider an appeal against a decision taken at a Town Council meeting.*

## **3 Delegation to Officers**

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions 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.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

### **3.1 Town Clerk**

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

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Adopted: 25<sup>th</sup> June 2015 12<sup>th</sup> May 2016  
Review: June 2016 May 2017

3

**In addition;**

- 3.1.1 Issue all statutory notifications.
- 3.1.2 Receive declarations of acceptance of office.
- 3.1.3 Receive and record notices disclosing pecuniary interests.
- 3.1.4 Receive and retain documents and plans.
- 3.1.5 Hold the Council's Seal and apply it to documents as approved.
- 3.1.6 Sign notices or other documents on behalf of the Council.
- 3.1.7 Receive copies of By-laws made by principal authority.
- 3.1.8 Certify copies of By-laws made by the Council.
- 3.1.9 Sign summons to attend meetings.
- 3.1.10 Ensure compliance with Standing Orders and Financial Regulations.
- 3.1.11 Manage all Town Council staff, either directly or indirectly.
- 3.1.12 Manage the provision of Council services, buildings, land and resources.
- 3.1.13 Incur expenditure in an emergency up to £5,000 whether budgeted or not.
- 3.1.14 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.15 Deal with dispensation requests from Members under the Code of Conduct.
- 3.1.16 Deal with matters specifically delegated by Council or Committee.
- 3.1.17 Take all decisions relating to the training of Councillors & staff.
- 3.1.18 Appoint all employees in accordance with the Council's staff structure.
- 3.1.19 Authorise minor adjustments to contracts of employment.
- 3.1.20 Deal with all disciplinary hearings in accordance with the Council's Disciplinary Policy.
- 3.1.21 Responsible for the overall management of all budgets in accordance with Council Policies.
- 3.1.22 Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- 3.1.23 Overall responsibility for Health & Safety across all Council owned sites.
- 3.1.23.1.24 Considering requests for refund or credit of golf membership fees subject to written proof of ill health being received.

**3.2 Support Services Manager**

- 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.

Adopted: 25<sup>th</sup> June 2015 12<sup>th</sup> May 2016  
Review: June 2016 May 2017

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3.2.5 Management of Council salaries in accordance with contracts of employment.

3.2.6 Day to day management of all employees within section.

3.2.7 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 Day to day management of all employees within section.

3.3.5 Matters specifically delegated by Council or Committee.

3.3.6 Developing income generating activities.

3.3.7 Responsible for the management of the Community Services budget in accordance with Council Policy.

**3.4 Business Restaurant & Bar Manager - The View, at Seaford Head Golf Club**

3.4.1 Day to day management of The View.

3.4.2 Management of the maintenance of the facility including the car park.

3.4.3 Day to day management of all employees within section.

3.4.4 Appointment of all employees within structure.

3.4.5 Appointment of temporary and casual employees where a business case can be demonstrated.

3.4.6 Developing income generating activities.

3.4.7 Matters specifically delegated by Council or Committee.

3.4.8 Responsible for the management of The View budget in accordance with Council Policy.

**3.5 Golf Professional (non-employee service contract)**

3.5.1 Day to day management of the Golf Course.

3.5.2 Management of the maintenance of the Course.

3.5.3 Day to day management of all employees within section.

3.5.4 Authorising licensed vermin control shooters on course up to a maximum of four.

3.5.5 Developing income generating activities.

3.5.6 Matters specifically delegated by Council or Committee.

3.5.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.



## Seaford Town Council

**Report 04/16**

**Agenda Item No:** 12  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Standing Orders  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's Standing Orders.

---

### Recommendations

**You are recommended:**

- 1. To adopt the amended Standing Orders as attached at Appendix A.**
- 

### 1. Information

- 1.1** Standing Order 5.j.ix states that at its Annual Meeting the Council will conduct a review of its Standing Orders.
- 1.2** Attached at Appendix A are the Standing Orders as adopted by the Council at its meeting on 6<sup>th</sup> November 2014. Included on this version are draft amendments that are recommended for adoption.
- 1.3** The majority of amendments are reflecting good practice such as the stipulation for members of public wishing to participate in meetings to be present and those recording meetings to do so from a designated location.
- 1.4** The removal of certain items from Standing Order 5.j, business to be transacted at the Annual Meeting of the Council, has been recommended as the Council now operates a Policy Timetable whereby the review date of all Council policies is recorded so it does therefore not need to be duplicated as a requirement to be carried out at the Annual Meeting.

The removal of 5.j.xix has been done to reflect a request from members to have the Meeting Timetable approved earlier in each year to allow both staff and members more notice with regards to booking holidays and annual leave, trying to avoid meeting dates where possible.

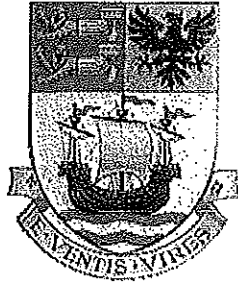
### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



Seaford Town Council

# Standing Orders

Adopted

~~6<sup>th</sup> November 2014~~ 12<sup>th</sup> May 2016  
Review May 2017

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# Seaford Town Council

## Standing Orders

### 1 Rules of debate at all meetings

- a Those rules apply to Full Council as well as Committee and Sub-Committee meetings.
- b Debate on an agenda item can and usually will take place prior to any motion being made.
- c Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- d A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- f If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- g An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- h If an amendment to the original motion is carried, the amended motion becomes the Substantive motion upon which further amendment(s) may be moved.
- i An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- j A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- k If there is more than one amendment to an original or Substantive motion, the amendments shall be moved in the order directed by the Chairman.
- l Subject to Standing Order 1(m) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- m One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

