



Seaford Town Council

MINUTES of the **Annual Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 12th May 2016** at **7.00pm**.

Present:

Councillor D Argent (Mayor 2015-16) and Councillor R Hayder (Deputy Mayor 2015-16).
Councillor L Freeman (Mayor 2016-17) and Councillor C Campbell (Deputy Mayor 2016-17).
Councillors S Adeniji, P Boorman, M Brown, D Burchett, B Burfield, R Honeyman, O Honeyman, M Lambert, A Latham, P Lower, A McLean, L Wallraven and L Worcester.
Gabrielle Edwards (Young Mayor 2015-16) and Jessica Batchelor (Young Mayor 2016-17)
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
13 members of the public.

C1/05/16 Election of Mayor for the Municipal Year 2016-2017

It was **RESOLVED** that Councillor Lindsay Freeman be **APPOINTED** as Mayor of Seaford for the forthcoming Municipal Year.

C2/05/16 Declaration of Acceptance of Office – Mayor

C2.1 The Mayor, Councillor Freeman, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

C 2.2 Councillor Freeman moved:

“Further to his time in office as the Mayor of Seaford, Seaford Town Council wishes to remember and record its gratitude to Councillor Dave Argent for his commitment and enthusiasm whilst Mayor of Seaford for the 2015 – 2016 Municipal Year.

Councillor Argent took on the responsibility of the role of Mayor of Seaford during his first year as a Town Councillor; a responsibility that he has dedicated himself to and carried out with a sense of pride.

Councillor Argent has attended many events and functions as the Mayor of Seaford, on top of those personal commitments he has through the various other local community groups he is involved with, and has helped maintain and raise the profile of Seaford Town Council in its local and neighbouring communities.

In addition to the civic aspect of the role, Councillor Argent has carried out other duties as Chairman of the Council with unswerving devotion and has always acted with the Council’s and town of Seaford’s best interests at heart.

The Council also extends its gratitude to the Mayoress, Mrs Marian Argent, who has consistently supported the Mayor throughout his Mayoral duties over the past year.

On this day, 12th May 2016, Seaford Town Council thank and honour Councillor Dave Argent for his service and achievements as the Mayor of Seaford.”

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C3/05/16 Election of Deputy Mayor for the Municipal Year 2016-2017

It was **RESOLVED** that Councillor Carol Campbell be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming Municipal Year.

C4/05/16 Apologies for Absence

Apologies for absence were received from Councillor R Chambers.

C5/05/16 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or 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.

C6/05/16 Public Participation

Fiona House *Raised concerns regarding a suggestion that a representative is no longer needed on the Environment Agency meetings; feels this is a vital communication line for the Council to maintain.*

C07/05/16 Young Mayor 2016-2017

Gabrielle Edwards, Young Mayor for the Municipal Year 2015-2016, gave a verbal summary of her year as Young Mayor and the activities and achievements, in particular with her chosen charity Teddy Treats Children’s Charity. Gabrielle thanked those individuals and Councillors that have supported her during her two years with the Council.

The Young Mayor’s Chain was handed over to Jessica Batchelor who takes over the role for the 2016-2017 Municipal Year. Jessica congratulated and thanked the outgoing Young Mayor for all that she had done in her time in office.

The Council **RESOLVED** to **NOTE** its gratitude to Gabrielle Edwards for her service as Deputy Young Mayor and then Young Mayor of Seaford and wish her the best of luck in her future.

C08/05/16 Committee Membership

The Council considered report 01/16.

C8.1 It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|-----------|---------------|------------|------------|
| D.Argent | P.Boorman | C.Campbell | R.Chambers |
| L.Freeman | R.Hayder | O.Honeyman | M.McLean |
| I.Murray | D.Silvey-Adam | | |

C8.2 It was **RESOLVED** to **APPOINT** members of the Finance & General Purposes Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|------------|-------------|------------|-----------|
| S.Adeniji | D.Argent | P.Boorman | M.Brown |
| B.Burfield | R.Hayder | R.Honeyman | M.Lambert |
| A.Latham | L.Worcester | | |

