



## Seaford Town Council

### To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Monday 18<sup>th</sup> May 2015** at **7.00pm** which you are summoned to attend.

James Corrigan  
Town Clerk  
11<sup>th</sup> May 2015

### AGENDA

1. **Election of Mayor for the Municipal Year 2015-2016**  
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. **East Ward Elections**  
To consider report 11/15 appraising Councillors of the consequences of the deferral of the East Ward election and possible actions (pages 4 to 6)
4. **Election of Deputy Mayor for the Municipal Year 2014-2015**  
To receive nominations for the office of Deputy Mayor.
5. **Declaration of Acceptance of Office – All Councillors**  
To note the Declaration of Acceptance of Office by all members.
6. **Apologies for Absence**  
To consider apologies for absence.
7. **Minutes**  
To note the following minutes, approving or not approving recommendations as required:
  - 7.1 Planning & Highways Committee – 2<sup>nd</sup> April 2015 (pages 7 to 12)
  - 7.2 Full Council – 9<sup>th</sup> April 2015 (pages 13 to 19)
  - 7.3 Finance & General Purposes – 16<sup>th</sup> April 2015 (pages 20 to 21)
  - 7.4 Planning & Highways Committee – 23<sup>rd</sup> April 2015 (pages 22 to 25)

**8. 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.

**9. Public Participation**

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

**10. Young Mayor**

To facilitate the handover of the role of Young Mayor from Miss Millie Hemsley to Miss Gabrielle Edwards. Receive the announcement of the results from the elections for the position of Deputy Young Mayor.

**11. Policy Timetable**

To note report 01/15 presenting Seaford Town Council's Policy Timetable (pages 26 to 28).

**12. Committee Membership**

To consider report 02/15 for the appointment of members to Committees, the appointment of Chairmen & Vice Chairmen for the Municipal Year 2015-16 and to consider any requirement for new Committees being established at this time (pages 29 to 30).

**13. Outside Bodies Representative Reports**

To consider report 03/15 presenting reports from Councillors concerning their representation on Outside Bodies and Liaison Committees (pages 31 to 68).

**14. Representations on Outside Bodies**

To consider report 04/15 detailing Councillors nominated to represent this Council on Outside Bodies and Liaison Committees for the Municipal Year 2015-16 and reporting arrangements (pages 69 to 79).

**15. Nominations to Working Groups**

To consider report 05/15 detailing the current Working Groups established by Seaford Town Council and elect membership for such Working Groups the Council wishes to continue with (pages 80 to 81).

**16. Review Inventory of Land and Other Assets**

To consider report 06/15 detailing land and assets owned by the Council (pages 82 to 85).

**17. Review and Confirm Insurance arrangements.**

To consider report 07/15 concerning Insurance arrangements (page 86).

**18. Subscription to Other Bodies**

To consider report 08/15 concerning the Council's and Officer's subscriptions to other bodies (page 87).

**19. General Power of Competence**

To consider report 09/15 regarding the Council's eligibility to exercise the General Power of Competence (pages 88 to 89).

**20. Co-operative Bank – Change of Signatories**

To consider report 10/15 regarding appointing signatories to the Co-operative Bank account for Seaford Town Council (pages 90 to 92).

**For further information about items appearing on this Agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

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



## Seaford Town Council

Report 11/15

<b>Agenda Item No:</b>	<b>3</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>East Ward elections</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To appraise Councillors of the consequences of the deferral of the East Ward election and possible actions.</b>

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### Recommendations

#### You are recommended:

- 1. To note the contents of the report**
- 2. To decide how the Council would like to proceed with its appointments**

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### 1. Information

- 1.1** Councillors will be aware of the sad death of one of the candidates for the East Ward Town Council election. The consequence of this is that legally the Returning Officer is obliged to call a new poll. The date for this is unknown as yet.
- 1.2** Section 15(2) LGA 1972 requires that the first item of business at the AGM is the election of the Chairman (Mayor) of the Council.
- 1.3** Schedule 12 , para 12 , LGA 1972 states that for a Council to be quorate at least one third of its membership must be present, so only seven Councillors need to be present at the AGM to lawfully conduct the business.
- 1.4** Schedule 12 Part II paragraph 7(2) LGA 1972 states "In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office..."
- 1.5** In addition the Council has Standing Order 5 that sets out the business to be transacted at the AGM. These, apart from the appointment of the Mayor however are not legal requirements. This Standing Order could be set aside. The standing order requires the below to be completed;
  - 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. *Review of the terms of reference for Committees;*
- vii. *Appointment of members to existing Committees;*
- viii. *Appointment of any new Committees in accordance with Standing Order 4 above;*
- ix. *Review and adoption of appropriate Standing Order s and Financial Regulations;*
- x. *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. *Review of representation on or work with external bodies and arrangements for reporting back;*
- xii. *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. *Review of inventory of land and assets including buildings and office equipment;*
- xiv. *Confirmation of arrangements for insurance cover in respect of all insured risks;*
- xv. *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.*

**1.6** The Council therefore has several options as to how it deals with the remaining items on the agenda.

**1.7** It could proceed as normal and make all appointments from those Councillors that are elected presently.

- 1.8 It could make appointments leaving a proportional (20% vacancies) for the East Ward Councillors.
- 1.9 It could defer all additional appointments for a later meeting once all Councillors are appointed.
- 1.10 The last option is impractical unless only done in part as there are scheduled to be several committee meetings before the appointments could be made.


## 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

A handwritten signature in black ink, appearing to read 'James Corrigan', is written over a horizontal line. The signature is stylized and cursive.



## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 2<sup>nd</sup> April 2015** at **7.00pm**.

**Present:**

Councillor L Wallraven (Chairman)

Councillor R E Allen (Vice-Chairman)

Councillors S Adeniji, G Cork, L Lord and S McStravick.

James Corrigan – Town Clerk – Seaford Town Council

Georgia Raeburn – PA to the Town Clerk – Seaford Town Council (Minutes)

9 members of the public.

**P106/04/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors T Goodman (L Lord substituted for) and A Latham.

Absent with no reason Councillor B Groves.