- n A Councillor may not move more than one amendment to an original or Substantive motion.
- o The mover of an amendment has no right of reply at the end of debate on it.
- p Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final Substantive motion immediately before it is put to the vote.
- q Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- r The Chairman will only allow a Councillor to speak again if the Councillor is introducing new information.
- s 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 other irregularity in the proceedings of the meeting he is concerned by.
- t A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- u When a 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 no longer heard or to leave the meeting;
  - vi. to refer a motion to a Committee or Sub-Committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular Standing Order (s) excepting those which reflect mandatory statutory requirements.
- v Before an original or Substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- w Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

## 2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3 Meetings generally

- Full Council meetings
- Committee meetings
- 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 suitable premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- ■ d 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 which shall give reasons for the public's exclusion.
- | e Members of the public may, if they are present, during public participation make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) above shall not exceed 20 minutes unless directed by the Chairman of the meeting.
- g Subject to Standing Order 3(f) above, a member of the public shall not speak for more than four minutes.
- h In accordance with Standing Order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

■ ■ l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent but recording will be allowed if requested in reasonable time to ensure adequate space is available. All such recordings must take place from the designated location and must not interfere with the proceedings. Recordists must remain seated and cannot move around the room.

■ ■ m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

■ n Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).

■ o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

■ ■ ■ p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

- ■ ■ q The Chairman of a meeting 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.

*See Standing Order s 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- ■ ■ r Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. 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 moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of Councillors present and absent, noting those that have given apologies;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.

- ■ ■ t A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.

- u No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. See Standing Order 4d(viii) below for the quorum of a Committee or Sub-Committee meeting.

- ■ ■ v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- w A meeting shall not exceed a period of three hours.

## 4 Committees and Sub-Committees

- a Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.
- b The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.

- c Unless the Council determines otherwise, all the members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.
- d Councillors who cannot attend a Committee or Sub-Committee can appoint any Councillor to attend in their absence as an ex-officio member. The absent Councillor must advise the Town Clerk or Committee Clerk of the nomination.
- e All Councillors who are not members of a Committee are entitled to attend the said meeting and participate but not vote. Non-Committee or Sub-Committee Councillors will however be excluded for exempt items at these meetings.
- f The Council may appoint standing Committees or other Committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of Full Council ;
  - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
  - iv. shall, Subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such a Committee;
  - v. may, Subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the Substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer one day before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing Committee, appoint the Chairman of the standing Committee;
  - vii. shall permit a Committee other than a standing Committee, to appoint its own Chairman at the first meeting of the Committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a Committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
  - xi. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
  - xii. may dissolve a Committee.

## 5 Ordinary Council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
  - i. In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council ;
  - iii. Receipt of the minutes of the last meeting of a Committee;
  - iv. Consideration of the recommendations made by a Committee;
  - v. ~~Review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities;~~
  - vi.v. ~~Review of the terms of reference for Committees;~~
  - vii.vi. Appointment of members to existing Committees;
  - viii.vii. ~~Appointment of any new Committees in accordance with Standing Order 4~~ above;
  - ix. ~~Review and adoption of appropriate Standing Orders and Financial Regulations;~~
  - x.viii. Review of arrangements, including any charters and agency agreements, with

other local authorities and review of contributions made to expenditure incurred by other local authorities;

- ~~xi-ix.~~ Review of representation on or work with external bodies and arrangements for reporting back;
- ~~xii-x.~~ In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- ~~xiii-xi.~~ Review of inventory of land and assets including buildings and office equipment;
- ~~xiv-xii.~~ Confirmation of arrangements for insurance cover in respect of all insured risks;
- ~~xv-xiii.~~ Review of the Council's and/or staff Subscriptions to other bodies.
- ~~xvi.~~ Review of the Council's complaints procedure;
- ~~xvii.~~ Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- ~~xviii.~~ Review of the Council's policy for dealing with the press/media; and
- ~~xix.~~ Determining the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council.

## **6 Extraordinary meetings of the Council and Committees and Sub-Committees**

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place 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 the 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 seven days of having been requested by to do so by four members of the Committee or the Sub-Committee, any four members of the Committee or the Sub-Committee may convene an extraordinary meeting of a Committee or a Sub-Committee.**

## **7 Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.**

- b Such request to be received by the Proper Officer within 7 days of the decision having been made.
- c When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## 8 Voting on appointments

- a Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

## 9 Motions for a meeting that require written notice to be given to the Proper Officer

- a The preferred operation of the Council is for Councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary. However if a Councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- f If the wording or Subject of a proposed motion is considered improper, the Proper Officer shall consult with the 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 in the agenda or rejected.

- g Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## 10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular Committee or Sub-Committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a Committee or Sub-Committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a Councillor or a member of the public;
  - xiii. to exclude a Councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11 Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

- c Only the Councillors who are members of a Committee or Sub-Committee will be entitled to a copy of the confidential papers for that Committee or Sub-Committee.

## 12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, 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.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13 Code of conduct and dispensations

*See also Standing Order 3(f) above.*

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which he has a prejudicial interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- d A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required and

that decision is final.

e A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

f Subject to Standing Orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

g A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances the following applies:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;
- ii. granting the dispensation is in the interests of persons living in the Council's area or;
- iii. it is otherwise appropriate to grant a dispensation.