C8.3 It was **RESOLVED** to **APPOINT** members of the Golf Committee as set out below for the forthcoming Municipal Year:

- | | | | |
|-----------|-------------|------------|------------|
| S.Adeniji | M.Brown | C.Campbell | R.Chambers |
| L.Freeman | O.Honeyman | A.Latham | P.Lower |
| M.McLean | L.Worcester | | |

C8.4 It was **RESOLVED** to **APPOINT** members of the Planning & Highways Committee as

set out below for the forthcoming Municipal Year:

D.Argent	P.Boorman	D.Burchett	R.Honeyman
M.Lambert	A.Latham	P.Lower	M.McLean
L.Wallraven	L.Worcester		

C8.5 It was **RESOLVED** to **APPOINT** members of the Appeals Committee as set out below for the forthcoming Municipal Year:

M.Brown	B.Burfield	M.Lambert	L.Wallraven
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C8.6 It was **RESOLVED** to **APPOINT** members of the Personnel Committee as set out below for the forthcoming Municipal Year:

S.Adeniji	C.Campbell	L.Freeman	R.Honeyman
A.Latham	P.Lower		

C8.7 It was **RESOLVED** to **APPOINT** members of the Disciplinary/Grievance Sub-Committee as set out below for the forthcoming Municipal Year:

D.Argent	D.Burchett	R.Chambers	L.Freeman	M.McLean
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C8.8 The Council considered the positions of Chair and Vice-Chairman for each of the Committees:

i. Community Services:

It was **RESOLVED** to **APPOINT** Councillor C Campbell as Chairman.

It was **RESOLVED** to **APPOINT** Councillor P Boorman as Vice-Chairman.

ii. Finance & General Purposes:

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chairman.

It was **RESOLVED** to **APPOINT** Councillor L Worcester as Vice-Chairman.

iii. Planning & Highways:

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Chairman.

It was **RESOLVED** to **APPOINT** Councillor R Honeyman as Vice-Chairman.

iv. Golf:

It was **RESOLVED** to **APPOINT** Councillor S Adeniji as Chairman.

It was **RESOLVED** to **APPOINT** Councillor R Chambers as Vice-Chairman.

v. Personnel Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor S Adeniji as Chairman.

It was **RESOLVED** to **APPOINT** Councillor C Campbell as Vice-Chairman.

vi. Grievance/Disciplinary Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor D Argent as Chairman.

It was **RESOLVED** to **APPOINT** Councillor L Freeman as Vice-Chairman.

vii. Appeals Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chairman.

It was **RESOLVED** to **APPOINT** Councillor M Lambert as Vice-Chairman.

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C8.9 It was **RESOLVED** to **APPROVE** the existing Committee Structure with an amendment to the title of the Golf Committee to 'Golf & The View Committee' noting the change to any document where this title appears.

C09/05/16 Representation on Outside Bodies

The Council considered report 02/16.

C9.1 It was **RESOLVED** to **NOTE** the representative reports submitted from the current Municipal Year.

C9.2 It was **RESOLVED** to **APPOINT** representatives of outside bodies as set out below for the forthcoming 2016-2017 Municipal Year:

Outside Body	No of Reps	2016/17 Representative/s
Access in Seaford & Newhaven	1	Olivia Honeyman
Arts@theCrypt Management Committee	3	Phil Boorman
		Rahnuma Hayder
		Debbie Silvey-Adam
Bishopstone United Charities	2	Phil Boorman
		Penny Lower
Christmas Magic Committee	1	Sam Adeniji
Citizen's Advice Bureau	1	Les Worcester
Community Rail Partnership	1	Richard Honeyman
Community Transport - Lewes Area (CTLA)	1	Dave Argent
Crouch Bowling Club	1	Alan Latham
Cuckmere Community Bus	1	Phil Boorman
Environment Agency Meetings	3	Olivia Honeyman
		Rahnuma Hayder
		Les Worcester
Fair Trade Group	1	Olivia Honeyman
		Linda Wallraven
Lewes District Assoc of Local Councils (LDALC)	2	Dave Argent
		Penny Lower
Lewes Community Safety Partnership - Joint Action Group	1	Penny Lower
Mercread Youth Centre	1	Carol Campbell
Seaford Allotment & Leisure Garden Society	1	Penny Lower
Seaford Chamber of Commerce	1	Phil Boorman
<i>Impact Seaford (CoC Sub-Committee)</i>	1	Sam Adeniji
Seaford Community Partnership	1	Richard Honeyman
Seaford Cricket Club	1	Mac McLean
Seaford Football Club	1	Richard Honeyman
		Phil Boorman
Seaford Head Nature Reserve	2	Olivia Honeyman
		Phil Boorman
Seaford Head Swimming Pool	1	Carol Campbell
Seaford Residents Voice	1	Mark Brown
Seaford Seniors Forum	1	Dave Argent
Seaford Twinning Association	1	Olivia Honeyman
Stakeholders Group on Health Issues	4	Sam Adeniji