**P107/04/15 Disclosure of Interests**

Councillor Wallraven declared an interest other than pecuniary as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in agenda item 8 as this involves a neighbouring property of hers.

**P108/04/15 Public Participation**

*Mr Boorman . . . Wished to raise concerns regarding the proposed closure of the railway crossing at Tide Mills and questioned whether Seaford Town Council would have anyone present at the public consultation on Thursday 8<sup>th</sup> April from 5-8pm at the White Lion.*

Chairman Confirmed that she is willing and able to attend this consultation.

*Mr Slatter Raised concerns regarding the changes that have been brought in by East Sussex County Council to the 119 bus service in Seaford despite not being included on the original list for proposed changes. While the 120 service has been enhanced, the 119 has had two runs cut in the morning, when the service is most frequently used, and two additional runs after 1pm fitting in with a new school run for Tide Way school rather than remaining as dedicated services for Seaford. Mr Slatter has not yet written to East Sussex County Council with his concerns.*

Cllr Adeniji Having begun communications with the County Council's Lead Member for Transport regarding other bus services, would be happy to discuss Mr Slatter's concerns with him to get a better understanding of the potential issues going forwards.

- Mr Slatter* Said that he had approached the Town Council about covering the cost of a land registry search to find out the owners of the twitten between the top of Lexden Road and Firle Road, due to ongoing issues with overgrown foliage, but that the Council had not offered to cover this cost of £3.00. Stated that it is not a public right of way and therefore East Sussex County Council are not responsible for it.
- Town Clerk East Sussex County Council would be responsible if it were a public right of way, if not there is nothing the County or Town Council are able to do.
- Mr Markham* Queried any possibility of moving the French Market's location. If the market were held in Place Lane this would better connect parts of the town, streamlining the flow of people from Broad Street through Place Lane and on to Dane Road, working with the local business owners rather than against them. This would also cause less disruption to the flow of traffic and parking for the nursery, post office etc.
- Also questioned whether a town market could be brought to Seaford.
- Chairman Thanked Mr Markham for his comments and assured that these would be taken on board when the Committee considered the road closure request for the French Market at item 5 on the agenda.

## **P109/04/15 Planning Applications**

Planning Applications week ending 7<sup>th</sup> March 2015

- Seaford**  
LW/15/0118 **The New House & 18 High Street, Pelham Yard**  
Planning Application - Proposed demolition of existing furniture storage buildings and redevelopment of site to create three residential units with retention of antique shop for Martin D Johnson Antiques Ltd.
- It was **RESOLVED** to **OBJECT** on the grounds of being out of character with the local area, which is a conservation area, increasing potential problems with parking and deliveries, being adjacent to listed buildings, and going against the Town Council's policy of not changing commercial properties in to residential properties.
- Seaford**  
LW/15/0160 **44 Hurdis Road, Bishopstone**  
Planning Application - Erection of conservatory at the rear, pergola to the side, replace existing fence with 2m high close board timber fence, double driveway and vehicular crossover and erection of timber summerhouse in rear garden for Mr D Thompson.
- It was **RESOLVED** to make **NO OBJECTION**.
- Seaford**  
LW/15/0161 **Meopham House Rother Road**  
Planning Application - Single storey rear and side extension for Mr M Garman.
- It was **RESOLVED** to make **NO OBJECTION**.





**P111/04/15 Consultation – Land Adjacent to Fisher Terminal East Quay, Newhaven**

Members considered report 235/14.

*(Standing Orders were suspended at 7.40pm to allow the public to make comment at this stage)*

*Debbie Ward (has submitted a letter to the Clerk and Committee in advance) is concerned regarding the environmental issues and the archaeological interest of the sites. Suggests that the Council supports East Sussex Archaeological Society's request for a full study of the site. Pointed out that the environmental study referred to in the plans is over five years old and was carried out from a desk, not on site. The area has seen porpoises and seals return during this five year period. Would like another environmental study carried out. Has worries regarding the promise to look at things after completion of the application, such as creating the nature reserve. Would like a guarantee that the nature reserve will happen and species will be looked after.*

*Geoff King Tide Mills is one of the very few unspoilt and yet accessible stretches of coast line in East Sussex. There is much flora and fauna that call Tide Mills home. Tide Mills is also designated as a Site of Nature Conservation Importance and part of Tide Mills falls within the South Downs National Park. Tide Mills is enjoyed by local people and visitors alike for its wild charm and, at low water, for its sandy beach by the East Arm.*

*The last time that Tide Mills was under threat was about 5 years ago when it was proposed to construct the outfall pipe for the new Peacehaven Water Treatment Works on Tide Mills. At that time ESCC imposed so many and varied environmental and ecological constraints to ESCC Planning Application LW/630/CMS, that the company concerned abandoned any plans to use Tide Mills for their project.*

*If those many and varied environmental and ecological constraints were valid in 2010 then they are just as valid today, if not more so given the increased public awareness of environmental matters.*

*Now Tide Mills is under threat again. This time it is from the French company that owns Newhaven Port and Properties. The harbour expansion plan would destroy a large part of Tide Mills and the sandy beach by the East Arm. Much has been promised of this harbour expansion by NPP in the shape of local jobs and local prosperity but the truth is that as most of this harbour expansion relies on the Rampion Wind Farm project which will require skilled technicians that will be drafted in from elsewhere. There may well be a very few less skilled jobs for local people but not the jobs bonanza promised by NPP.*

*NPP may also refer to the fact that much of Tide Mills has long been regarded as a 'Brown Field Site' and has also been designated for harbour expansion. My question to those who use the term 'Brown Field Site' is – How many years does it take for land to cease to be a 'Brown Field Site'. Tide Mills has long*

*since returned to a wild, unspoilt landscape. If that fact is ignored then it could be argued that Iron and Bronze Age sites are 'Brown Field Sites' but I suspect that the historians would argue against that.*

*As for harbour expansion land, NPP already have a large area of Tide Mills that they fenced off some 2 years ago which they have yet to do anything with. There is also much under used or unused land and derelict buildings within the current harbour boundary fence.*