## 14 Code of conduct complaints

- a Upon notification by the District that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, Subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall

consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

## 15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. at least three clear days before a meeting of the Council, a Committee and a Sub-Committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.  
*See Standing Order 3(b) above for the meaning of clear days for a meeting of a Full Council, and Standing Order 3 (c) above for a meeting of a Committee.*
  - ii. give public notice of the time, place and agenda at least three clear 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);  
*See Standing Order 3(b) above for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) above for a meeting of a Committee.*
  - iii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
  - iv. convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
  - v. facilitate inspection of the minute book by local government electors;
  - vi. receive and retain copies of byelaws made by other local authorities;
  - vii. retain acceptance of office forms from Councillors;
  - viii. retain a copy of every Councillor's register of interests;
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and Subject to the Council's policies and 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;
  - xi. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form in accordance with the Council's Destruction Policy;
  - xii. arrange for legal deeds to be executed;  
*See also Standing Order 22 below.*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations;
  - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
  - xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if any) of the Planning Committee within two working

- days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
  - xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- See also Standing Order 22 below.*

## 16 Responsible Financial Officer

- a The Council shall appoint an appropriate Member of staff as the Responsible Financial Officer.
- b The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17 Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments for each quarter;
  - ii. the Council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The yearend accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following

month of May. The annual return of the Council, which is Subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## 18 Financial controls and procurement

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. procurement policies (Subject to Standing Order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £50,000.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in Standing Order 18(d) below.
- d Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the Submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised on the Council's website and in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be Submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least two Councillors after the deadline for Submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.

- e Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

## 19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee or the Grievance / Disciplinary Sub-Committee is Subject to Standing Order 11 above.
- b The Town Clerk shall manage the Council's sickness absence in accordance with Council Policy.
- c The Mayor of the Council and the Chairman of the Personnel Committee (or Vice-Chairman if this is the Mayor) or in his absence, the Deputy-Mayor shall conduct an annual review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is Subject to approval by resolution by Personnel Committee.
- d All staff grievances will be conducted in accordance with the Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g ~~Only~~ Unless authorised in advance by the Town Clerk, only Managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 19(f) and (g) above shall be provided only to employees or Councillors who are fulfilling a delegated or Council authorised function.

## 20 Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act

2000 and the Data Protection Act 1998.

- b Correspondence from, and notices served by, the Information Commissioner shall be acted on by the Proper Officer in strict accordance with the correspondence / notice.

## 21 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's Press & Media Policy and Press Release Procedure.

## 22 Execution and sealing of legal deeds

*See also Standing Order s 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to Standing Order 22(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

## 23 Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillors of the District and County Council representing the area of the Council.
- b Where deemed necessary by the relevant officer correspondence sent to the District or County Council shall be copied to the relevant District or County Councillor(s).

## 24 Restrictions on Councillor activities

- a Unless authorised by a resolution, no Councillor shall:
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect (this does not apply to publically accessible property); or
  - ii. Issue orders, instructions or directions.

## 25 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory

requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.



## Seaford Town Council

**Report 05/16**

**Agenda Item No:** 13  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Financial Regulations  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To approve deferring the review of the Council's Financial Regulations.

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### Recommendations

**You are recommended:**

1. To approve deferring the review of the Council's Financial Regulations until the next Council meeting.

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### 1. Information

- 1.1 The Council adopted its current version of the Financial Regulations at its meeting on 9<sup>th</sup> April 2015. Standing Order 5.j.ix currently states that the Council will review its Financial Regulations at each Annual Meeting.
- 1.2 A review is being carried out at present by the Support Services Manager in conjunction with the Financial Consultant, Allen Gales. It has not been possible to complete the review due to financial year end and other tasks that have been forced to take priority, it is expected however that the Regulations will be ready for presentation to the Council at its next meeting.
- 1.3 Members are asked to approve deferring the review and adoption of the Council's Financial Regulations until the next Council meeting (the exact date of which is mentioned elsewhere on this agenda).

### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



## Seaford Town Council

Report 06/16

**Agenda Item No:** 14  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Fixed Asset Register  
**By:** Ben King, Projects & Facilities Manager  
**Purpose of Report:** To present the Council's Fixed Asset Register.

---

### Recommendations

You are recommended:

1. To note the Fixed Asset Register as attached at Appendix A.
- 

### 1. Information

- 1.1 In 2015 under the guidance of the Internal Auditor, Council Officers reformatted the Fixed Asset Register to more clearly present the Council's fixed assets.
- 1.2 At the Council meeting on 18<sup>th</sup> May 2015 when the Register was adopted, it was explained under the existing arrangements the value of Council assets will only change when assets are sold or purchased (following the guidance set out in the Practitioners Guide on Governance and Accountability for Local Councils).
- 1.3 Attached at Appendix A is the Fixed Asset Register updated with the proxy cost as at 31<sup>st</sup> March 2016.
- 1.4 Community land is given only a notional value in accordance with the recommendations for community land. Buildings and other insured assets have been valued at their insurance valuation i.e. replacement cost. Uninsured assets are given an estimated value.
- 1.5 This Register remains a working document; the condition of all assets will be checked and verified to assist with keeping the register up to date. There will be a more detailed review of Insurance values within the next 12 months as the current values listed are based upon figures from 31<sup>st</sup> March 2012.