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		Olivia Honeyman
		Alan Latham
		Les Worcester
Strengthening Local Relationships	3	Barry Burfield
		Linda Wallraven
		Les Worcester
The Base Management Committee	1	Rob Chambers
Tree Wardens Group	1	Alan Latham
Youth Task Group	2	Carol Campbell
		Rob Chambers
		Olivia Honeyman
		Mac McLean

C9.3 It was **RESOLVED** to **AGREE** to the current reporting arrangements for representatives as per the Council Representation on Outside Bodies Policy.

C10/05/16 Scheme of Delegation

The Council considered report 03/16.

It was **RESOLVED** to **ADOPT** the amended Scheme of Delegation with a review date of May 2017.

C11/05/16 Standing Orders

The Council considered report 04/16.

It was **RESOLVED** to **ADOPT** the amended Standing Orders with a review date of May 2017, with the following two amendments to the version presented with the agenda:

- 4d update amendment to 'as a voting ex-officio member'
- 18d.iii do not remove 'in a local newspaper and in'

C12/05/16 Financial Regulations

The Council considered report 05/16.

It was **RESOLVED** to **APPROVE** deferring the review of the Financial Regulations until the next Council meeting.

C13/05/16 Fixed Asset Register

The Council considered report 06/16.

It was **RESOLVED** to **NOTE** the Fixed Asset Register as presented.

C14/05/16 Insurance Arrangements

The Council considered report 07/16.

It was **RESOLVED** to **NOTE** the information regarding the Council's insurance arrangements.

C15/05/16 Annual Subscriptions

The Council considered report 08/16.

It was **RESOLVED** to **APPROVE** the Council's subscriptions as detailed below:

Subscription	2015/16 Amount
1.1 Association of Accounting Technicians	£88.00

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1.2	British and International Golf Greenkeepers Association	£248.00
1.3	British Association of Shooting and Conservation	£74.00
1.4	Chartered Institute of Legal Executives	£355.00
1.5	Chartered Institute of Management	£196.00
1.6	Chartered Institute of Personnel and Development	£90.00
1.7	East Sussex Association of Local Councils (SALC)	£2,711.30
1.8	Lewes District Council Association of Local Councils	£50.00
1.9	Local Council Advisory Service	£95.00
1.10	Local Council Review publication	£16.00
1.11	Seaford Chamber of Commerce	£60.00
1.12	Seaford Fairtrade Group	£10.00
1.13	Guild of Mace Bearers	£25.00

At the Council's request, the Town Clerk will investigate any alternatives to using the British Association of Shooting and Conservation.

C16/05/16 Complaints Procedure

The Council considered report 09/16.

It was **RESOLVED** to **ADOPT** the amended Complaints Procedure with a review date of May 2019.

C17/05/16 Freedom of Information & Data Protection Request Procedure

The Council considered report 10/16.

It was **RESOLVED** to **NOTE** that the 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.

C18/05/16 Press & Media Policy

The Council considered report 11/16.

It was **RESOLVED** to **ADOPT** the revised Press & Media Policy with a review date of May 2019.

It was **RESOLVED** to **INSTRUCT** the Town Clerk to arrange Social Media Awareness Training for the Council.

The meeting closed at 8.42pm.



Councillor Lindsay Freeman
Mayor of Seaford