*The only thing that has expanded within Newhaven Harbour is the scrap metal mountain which now fills the East Quay and has overflowed in the last couple of weeks onto the land behind the existing Fisher Warehouse next to Tide Mills.*

*I would suggest that with careful planning, replacement of derelict buildings and quayside refurbishment, that the so called 'Harbour Expansion Plans' could be accommodated within the current harbour boundary fence without taking even more land.*

*Do we want to see much of Tide Mills become a Scrap Metal Yard.*

*Included in these proposals is the provision of a Nature Reserve. This is to be sited on land that is already publicly accessible and there are no detailed plans of what this Nature Reserve will consist of. I would suggest that this is being offered by NPP to distract people from what they are planning to do with the rest of Tide Mills and to fool people into thinking this is a good thing for the area.*

*Development that improves local prosperity and local jobs is a very laudable ambition but it must always be balanced against any harm it might do to the local environment. The NPP proposals will do little for local jobs and local prosperity; it may however make a large profit for the French owners whilst doing immense damage to much of Tide Mills. Once Tide Mills is lost it will be gone for ever. Would the French let us do this in Dieppe.*

*The 200+ letters on the LDC Planning website, the 3000+ signatures on the petition and the letter on the LDC Planning website from ESCC Archaeology Department expressing concern about both the visible and the buried archaeology and calling for a redesign of some of the proposals cannot be ignored.*

*Planning policy is meant to protect irreplaceable environments. Don't let Tide Mills and the Beach be destroyed in the name of profit for the French owners of the Newhaven Harbour.*

*Bob Gower*

*Questioned where the boundary of NPP ownership was and if all of this was in a conservation area?*

*(Standing Orders resumed at 7.51pm)*

It was **RESOLVED** to **OBJECT** on the grounds of:

1. The loss of amenity i.e. sandy beach;
2. The conservation concerns;
3. The archaeological interests of the sites;
4. The impact on the local infrastructure;
5. Potential breach of Section 31 of the Highways Act regarding public accessibility and the removal of a public right of way;
6. The threat to the unique vegetation on the shingle;
7. Excess dredging and the effect this will have on the behaviour and movements of the sea and shingle;
8. The requirement for an up to date, on site environmental study to be undertaken;
9. The potential impact on flood protection and defences for the towns; and
10. The impact this may have on marine life.

It was **RESOLVED** to **REQUEST** that Seaford Town Council be consulted at every stage of this application and process, and that NPP in turn engage more with Seaford and hold a public meeting that the residents of Seaford are able to attend.

**P112/04/15 Re-Consultation on 11 Carlton Road, Seaford**

Members considered report 236/14.

It was **RESOLVED** to **UPHOLD** the Committee's previous decision on the application made on 19<sup>th</sup> February 2015, which was to object on the grounds of overlooking and overshadowing the neighbouring house at number 13.

**P113/04/15 Update – Renovation of barn at Manor North, Manor Yard, Bishopstone**

Members **NOTED** report 237/14.

**P114/04/15 Update Report**

Members **NOTED** report 238/14 updating the Committee of previous planning applications and approved road closures.

The meeting closed at 8.10pm.

Councillor L Wallraven  
Chairman



## Seaford Town Council

**MINUTES** of the meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 9<sup>th</sup> April 2015** at **7.00pm**.

### **Present:**

Councillor M Brown (Mayor) and Councillor T Goodman (Deputy Mayor).  
Councillors S Adeniji, R E Allen, B Burfield, G Cork, S Dunn, P Franklin, A Hayder, A Latham, S McStravick, B Warren, A White and I White.  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)  
Police Sergeant Stuart Mullins

13 members of the public.

### **C133/04/15 Apologies**

Apologies for absence were received from Councillors S Gauntlett, B Groves, P Heseltine, L Lord and R Needham, and the Young Mayor, Millie Hemsley.

### **C134/04/15 Disclosure of Interests**

Councillors L Wallraven, A White and I White all declared a non-pecuniary interest in item 17 of the agenda.

### **C135/04/15 Public Participation**

*Debbie Ward* With reference to item 17 on the agenda raised concerns regarding the Code of Conduct complaint continuing to this stage and in her view the apparent failure to take certain factors in to account during the initial investigation. Expressed her wish that the recommendations from Lewes District Council's Standards Committee be not upheld.

*Roger Foxwell* Hopes that the next Council will treat the matter of a Neighbourhood Plan as urgent and engage with the Seaford community to get things started.

*Mayor Brown* Confirmed that the Council had established a Neighbourhood Plan Working Group who have held one meeting and decided it best to wait until after the upcoming elections before continuing. The next meeting will be arranged shortly after the elections.

*Bob Gower* Asked that it be minuted of his appreciation for the work done by the Councillors on a voluntary basis over the last four years.

### **C136/04/15 Minutes**

It was **RESOLVED** to **NOTE** and **ADOPT** the following minutes:

**C136.1** Planning & Highways Committee – 8<sup>th</sup> January 2015

**C136.2** Full Council – 15<sup>th</sup> January 2015

**C136.3** Community Services Committee – 22<sup>nd</sup> January 2015

**C136.4** Planning & Highways Committee – 19<sup>th</sup> February 2015

**C136.5** Finance & General Purposes Committee – 26<sup>th</sup> February 2015

**C136.6** Golf Committee – 3<sup>rd</sup> March 2015

**C136.7** Planning & Highways Committee – 12<sup>th</sup> March 2015

**C136.8** Community Services Committee – 19<sup>th</sup> March 2015

### **C137/04/15 Mayor's Report**

Members considered report 243/14.

Mayor Brown updated members that the process for electing a Deputy Young Mayor is underway with the schools hoping to have held ballots ready for an announcement at the Town Forum on Tuesday 28<sup>th</sup> April.

Other events not reported are: Seaford Head Golf Clubhouse Formal Opening on Saturday 18<sup>th</sup> April; Seahaven Scouts St Georges Day Parade on Sunday 19<sup>th</sup> April (Deputy Mayor attending); St Georges Day 'Ringing of the Bells' across the country at 6pm on Thursday 23<sup>rd</sup> April; Town Forum on Tuesday 28<sup>th</sup> April and the Mayor's Charity Ball on Saturday 2<sup>nd</sup> May.