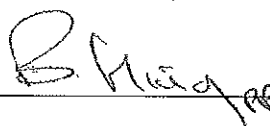

### 2. Financial Appraisal

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

### 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk

## Fixed Asset Register

Box 9 on  
Annual Return  
31/03/2016Annual Return  
31/03/2015

Description of Asset	Valuation 31/03/2015	Disposals	Additions	Proxy Cost at 31/03/2016	Insurance Value	Replacement Value	Notes
<b>Insured</b>							
Hurdle House	£ 850,780.00	£ -	£ -	£ 850,780.00	£ 929,670.28		31/03/2012 Insurance Value used as proxy cost
Centenary Clock	£ 3,380.00	£ -	£ -	£ 3,380.00	£ 3,693.95		31/03/2012 Insurance Value used as proxy cost
Old Town Hall and Turrets	£ 266,770.00	£ -	£ -	£ 266,770.00	£ 297,006.78		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Greenskeepers Office	£ 33,887.00	£ -	£ -	£ 33,887.00	£ 37,028.24		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Equipment Shed	£ 16,274.00	£ -	£ -	£ 16,274.00	£ 17,793.04		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club House & Pro Shop - New	£ 1,542,653.90	£ -	£ 7,582.00	£ 1,550,235.90	£ 1,751,000.00		Construction completed but ongoing costs
Seaford Head Golf Club Depot	£ 84,450.00	£ -	£ -	£ 84,450.00	£ 92,297.72		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Mics & Mowers	£ 277,083.00	£ -	£ -	£ 277,083.00	£ 270,510.00		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Vehicle	£ 8,000.00	£ -	£ -	£ 8,000.00	£ 4,000.00		31/03/2012 Insurance Value used as proxy cost
South Hill Barn	£ 773,590.00	£ -	£ -	£ 773,590.00	£ 846,257.17		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Toilets	£ 135,960.00	£ -	£ -	£ 135,960.00	£ 148,357.16		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Café	£ 214,240.00	£ -	£ -	£ 214,240.00	£ 234,103.84		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Base	£ 88,168.00	£ -	£ -	£ 88,168.00	£ 96,343.55		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Cricket Pavilion	£ 187,460.00	£ -	£ -	£ 187,460.00	£ 204,842.60		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Changing Area	£ 320,330.00	£ -	£ -	£ 320,330.00	£ 350,033.24		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Scout Hut	£ 95,790.00	£ -	£ -	£ 95,790.00	£ 104,672.32		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Lifeguard Hut	£ 156,357.76	£ -	£ 156,357.76	£ 156,357.76	£ 156,357.76		Old equipment removed and replaced with new during 2015/16
Salts Recreation Ground - Children's Play & Gym	£ 56,580.00	£ -	£ -	£ 56,580.00	£ 30,795.04		31/03/2012 Insurance Value used as proxy cost
Salts Recreation Ground - Skate Park	£ 28,182.00	£ -	£ -	£ 28,182.00	£ 46,145.88		31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Public Toilets	£ 42,230.00	£ -	£ -	£ 42,230.00	£ 104,672.32		31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Bowls Club	£ 95,790.00	£ -	£ -	£ 95,790.00	£ 104,672.32		This looked to be incorrect - removed and replaced with 3 below
Crouch Gardens - Sheds	£ 8,240.00	£ -	£ -	£ -	£ -		31/03/2016 Insurance Value used as proxy cost
Crouch Garden - Garden Shed	£ 1,247.06	£ -	£ 1,247.06	£ 1,247.06	£ 1,247.06		31/03/2016 Insurance Value used as proxy cost
Crouch Garden - Football Store	£ 9,004.07	£ -	£ 9,004.07	£ 9,004.07	£ 9,004.07		31/03/2016 Insurance Value used as proxy cost
Crouch Gardens - Groundsman Store	£ 9,004.07	£ -	£ 9,004.07	£ 9,004.07	£ 9,004.07		31/03/2016 Insurance Value used as proxy cost
Crouch Gardens - Football Pavilion & Changing Room	£ 486,290.00	£ -	£ -	£ 486,290.00	£ 446,827.00		31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Children's Play Area	£ 31,944.00	£ -	£ -	£ 31,944.00	£ 34,806.52		31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Loft Cabin	£ 4,671.64	£ -	£ 4,671.64	£ 4,671.64	£ 4,659.71		Purchased in 2013 but was not added to asset register until 2015/16
Crypt Gallery - 23 Church Street	£ 489,557.00	£ -	£ -	£ 489,557.00	£ 534,953.09		31/03/2012 Insurance Value used as proxy cost
Marallo Tower	£ 2,245,400.00	£ -	£ -	£ 2,245,400.00	£ 2,453,800.21		31/03/2012 Insurance Value used as proxy cost
Marallo - Toilets	£ 184,376.00	£ -	£ -	£ 184,376.00	£ 201,466.07		31/03/2012 Insurance Value used as proxy cost
Marallo Beach Huts	£ 103,924.00	£ -	£ -	£ 103,924.00	£ 112,550.88		31/03/2012 Insurance Value used as proxy cost
CCTV Cameras	£ 87,924.00	£ -	£ -	£ 87,924.00	£ 96,076.81		31/03/2012 Insurance Value used as proxy cost
Civilo Regalia	£ 51,500.00	£ -	£ -	£ 51,500.00	£ 56,275.44		31/03/2012 Insurance Value used as proxy cost
Shelters	£ 34,241.00	£ -	£ -	£ 34,241.00	£ 37,416.42		31/03/2012 Insurance Value used as proxy cost
Kiosk - West View	£ 21,650.00	£ -	£ -	£ 21,650.00	£ 23,636.69		31/03/2012 Insurance Value used as proxy cost
Kiosk - Marallo (The Esplanade)	£ 15,450.00	£ -	£ -	£ 15,450.00	£ 16,882.83		31/03/2012 Insurance Value used as proxy cost
Christmas Lights	£ 15,213.00	£ -	£ 1,687.00	£ 15,213.00	£ 14,780.18		31/03/2012 Insurance Value used as proxy cost - new addition 2015/16
<b>Contents</b>							
Office 37 Church Street	£ 52,256.00	£ -	£ 2,259.00	£ 52,256.00	£ -		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club	£ 256,073.00	£ -	£ 3,725.00	£ 256,073.00	£ 262,350.00		There is a separate spreadsheet listing out these items
Seaford Head Golf Club Depot	£ 21,000.00	£ -	£ -	£ 21,000.00	£ 15,665.00		31/03/2012 Insurance Value used as proxy cost
The Base	£ 2,376.00	£ -	£ -	£ -	£ -		Removed in 2015/16
The Crypt	£ 25,750.00	£ -	£ -	£ 25,750.00	£ 22,510.18		31/03/2012 Insurance Value used as proxy cost
<b>Total Insured</b>	<b>£ 9,473,365.00</b>						
<b>Not Insured</b>							
Street Planters	£ 2,000.00	£ -	£ -	£ 2,000.00	n/a		31/03/2012 Estimate
Street Furniture	£ 14,000.00	£ -	£ -	£ 14,000.00	n/a		31/03/2012 Estimate
Notice Boards	£ 80.00	£ -	£ -	£ 80.00	n/a		31/03/2012 Estimate
Seating - Other	£ 14,000.00	£ -	£ 7,000.00	£ 21,000.00	n/a		31/03/2012 Estimate - new additions during 2015/16
Seating - Seafrost	£ 30,000.00	£ -	£ -	£ 30,000.00	n/a		31/03/2012 Estimate
Salts Recreation Ground - Rugby Clubhouse	£ 699,000.00	£ -	£ -	£ 699,000.00	n/a		31/03/2012 Insurance Value (Insured by Rugby Club)
Street Lighting	£ 23,000.00	£ -	£ -	£ 23,000.00	n/a		31/03/2012 Estimate
Bus Shelters	£ 8,000.00	£ -	£ -	£ 8,000.00	n/a		31/03/2012 Estimate