Members **NOTED** the contents of the Mayor's Report and details of the Mayoral Engagements.

### **C138/04/15 Clerk's Report**

Members considered report 216/14.

The Clerk provided a verbal update on the Salts Play Area consultation being underway, the upcoming formal opening of the Seaford Head Golf Clubhouse on Saturday 18<sup>th</sup> April and the few alterations and landscaping works being done, the highway works on Southdown Road and the situation regarding the Section 38 agreement.

Members **NOTED** the contents of the Clerk's Report and **AGREED** to the priorities.

### **C139/04/15 District & County Council Update**

**C139.1** Councillor Paul Franklin (Lewes District Council) -

Lewes District Council has been working on a Green Waste Pilot Scheme for the residents of Seaford and how to recycle more, moving away from the outdated bin and box scheme. Confirmed that LDC now get more money back from recycled materials; waste is a resource. LDC is looking towards introducing single stream recycling.

Confirmed that LDC would be supplying green waste bins free of charge to those households wishing to opt in to the scheme. There will be a small annual cost to take part in the scheme, which includes fortnightly collections of the green waste.

Other Councils may not charge a separate fee for households wishing to use the scheme but the costs of the scheme are built in to the budget and therefore rolled up in the council tax demands for the towns.

Confirmed that the review of bin emptying in open spaces is ongoing. LDC are having to look at the commercial viability of the plans. Seaford seafront bins should be included in the review. The review documentation should be made available to the public once completed.

Confirmed that it was not possible to change the system of the household waste & recycling site so monies generated from recycling came to LDC as it is a basic transfer site; Veolia operate the site so therefore obtain the credits and any monies from the recyclable materials.

**C139.2 Councillor Carolyn Lambert (East Sussex County Council) –**

Negotiations are still underway with regards to where and when the speed survey on Vale Road will be taking place.

Has submitted written questions to the Lead Member for Transport and Environment, Councillor Carl Maynard, regarding some concerns residents are experiencing further to the changes at the household waste & recycling site in Seaford.

Has requested an update on the planning application for the garage site off Place Lane as this has been refused once already.

Des Pritchard, Chief Fire Officer and Chief Executive at East Sussex Fire & Rescue Service, has announced that he will be leaving at the end of September after 40 years with the Fire Service. Recruitment will be underway soon to find a replacement.

Welcomes the work being done by the Working Group on a Neighbourhood Plan and would be happy to support this process going forwards.

Confirmed that ESCC has already announced its budget cuts and that there will be no changes to the Fire Service provided in Seaford.

*(Councillor S Adeniji entered the meeting at 7.34pm)*

**C140/04/15 Police Report**

Police Sergeant Stuart Mullins gave a verbal presentation of his Police Report that had been circulated to all members ahead of the meeting.

He advised that the youths responsible for the spate of car crime in January are being dealt with, with two having being charged. Similarly two men are being investigated, with one being charged, for the burglaries that took place in February.

Sussex Police announced its aim to reduce police officer and staff posts by several hundred over the next 5 years. This will inevitably have an effect on the size and structure of local policing teams. Very little detail about what local policing will look like in the future is known yet, though there is no doubt it will have some effect on the way Seaford is policed. The work to thrash out this detail is taking place over the rest of the year and no changes are expected until 2016 at the earliest. Assurances have been made that whatever happens there will be no reduction in the numbers of Response Officers, who deal with emergency and quick response incidents, and that every ward will have a named point of contact.

Councillor Brown informed members of the Sussex Elders Commission that has been established providing an opportunity for older residents to support, challenge and inform the work of Sussex Police. Any residents with concerns regarding the changes to policing in Sussex may bring these to the attention of the Seaford representative, Mark Brown, to bring to the attention of the Elders Commission.

Sgt Mullins confirmed that he is happy for his team to assist and support the District Council with their works to combat the dog fouling issues in Seaford.

Sgt Mullins confirmed that Seaford Speed Watch team have offered to help carry out the monitoring of the effectiveness of the 20mph speed zone in Seaford. The results of which will be reported back to East Sussex County Council.

Thanks were relayed to Steve O'Connell and his Speed Watch team for all the work they have carried out in Seaford.

A request was made for more Police presence at 1.30/2am in the centre of town during the holidays, when drinkers are finishing their nights. Thankfully the number of shop windows being smashed has decreased over the last two years however Police presence does act as a deterrent.

Sgt Mullins confirmed that the gentleman who was involved in an accident with a vehicle on Sutton Park Road last year has recovered fully from his leg injury.

It was stressed that if ever looked in to Seaford Town Council would fight strongly against any temptation to close the Police facility at Seaford.

#### **C141/04/15 Meeting Timetable 2015/16**

Members considered report 229/14.

The Clerk was requested to look at creating a brief Petitions Policy as part of the Corporate Governance Review being undertaken.

It was **RESOLVED** to **APPROVE** the proposed meeting timetable for the 2015/16 Municipal Year.

*(a short break was held from 8.03 to 8.11pm – County Councillor Carolyn Lambert and Sgt Mullins both exited the meeting)*

#### **C142/04/15 Freedom of the Town Update**

Members considered report 228/14.

The Clerk was requested to look at the Honorary Freedom of the Town Policy as part of the Corporate Governance Review; considering the necessity of the requirement for a two-thirds vote for a nomination to be successful and whether nominations be considered first under an exclusion of the press and public to allow councillors the opportunity to discuss each nominee in more detail.

Members **NOTED** the content of the report providing an update on the Freedom of the Town process.

#### **C143/04/15 Flood Defence Working Group Report**

Members considered report 239/14.

It was **RESOLVED** to **APPROVE** the recommendations as set out in the Working Group's report:

- C143.1** For the Planning & Highways Committee to note the Seahaven Flood Plan and to assess the impact of the flood risk on future planning applications in the flood risk zone. Possibly having training arranged if deemed necessary.
- C143.2** For the working group to continue in its current membership, adding new group members after the election if required to ensure a Councillor Representative remains on the group and allow additional members that are



interested in joining the group to get involved. Review membership in July 2015.