Appendix A

Description of Asset	Valuation at 31/03/2015	Disposals	Additions	Proxy Cost at 31/03/2016	Insurance Value	Replacement Value	Notes
War Memorial	£10,200,000.00	£	£	£ 20,000.00	n/a		31/03/2012 Estimate
Afriston Road	£2,750,000.00	£	£	£ 1,000.00	n/a		Nominal
Avondale / Blatchington 1 (see Pond)	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Avondale / Blatchington 2	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Bishopstone Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Blatchington Pond	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Broad Street	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Lexden Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Lexden Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Marallo Field	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Norham Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Palham Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
The Ridings	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Sandown Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Sutton Drive	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Chyngton Way	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
The Covers	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Fire Close	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Giddege Road	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Hardwick House	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
High & Over	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
The Holt	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Village Green	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Sutton Drive Allotments	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Southdown Road Allotments	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Seaford Head Estate Including Golfcourse	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Seyne Road Junction South Street	£1,000,000.00	£	£	£ 1,000.00	n/a		Nominal
Total Not Insured	£ 805,107.00			£ 815,107.00			
<b>INTANGIBLE FIXED ASSETS</b>							
	£10,159,132.40			£10,294,472.00	£		
<b>LOANS</b>							
Seahaven Fm Loan	£ 4,255.00	£ 2,836.92	£ -	£ 1,418.08			Loan amount outstanding as at 31/03/2016
F Morely Loan	£ 225,000.00	£ -	£ -	£ 25,000.00			Loan amount outstanding as at 31/03/2016
<b>TOTAL ASSETS &amp; INVESTMENTS</b>	<b>£10,188,387.40</b>			<b>£10,320,890.08</b>	£		



## Seaford Town Council

**Report 07/16**

**Agenda Item No:** 15  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Insurance Arrangements  
**By:** Ben King, Projects & Facilities Manager  
**Purpose of Report:** To present an update on the Council's Insurance Arrangements.

---

### Recommendations

You are recommended:

1. To note the information regarding the Council's Insurance Arrangements.
- 

### 1. Information

- 1.1 The Council was previously in a 5 year agreement with Zurich for its various types of insurance cover; an agreement that expired on 31<sup>st</sup> March 2016.
- 1.2 At its meeting on 3<sup>rd</sup> March 2016 the Finance & General Purposes Committee delegated authority to the Town Clerk to award the contract to the most competitive tenderer following a tender selection process, in consultation with the Mayor and Chairman of the Committee.
- 1.3 Following the selection process Zurich were awarded the contract for a 3 year period, taking effect from 1<sup>st</sup> April 2016 until 31<sup>st</sup> March 2019, with an option to extend the term to 5 years with the same discounts applied.
- 1.4 Zurich were able to submit a very competitive tender quote resulting in a significant saving of around 38% on the budgeted figure for 2016/17. The premium also includes insurance tax, which in November 2015 rose from 6% to 9.5%.
- 1.5 The insurance arrangements will be reviewed prior to the expiry of the 3 year contract in 2019; and the option of extending for a further 2 years will be assessed based upon market conditions at that time.

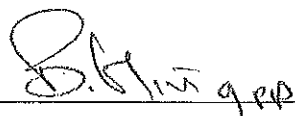

### 2. Financial Appraisal

The annual insurance premium totals £16,430.05, representing a saving of £10,071 on the budgeted amount for 2016/17..

### 3. Contact Officer

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

Projects & Facilities Manager

Town Clerk



## Seaford Town Council

Report 08/16

**Agenda Item No:** 16  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Annual Subscriptions  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's and Officer's annual subscriptions and approve the spend therein.