**C143.3** To continue to work in partnership with ESCC and LDC to reassure, educate and engage the public into the risks and contingency plans.

**C143.4** To plan an education/action day.

**C143.5** To look into the possibility of training Flood defence volunteers.

**C143.6** For the Working Group to reconvene in May following the elections.

#### **C144/04/15 Annual Report**

Members considered report 247/14 presenting the draft 2014/15 Annual Report.

It was **RESOLVED** to **APPROVE** the draft annual report as presented with a few amendments as discussed.

It was **RESOLVED** to **APPROVE** the Annual Report being provided free of charge in hard copy where requests are made; at a limit of one per individual.

It was **RESOLVED** to **APPROVE** the spend of £495.00 to have the Annual Report professionally printed.

#### **C145/04/15 Corporate Governance Review**

Members considered report 246/14.

The Clerk elaborated on the concept of the Balanced Scorecard Approach to the Corporate Governance Review.

Members **NOTED** the contents of the report and were pleased with the approach that is to be taken.

#### **C146/04/15 Adoption of New Financial Regulations**

Members considered report 245/14.

It was **RESOLVED** to **ADOPT** the new Financial Regulations with any uses of 'Chairman' being amended to 'Mayor'.

#### **C147/04/15 Grants Policy**

Members considered report 248/14.

It was **RESOLVED** to **ADOPT** the Grants Policy as presented, retaining the maximum grant level of £3,000 and stipulating that all organisations requesting grants must go through the grants process. There will be two existing grant applicants that are exempt from the maximum grant limit and their applications will therefore be considered by Full Council, with a £5,000 limit in place. The review date of the Grants Policy is to be set as April 2018.

#### **C148/04/15 The Salts Play Area – Contractor Selection**

Members considered report 244/14.

It was **RESOLVED** to **GRANT** delegated power to the Town Clerk in consultation with the Chairman of the Community Services Committee to appoint the selected contractor for the design and build of The Salts Play Area.

It was **RESOLVED** to **ALLOCATE** up to £15,000 from the projects revenue budget to this project to cover any shortfalls.

#### **C149/04/15 Lewes District Council Standards Committee Minutes**

Members considered and discussed report 230/14.

It was **PROPOSED** not to adopt the recommendations of the Standards Committee.

A **RECORDED VOTE** was requested;

Cllr S Adeniji	For
Cllr R E Allen	For
Cllr M Brown	Abstained
Cllr B Burfield	Against
Cllr G Cork	Abstained
Cllr S Dunn	For
Cllr P Franklin	Against
Cllr T Goodman	For
Cllr A Hayder	For
Cllr A Latham	For
Cllr S McStravick	For
Cllr B Warren	Abstained
Cllr L Wallraven	Against
Cllr A White	For
Cllr I White	Against

The proposal was **CARRIED**; 8 for, 4 against, 3 abstentions.

#### **C150/04/15 Exclusion of the Press and Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 19 and 20 on the agenda as the items concern confidential Council matters.

*(All remaining members of the public and Councillor I White exited the meeting at 9.34pm)*

#### **C151/04/15 Hurdis House**

Members considered exempt report 242/14.

It was **RESOLVED** to **SUSPEND** Standing Order 3w to allow the meeting to exceed three hours duration.

It was **RESOLVED** to **AGREE** in principle to the letting of the building to Mr Jenkins, subject to due diligence being undertaken, a five year rent review being included and an annual rental increase in line with RPI.

**FURTHERMORE**, it was **AGREED** to offer a rent free period to cover repayment of the 50% of the costs paid by the tenant for the works plus 5%.

It was **RESOLVED** to **INSTRUCT** Officers to secure loan agreement approval to cover 50% of the costs of the works, but not to draw down on the loan until the pending litigation is known and the Council finances are more certain.

#### **C152/04/15 Local Development Framework**

Members considered exempt report 249/14.

It was confirmed that the Local Development Framework will be addressed and consulted on at different stages; this report is regarding identifying the bits of land that are suitable, others will include exact number of houses and the impact on infrastructure.

Lewes District Council provided a confidential consultation document for consideration by the Council as to proposed plots of land suitable for development. After members considered each plot individually it was **RESOLVED** that Council Officers respond as detailed during the meeting on each parcel of land.

The meeting closed at 10.30pm.

Councillor Mark Brown  
Mayor of Seaford



## Seaford Town Council

### Finance & General Purposes Committee

Minutes of the meeting of the **Finance & General Purposes Committee** held at the **Council Chamber, Church Street, Seaford** on **Thursday 16<sup>th</sup> April 2015** at **7.00pm**.

#### Present:

Councillor M Brown (Vice Chairman)

Councillors S Dunn, P Franklin, S Gauntlett, A Hayder, L Lord, S McStravick, and B Warren.

Mr James Corrigan, Town Clerk - Seaford Town Council.

Mrs Lucy Clark, Supports Services Manager - Seaford Town Council.

Ms Elizabeth Harvey, Finance & Administration Assistant - Seaford Town Council (minutes).

3 members of the public.

#### **F45/04/15 Apologies**

Apologies for absence were received from Councillors B Burfield and S Adeniji.

#### **F46/04/15 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.

#### **F47/04/15 Public Participation**

*Robert Brown Requested to know the final capital costs for the new golf clubhouse?*

Town Clerk Explained that the final figure is not yet available as the works to the car park and the road leading up to the golf course are not complete. However, the contract sum is currently £1,740,000 which is unlikely to change. The expense for the internal fixtures and fittings currently stands at £43k which will be covered by the £66,000 Ear Marked Reserve.

*Robert Brown Asked if the works to Southdown Road is included in the capital costs.*

Town Clerk Advised that the contract sum does include these works.

#### **F48/04/15 Finance Report**

##### **F48.1 Receipts, Payments and Bank Reconciliation for February 2015**

Members considered report 232/14 regarding receipts, payments and bank reconciliation for February 2015.

It was **AGREED** to **APPROVE** the information contained in the report.