---

### Recommendations

You are recommended:

1. To approve the Council's subscriptions and spend therein as detailed below.
- 

#### 1. Information

The Council and its officers hold subscriptions to the following external bodies, which it is recommended the Council approves continuing with:

	Subscription (purpose)	2015/16 Amount
1.1	Association of Accounting Technicians (necessary membership for Support Services Manager to undertake AAT Qualification)	£88.00
1.2	British and International Golf Greenkeepers Association (key greenkeeping professional body, membership covers all Green keeping staff and the Council, valued source of information and updates)	£248.00
1.3	British Association of Shooting and Conservation (provides necessary insurance and guidance for licensed vermin control shooters on Seaford Head Golf Course)	£74.00
1.4	Chartered Institute of Legal Executives (Town Clerk's membership, necessary to retain Chartered Lawyer status)	£355.00
1.5	Chartered Institute of Management (Town Clerk's membership; provides access to useful information and training for the Council, subscription approved by Personnel Sub-Committee in place of SLCC membership)	£196

- |      |  |           |
|------|--|-----------|
| 1.6  | Chartered Institute of Personnel and Development<br><i>(necessary membership for Town Clerk to undertake MSC in Human Resources Management also provides access to useful personnel information for the Council; subscription approved by Personnel Sub-Committee in place of SLCC membership)</i> | £90       |
| 1.7  | East Sussex Association of Local Councils (SALC)<br><i>(key association for support and information for local councils, also includes National Association of Local Councils membership)</i>   | £2,711.30 |
| 1.8  | Lewes District Council Association of Local Councils<br><i>(key association for networking with other local councils and receiving updates and information on local council news and issues)</i>   | £50.00    |
| 1.9  | Local Council Advisory Service<br><i>(access to helpline and guidance for local councils)</i>  | £95.00    |
| 1.10 | Local Council Review publication<br><i>(quarterly publication with local council and government updates)</i>   | £16.00    |
| 1.11 | Seaford Chamber of Commerce<br><i>(provides vital networking opportunities with local traders)</i>   | £60.00    |
| 1.12 | Seaford Fairtrade Group<br><i>(necessary for the town to maintain Fairtrade status)</i>  | £10.00    |
| 1.13 | Guild of Mace Bearers<br><i>(membership for Town Crier for the town)</i>   | £25.00    |

## 2. Financial Appraisal


There is a total of £3626.30 to spend as an implication of this report.

Subscriptions costs for 2016/17 were budgeted at £4,165.00 with the expectation of some variance due to the uncertainty of exact figures. One subscription for a personnel handbook via Action In Rural Sussex has been cancelled as it overlaps with the service gained via membership of the CIPD, this saved £155.

## 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk





## Seaford Town Council

**Report 09/16**

**Agenda Item No:** 17  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Complaints Procedure  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's Complaints Procedure.

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### Recommendations

You are recommended:

1. To note that a review of the Council's Complaints Procedure has taken place by Officers and that no amendments need be made to the policy as adopted on 21<sup>st</sup> August 2014.
- 

### 1. Information

- 1.1 The Complaints Procedure was adopted by the Council on 21<sup>st</sup> August 2014 with a review date set of August 2017.

- 1.2 As mentioned in the review of the Standing Orders elsewhere on this agenda, it is recommended that the review of certain policies be removed from Standing Orders as being an item of business that must be carried out at each Annual Meeting.

Council Officers maintain the Policy Timetable, alerting as to when a policy is due for review, and regularly review policies and procedures for their day-to-day effectiveness and accuracy, as is good practice. The Complaints Procedure is included on this timetable.

- 1.3 The Complaints Procedure is attached at Appendix A and it is recommended that the Council note the review of said policy and that only two minor amendments have been made.

### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

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.

It remains the position that the Local Government Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints procedure has been adopted by the Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Council or its procedures, and have the complaint dealt with in a fair and timely manner.

Please note however that complaints about an individual employee of the Council would be dealt with as an employment matter. The complainant can however be assured that the complaint will be investigated and dealt with internally with appropriate actions taken as deemed necessary.

Complaints regarding a Councillor are subject to the jurisdiction of the Code of Conduct. Complaints of this nature will be forwarded to the District Monitoring Officer at Lewes District Council to review.

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

### GENERAL COMPLAINTS

1. All complaints must be made in writing (by post or through email) and addressed to the Town Clerk.
2. On receiving the complaint, the Town Clerk shall acknowledge the complaint and try to settle/resolve the complaint directly.
3. The complaint will be logged with a deadline set and brief action plan of who is to be involved in reviewing the complaint, what information is needed and potential actions to be taken.
4. The Town Clerk will endeavour to respond to the complaint with a resolution within 21 working days of the date of the letter. If necessary, the Town Clerk will send a holding letter to the complainant to allow further time to address the issues.
5. The Town Clerk will provide an update at Full Council meetings of any complaints received and outcomes as part of the Clerk's Report. All personal details will be excluded when reporting the complaint to Full Council so as to ensure confidentiality is maintained.
6. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk of this.
7. The Town Clerk will then arrange for the complaint to be considered and dealt with by the Appeals Sub-Committee. The complainant will be offered the opportunity to explain the nature of the complaint to the meeting.

8. The Clerk will recommend prior to the meeting if the complaint warrants exclusion of the press and public at the meeting.
9. The decision on the complaint shall be announced at the meeting and confirmed in writing to the complainant.

All complaints must be dealt with in writing (either by post or via email) to ensure a complete paper trail is recorded.

#### **COMPLAINTS AGAINST AN OFFICER/EMPLOYEE OF THE COUNCIL**

1. Any complaints regarding the actions of an employee should be submitted in writing (by post or through email) to the Town Clerk.
2. Any complaints regarding the Town Clerk should be submitted in writing (by post or through email) to the Mayor.
3. The complaint will be acknowledged in writing upon receipt. The complaint will not be included on the Complaints Log due to its confidential nature.
4. Where the complaint is regarding the actions of an employee, the Clerk will deal with this as an employment matter. The Clerk will investigate the complaint and if felt necessary, present it to the Disciplinary Sub-Committee if it is deemed to be a potential disciplinary offence. The Clerk will however endeavour to resolve the complaint directly if possible.
5. If deemed necessary, a meeting of the Disciplinary Sub-Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process as per the Council's Disciplinary Procedure.
6. The complainant may be contacted as part of an investigation, to explain the nature of their complaint if it is felt that more information/clarification is required in order for the Disciplinary Sub-Committee to fairly reach a conclusion on action to be taken.
7. The complainant will receive a written reply to their complaint detailing the outcome of their complaint but ensuring that the employee in questions confidentiality is not breached.
8. If the complaint is regarding the Town Clerk, the above stages 2 – 7 will be taken by the Mayor. The Clerk would be excluded from having any dealings with the investigation or subsequent meetings. The Council would employ external expert support to assist in dealing with the complaint.
9. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk/Mayor of this.
10. The Town Clerk/Mayor will then arrange for the complaint to be considered and dealt with by the Appeals Sub-Committee. The complainant may be offered the opportunity to explain the nature of the complaint to the meeting. There may be an exclusion of press and public for this item of the meeting.
11. The decision on the complaint shall be notified to the complainant in writing and not announced publicly during the meeting.
12. Complaints will be handled as efficiently and swiftly as possible, although an exact timescale is hard to determine.

At all times, every individual will be treated fairly and the process will remain reasonable, accessible and transparent.

## COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

Seaford Town Councillors sign up to a Code of Conduct upon taking office. Any member of public wishing to submit a complaint for breach of the code should do so to the District Monitoring Officer at Lewes District Council:

The Monitoring Officer  
The Audit and Standards Committee  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
East Sussex  
BN7 1AB

Email complaints marked for the attention of 'The Monitoring Officer' can be sent to:  
[catherine.knight@lewes.gov.uk](mailto:catherine.knight@lewes.gov.uk)

For more information on the process, please visit their website at:  
[www.lewes.gov.uk/council/16154.asp](http://www.lewes.gov.uk/council/16154.asp) or contact Lewes District Council on 01273 484148.

Adopted by Council: ~~21 August 2014~~ 12<sup>th</sup> May 2016  
Review: ~~August 2017~~ May 2019

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## Seaford Town Council

**Report 10/16**

**Agenda Item No:** 18  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Freedom of Information & Data Protection Request Procedure  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's Complaints Freedom of Information & Data Protection Request Procedure

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### Recommendations

You are recommended:

1. To note that a review of the Council's Freedom of Information & Data Protection Request Procedure has taken place by Officers and that no amendments need be made to the policy as adopted in September 2015.

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### 1. Information

1.1 The Freedom of Information & Data Protection Request Procedure was adopted by the Council in September 2015 with a review date set of September 2018.

1.2 As mentioned in the review of the Standing Orders elsewhere on this agenda, it is recommended that the review of certain policies be removed from Standing Orders as being an item of business that must be carried out at each Annual Meeting.

Council Officers maintain the Policy Timetable, alerting as to when a policy is due for review, and regularly review policies and procedures for their day-to-day effectiveness and accuracy, as is good practice. The Freedom of Information & Data Protection Request Procedure is included on this timetable.

1.3 The Freedom of Information & Data Protection Request Procedure is attached at Appendix A and it is recommended that the Council note the review of said policy and that no amendments need be made.

### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



## **Seaford Town Council**

### **Freedom of Information & Data Protection Requests Procedure**

#### **1. Introduction**

##### **1.1 What is Freedom of Information?**

Freedom of information provides public access to information held by public authorities under the Freedom of Information Act 2000.

Seaford Town Council (the Council) provides this public access in two ways:

- Ø publishing certain information proactively as per the Council's Publication Scheme;
- Ø responding to requests for information from members of the public or organisations.

The Act covers any recorded information that is held by the Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

##### **1.2 What is Data Protection?**

The Data Protection Act 1998 gives rules for handling information about people. It includes the right for people to access their personal data. When a person makes a request for their own information, this is a subject access request under the Data Protection Act.

##### **1.3 What is the difference?**

The Freedom of Information Act and the Data Protection Act come under the heading of information rights and are regulated by the Information Commissioners Office.

The Data Protection Act exists to protect people's right to privacy, whereas the Freedom of Information Act is about getting rid of unnecessary secrecy.

#### **2. Freedom of Information**

##### **2.1 What can be requested?**

The right to ask for information only relates to information held by the Council at the time the request is made.

A request under the Freedom of Information Act gives a right to 'information' rather than specific records or documents.

The Council publishes a wide range of information on its website and as per the Council's Publication Scheme. Before submitting a request for information, the Council would urge individuals to visit the Council's website or check the Council's Publication Scheme (available on the website) as the information required may already be published.

##### **2.2 Refusal of a Request**

In certain circumstances the Council may refuse a request for information.

Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused.

The Council may refuse to meet a request where the Council estimates that the time to comply with the request would be in excess of 16 hours in such cases a fees notice will be issued requiring a fee to be paid to complete the request.

The Council may also refuse to accede to a request for information where the information is considered to be exempted under the Freedom of Information Act.

Similarly some parts of a request response may be redacted where the release would breach the Data Protection Act.

All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in public interest to do so.

A written explanation for any refusal of a request for information will always be given.

### **3. Process**

#### **3.1 Making a Request**

A request must be made in writing. As much information as possible must be given to enable the Council to identify and locate the information being requested.

Requests should be made in writing to the Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG or by email to [admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

The request does not need to state the reason why the information is being sought, however as much detail of the information needed must be given.

Where an individual is not able to make a request in writing, perhaps as a result of illiteracy, disability of illness, they may ask another person or agency (such as the Citizen's Advice Bureau) to help them or make the request of their behalf.