##### **F48.2 Finance Report – Income & Expenditure 01/04/2014 – 28/02/2015**

Members considered report 231/14 regarding the Council budget position for the period 1<sup>st</sup> April 2014 to 28<sup>th</sup> February 2015.

It was **AGREED** to **APPROVE** the payments detailed in the report.

**F49/04/15 Internal Audit Report Ended 31<sup>st</sup> March 2015.**

**F49.1** Councillor S McStravick highlighted that the audit report shows that questions should be raised about previous audits carried out and requested a full investigation be undertaken.

**F49.2** Town Clerk confirmed that the next audit, Mulberry & Co, undertake will look at previous audits and what actions were carried out in line from those reports.

Members **NOTED** report 233/14 presenting the Internal Audit report from Mulberry & Co for 2014/15.

**F50/04/15 Exclusion of the Press & Public**

**F50.1** It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 7 & 8 on the agenda as the items concern confidential Council matters.

**F50.2** It was **AGREED** by all Councillors to set aside Section 4E of the Standing Orders to allow Councillor S McStravick to stay for items 7 & 8 on confidential Council matters.

**F50.3** It was **AGREED** that the Finance & General Purposes Committee would like to thank Councillor Barry Burfield, Chairman of the Committee, for his hard work and dedication in the last four years.

**F52/04/15 Employee's Working Hours**

Members considered exempt report 240/14 providing an update on the PA to the Town Clerks working hours.

It was **AGREED** to **APPROVE** the PA to the Town Clerks new working hours with immediate effect.

**F53/04/15 Unrecovered Debt Update**

Members considered exempt report 241/14 providing an update on an unrecovered debt.

It was **AGREED** to **APPROVE** that the Town Clerk would write up a comprehensive arrangement for both sides not to pursue this matter any further.

The meeting closed at 7.40pm.

Cllr Mark Brown  
Vice Chairman



## Seaford Town Council

**MINUTES** of the meeting of the **Planning & Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 23<sup>rd</sup> April 2015** at **7.00pm**.

**Present:**

Councillor R E Allen (Vice-Chairman)

Councillors G Cork, T Goodman, A Latham and S McStravick.

Georgia Raeburn – PA to the Town Clerk – Seaford Town Council

Jasmine Pollard – Apprentice Administration Assistant – Seaford Town Council (Minutes)

4 members of the public.

**P115/04/15 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillors S Adeniji, B Groves and L Wallraven.

**P116/04/15 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.

**P117/04/15 Public Participation**

*Mr Ronald Blaber With regards to 53 Sutton Drove; he is concerned about the condition of the building and the poor security and fencing that allows people to gain access to the site.*

Vice-Chairman Seaford Town Council will pass the residents' concerns on to the current owner of the site.

**P118/04/15 Planning Applications**

Planning Applications week ending 28<sup>th</sup> March 2015

**Seaford 80 - 88 Claremont Road**

LW/15/0124 Planning Application - Erection of a single storey front extension, single storey rear extension, detached laundry building to the rear and increased vehicular access for Clifden House Dementia Care Centre.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford 86 Marine Parade**

LW/15/0200 Planning Application - Erection of a single storey detached studio to rear for Mr P Light.

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment, it being out of character and creating a loss of light to neighbouring properties.

**Seaford**                      **Flat 5 Fitzgerald House Croft Lane**  
LW/15/0222                  Listed Building Consent Application - Conversion of maisonette into two separate dwelling units for Mr I Jenkins.

It was **RESOLVED** to make **NO OBJECTION**.

Planning Applications week ending 4<sup>th</sup> April 2015

**Seaford**                      **St John Ambulance Station 1 Little Place Lane**  
LW/15/0169                  Planning Application - Change of use from former meeting room to a two bedroom dwelling, including internal and external alterations for Mr P Mann.

*(Standing Orders were set aside to allow a member of public to comment on planning application LW/15/0169)*

*Mr Stoner                      Highlighted that this application is for a property on a small alley which currently provides sole access to service areas for commercial properties and six residential dwellings. He is also concerned as to how the work would be carried out without blocking access to the twitten that provides sole access to residential dwellings; this is the only route for emergency services to access these properties. He has contacted the applicant directly with his concerns but has not had a reply. There are also concerns about the increased amount of rubbish this would generate as the area is already overflowing with rubbish left out for collection on refuse collection days.*

It was **RESOLVED** to **OBJECT** on the grounds of overdevelopment in a conservation area, overlooking neighbouring properties and sites on the west side of Little Place Lane, causing highways and parking issues and being a potential breach of Town Council policy as it is currently a community used venue.

**Seaford**                      **71 North Way**  
LW/15/0239                  Planning Application - Garage conversion, including front and side extensions, and raising of roof height for Mrs J Ruckes.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **29 Belvedere Gardens**  
LW/15/0248                  Planning Application - Erection of a two storey rear extension and replacement detached garage for Mr A Bishop.

It was **RESOLVED** to **OBJECT** on the grounds of it being out of character with the area, overlooking neighbouring properties and an overdevelopment.

**Seaford**                      **52 East Street**  
LW/15/0257                      Planning Application - Demolition of conservatory and erection of a first floor rear terrace with 1.8m high privacy screens either side for Mr S Davis.

It was **RESOLVED** to make **NO OBJECTION**.

Planning Applications week ending 11<sup>th</sup> April 2015

**Seaford**                      **51A Willow Drive**  
LW/15/0206                      Planning Application - Erection of a conservatory for Mr R Smith.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **4 Sutton Park Road**  
LW/15/0258                      Planning Application - Change of use from A1 (letting agent) to D1 (dental surgery) for Mr M Darbahani.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **15 St Johns Road**  
LW/15/0263                      Planning Application - Erection of replacement steps and associated works for Lady A Funnell.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **Gable End Cottage Arundel Road**  
LW/15/0266                      Planning Application - Erection of new dwelling and vehicle access for Mr P Chapman.

It was **RESOLVED** to **OBJECT** on the grounds of it being unneighbourly to 8 Arundel Road and properties in Heathfield Road and an overdevelopment.

**Seaford**                      **2 Claremont Road**  
LW/15/0274                      Planning Application - Installation of new shopfront and fascia with replacement of all existing windows and doors at all levels for Mr N Trotman.