#### **3.2 Response**

The request will be dealt with by the Town Clerk. The Town Clerk will do so in accordance with the guidance set by the Information Commissioners Office for dealing with requests.

##### *Timescale*

The Council will respond promptly to a request for information and in any event, not later than the 20<sup>th</sup> working day after the request has been received. If for any reason the request is likely to take longer to deal with, the Council will inform the requester of this.

##### *Method*

The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Council's offices. Where an inspection of documents is required, this will be arranged with the Town Clerk for a mutually convenient date and time.

##### *Charges*

In certain circumstances the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Town Clerk before the request is processed.

The Council's Publication Scheme has full details of charges for the provision of hard copies of documents.

The Town Clerk may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.

#### **3.3 Appeal of a Response**

If the requester is unhappy with the outcome of their request; usually where a request has been refused or they do not feel that the request has been properly handled, they should first attempt to resolve this directly with the Town Clerk.

If it cannot be resolved in discussion with the Town Clerk then an appeal should be submitted to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### **4. Data Protection Request**

This right, commonly referred to as subject access, is created by section 7 of the Data Protection Act. It is most often used by individuals who want to see a copy of the information an organisation holds about them.

The Council will respond to a subject access request promptly and in any event within 40 calendar days of receiving it.

However, some types of personal data are exempt from the right of subject access and so cannot be obtained by making a subject access request. Each subject access request will be considered on its own merit.

The Town Clerk will deal with all subject access requests and will notify any outcome in writing.

## **5. Recording**

All requests under the Freedom of Information Act or Data Protection Act will be recorded on a central log.

The Town Clerk will report any requests received as part of the Clerk's Report to each Full Council meeting.

Adopted: September 2015

Review: September 2018



## Seaford Town Council

**Report 11/16**

**Agenda Item No:** 19  
**Committee:** Council  
**Date:** 12<sup>th</sup> May 2016  
**Title:** Press & Media Policy  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To present a draft Press & Media Policy for adoption by the Council.

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### Recommendations

**You are recommended:**

1. To adopt the revised Press & Media Policy as attached at Appendix A.
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### 1. Information

- 1.1 The Council's Press & Media Policy was due a review having last been adopted in May 2013.
- 1.2 Attached at Appendix A is a revised Press & Media Policy recommended for adoption.
- 1.3 This revised policy provides clarity on the Council's stance with regards to statements made to and interaction with the press and media.
- 1.4 Ultimately, as per the Scheme of Delegation, the Town Clerk is responsible for official press statements made regarding the Council. Individual councillors making statements, whether to the press or on other media, are doing so in their own personal view and not representing the Council as a whole, a point which should be clearly identified.
- 1.5 As mentioned in the review of the Standing Orders elsewhere on this agenda, it is recommended that the review of certain policies be removed from Standing Orders as being an item of business that must be carried out at each Annual Meeting.  
  
Council Officers maintain the Policy Timetable, alerting as to when a policy is due for review, and regularly review policies and procedures for their day-to-day effectiveness and accuracy, as is good practice. The Press & Media Policy is included on this timetable.

### 2. Financial Appraisal

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

### 3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk



## Seaford Town Council

### Press & Media Policy

#### Introduction

Seaford Town Council welcomes enquiries from the Press and Media and recognises that its relationship with the Press helps communications with residents.

The aim of this policy is to ensure that the Council is communicating in a professional and objective manner and reflecting, as far as possible, the corporate view of the Council.

The Press are permitted to attend all public meetings of the Council and its Committees and Sub-Committees, however under the Public Bodies (Admissions to Meetings) Act 1960, the Press may be excluded for items of a confidential or sensitive nature.

#### Official Council Press Statements

Under the Council's Scheme of Delegation, the Town Clerk is authorised to issue press statements relating to Council activity on behalf of the Council.

Any official contact with the Press concerning the Council's policies, decisions it makes and services it provides should be addressed to the Town Clerk.

Unless authorised to do so in advance by the Town Clerk, no other Officers should be making or discussing statements with the Press.

#### Councillor Press Statements

Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any member expressing a personal opinion through the media. However, members must make it clear that any view expressed which differs from Council policy or a Council press statement made, is their own personal view.

A Councillor must not disclose information that is of a confidential nature. This includes any discussion within the Press on any matter which has been discussed under confidential items on Council or Committee agendas.

At all times when conducting the business of the Council or acting as a representative of the Council, members must act in accordance with Seaford Town Council's Code of Conduct.

#### Press Protocol

The Town Clerk is responsible for the issuing of all official Council press statements. Any questions relating to an official press statement should be referred to the Town Clerk.

Press statements, agendas and reports and minutes of meetings are all emailed to Press contacts. Councillors will also receive a copy of all press statements made, by email, so they are aware of its existence.

Official Council statements to the Press cannot speculate on matters that have not been considered by the Council and cannot disclose any information of a confidential nature.

Any request for information under the Freedom of Information Act should be referred to the Town Clerk to deal with in accordance with Council policy.

During an election year, from the issue of the Notice of Election until the day following the election (referred to as Purdah period) officers will not normally issue press statements, in particular will not do so naming any individual councillors.

### **Social Media Protocol**

The Council acknowledges that Social Media sites are a growing method of communicating with the public.

The Town Clerk is responsible for the content and activity on the Council's official Social Media sites.

Members should be aware of the Council's Code of Conduct and any legal implications if they are posting any comments or views on Social Media about individual members or Council employees or sharing information about the Council; whether they are identified on the site as a Town Councillor or not.

Adopted by Council: 12<sup>th</sup> May 2016  
Review: May 2019

Draft