It was **RESOLVED** to make **NO OBJECTION**.

**Seaford**                      **Chyngton School, Millberg Road**  
LW/3257/CC/  
AR/JC                      Consultation under article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 – Installation of a single mobile classroom to be located to the front (South) of the main School Building.

It was **RESOLVED** to make **NO OBJECTION, SUBJECT TO;** a review being undertaken of the highways and parking regulations and access due to an increase in traffic and usage, incorporating Millberg Road, Saltwood Road, Hillside Avenue, Walmer Road and Chyngton



Gardens; also consideration being made to the length of time the unit will be there for (three years maximum) and a replacement with a more in keeping structure.

Tree Works Applications outside South Downs National Park:

<b>Seaford</b>	<b>The Gate House, Blatchington Hill</b>
TW/15/0027/	5 x Sycamore – lop and top by 50%
TCA	1 x Sycamore – Fell
	1 x Conifers T7-reduce by 30%
	1 x Elm T8 – reduce by 30%

It was **RESOLVED** to make **NO OBJECTION**.

**P119/04/15 Birling Gap Stakeholders Views**

Members considered report 250/14.

Members **APPROVED** a **RESPONSE** to the Questions for Stakeholders at Appendix A of the report and **INSTRUCTED** Council Officers to **SUBMIT** the response on the Council's behalf, including a request for Seaford Town Council to be kept informed going forwards with plans and the future of the site.

**P120/04/15 Update Report**

Members **NOTED** report 251/14 updating the Committee of previous planning applications and approved road closures.

The meeting closed at 7.50pm.

Councillor R E Allen  
Vice-Chairman



## Seaford Town Council

**Report 01/15**

<b>Agenda Item No:</b>	<b>11</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>Policy Timetable</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To present the Policy Timetable of Seaford Town Council's adopted policies for noting.</b>

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### **Recommendations**

#### **You are recommended:**

- 1. To note the content of the Policy Timetable and the policy documents due for review or to be created in this Municipal Year.**
- 

### **1. Information**

- 1.1** Council Officers have undergone a review of the Council's adopted policies and have since created for the first time a detailed index and timetable to ensure that review dates of such policies are upheld and to highlight those additional policies that are required.
- 1.2** The Policy Schedule is attached at Appendix A.
- 1.3** The schedule shows those policies that are due for review in the coming year. A review of the documents will be undertaken by Council Officers before reporting back to Full Council. Two significant areas requiring review are the Council's personnel policies as well as its main strategy policies.
- 1.4** Council Officers have also begun work on the policies that need to be created, addressing those deemed highest priority first. All new policy documents written will be brought to Full Council for adoption.
- 1.5** Standing Orders dictate that certain policy documents be reviewed at the Annual Meeting of the Council (standing order 5j); these policies and their review dates are included on the schedule. By noting the content of the Policy schedule the Council therefore notes that the review of these documents will be undertaken at the appropriate time. This is a more structured approach to review.

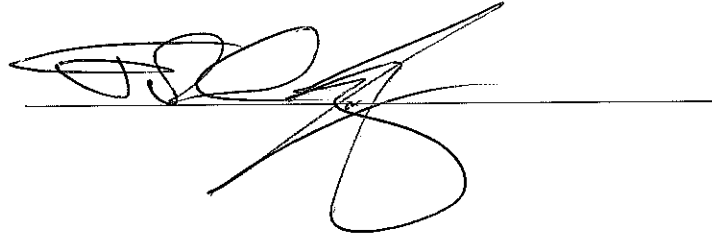
**2. Financial Appraisal**

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

A handwritten signature in black ink, appearing to read 'J. Corrigan', is written over a horizontal line. The signature is stylized and cursive.

Title	Status	Review Date	Comments
<b>Corporate</b>			
Capital Wishlist	Adopted Policy		
Complaints Procedure	Adopted Policy		
Corporate Plan	Needs developing	2015	Planned to develop with new Council
Risk Management Policy Statement	Guidelines		
Scheme of Delegation	Adopted Policy	2015	
Standing Orders	Adopted Policy	2015	
<b>Personnel</b>			
Dignity at work policy	Adopted Policy	2015	All personnel Policies need reviewing
Disciplinary Procedure	Adopted Policy	2015	to bring in line with current
Equal Opportunities policy	Adopted Policy	2015	legislation
Green Book	Adopted Policy	2015	
Grievance Policy	Adopted Policy	2015	
Health & Safety Policy Statement	Adopted Policy	2015	
LGPS (Pension) Employer Discretion Policy	Adopted Policy	2015	
Sickness Policy	Unsure of status	2015	
Time Off In Lieu Policy	Adopted Policy	2015	
Training and Development Policy	Adopted Policy	2015	
<b>Civic and Councillors</b>			
Awards Policy	Not drafted yet	2016	
Code of Conduct for Members	Adopted Policy	2017	
Freedom of the Town Policy	Adopted Policy	2017	
Mayors Portfolio	Not drafted yet	2015	
<b>Finance</b>			
BACS Payments policy	Adopted Policy	2015	
Electronic Payments Policy	Adopted Policy	2017	
Financial Regulations	Adopted Policy	2016	
Finance Risk Assessment	Adopted Policy	2015	
Five year Financial Plan	Needs developing	2015	
Grants Policy	Adopted Policy	2017	
<b>Freedom of Information</b>			
Data Protection Policy	Draft	2015	
FOI and DP Requests Procedure	Adopted Policy	2015	
FOI Publication Scheme	Adopted Policy	2105	
<b>Consultation</b>			
Consultation and Publicity Policy	Not drafted yet	2015	
Petition Policy	Adopted Policy	2017	
Press and Media Policy	Adopted Policy	2015	
Public Participation Policy	Adopted Policy	2017	
<b>Facilities and service</b>			
Beach hut standard Licence Conditions	Adopted Policy	2018	
Grit Bin Policy	Discarded Policy?	2018	
Memorial Policy	Adopted Policy	2017	
Mixed Waste Policy Statement	Adopted Policy	2016	
Premises Hire Charges Policy	Adopted Policy	2017	
Requirements of users of Council premises	Unsure of status	2015	
Salts Development Plan	Adopted Policy	2018	
Seafront and Martello Development plan	Needs drafting	2015	Due for development by 2016
The Crouch Development Plan	Needs drafting	2017	Due for development by 2017
Tree Policy	Adopted Policy	2017	
<b>Miscellaneous</b>			
No Cold Calling Policy	Guidelines	2018	
Planning Policy on Town Centre Commercial policy	Adopted Policy	2016	
Traveller Policy	Adopted Policy	2017	



## Seaford Town Council

Report 02/15

<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>Committee Membership</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To appoint membership of the existing Committees and consider the appointment of any new Committees if deemed necessary.</b>

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### Recommendations

You are recommended:

- 1. To appoint Members to the standing and sub committees.**
  - 2. To appoint Chairmen to the relevant committees.**
  - 3. To appoint Vice-Chairmen to the relevant committees.**
  - 4. To retain the existing committee structure.**
- 

### 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:

- Community Services Committee – 10 members
  - Finance & General Purposes Committee – 10 members
  - Golf Committee – 10 members
  - Planning & Highways Committee – 10 members
  - Appeals Committee – 5 members
  - Personnel Sub-Committee – 5 members
  - 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** Once Committee Membership has been allocated the Council will need to elect a Chairman and Vice-Chairman for each of the relevant committees.

1.4 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.

1.5 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.

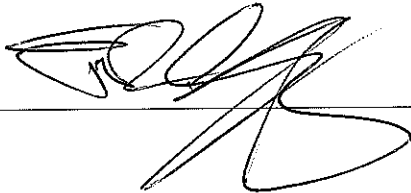
**2. Financial Appraisal**

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



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## Seaford Town Council

Report 03/15

<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>Outside Bodies Representative Reports</b>
<b>By:</b>	<b>James Corrigan, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To receive reports from Members appointed to represent the Council on Outside Bodies for the 2014-15 Municipal Year.</b>

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### Recommendations

You are recommended:

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

### 1. Information

- 1.1** Members appointed to represent the Council on Outside Bodies are required to provide a formal written report at the end of the Municipal Year.
- 1.2** The table at Appendix A lists the Outside Bodies and the Members appointed to them.
- 1.3** The reports received by 6 May 2015 are attached at Appendix B as follows:
  - (a)** Arts@the Crypt Management Committee
  - (b)** Access in Seaford and Newhaven
  - (c)** Citizens Advice Bureau
  - (d)** Coastal Futures Group
  - (e)** Community Transport for the Lewes Area (CTLA)
  - (f)** Environment Agency
  - (g)** Fairtrade Group
  - (h)** Impact Seaford
  - (i)** Lewes District Association of Local Councils (LDALC)
  - (j)** Seaford Chamber of Commerce
  - (k)** Seaford Community Partnership
  - (l)** Seaford Head Nature Reserve Management Committee
  - (m)** Seaford Head Swimming Pool
  - (n)** Seaford Twinning Association
  - (o)** St James' Trust
  - (p)** Strengthening Local Relationships (SLR)
  - (q)** The Base Management Committee

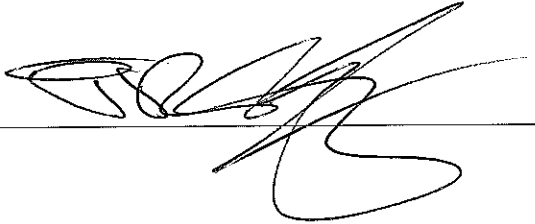
**2. Financial Appraisal**

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



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**Seaford Town Council**  
**Outside Bodies & Liaison Committees 2014/15**

<b>Outside Bodies</b>	<b>Representative</b>
Access in Seaford & Newhaven	Cllr R Needham
Bishopstone United Charities	Cllr B Groves Cllr I White
Citizen's Advice Bureau	Cllr M Brown
Coastal Futures Group	Cllr A Latham
Community Rail Partnership	Cllr S Adeniji
Community Transport - Lewes Area (CTLA)	Cllr T Goodman
Cuckmere Community Bus	Cllr R E Allen
Cuckmere Estuary Partnership	Cllr R E Allen
Fair Trade Group	Cllr L Wallraven
Lewes District Association of Local Councils (LDALC)	Cllr B Burfield Cllr P Franklin
Mercread Youth Centre	Cllr A White
Planning User Group	Cllr R E Allen
Seaford Chamber of Commerce <i>Impact Seaford (Sub-Committee of Chamber of Commerce)</i>	Cllr P Franklin Cllr P Franklin Cllr S Dunn
Seaford Community Partnership	Cllr M Brown
Seaford Head Swimming Pool	Cllr R Needham
Seaford Residents Voice	Cllr S Dunn
Seaford Seniors Forum	Cllr S Adeniji
Seaford Twinning Association	Cllr S Gauntlett
Smarter Seaford	Cllr L Lord
St James' Trust	Cllr T Goodman
The Base Management Committee	Cllr P Franklin
Youth Task Group	Cllr G Cork Cllr A White

<b>Liaison Committees</b>	<b>Representative</b>
Arts@the Crypt Management Committee	Cllr A Latham Cllr S McStravick Cllr B Warren
Christmas Lights Committee	Cllr G Cork Cllr T Goodman Cllr A Hayder Cllr I White
Environment Agency Meetings	Cllr R E Allen Cllr S Dunn Cllr P Franklin Cllr I White
Seaford Head Nature Reserve Management Committee	Cllr S Gauntlett Cllr L Lord
Stakeholders Group of Health Issues	Cllr S Adeniji Cllr B Groves Cllr R Needham Cllr I White
Strengthening Local Relationships (SLR)	Cllr R E Allen Cllr G Cork Cllr S Dunn Cllr P Franklin Cllr T Goodman Cllr B Groves
Tree Wardens Group	Cllr P Franklin



03/05 Appendix B

## Seaford Town Council

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

<b>Name of Representative:</b>	Cllr Dr Alan Latham
<b>Outside Body/Organisation:</b>	Arts@the Crypt Mangement Committee
<b>Number of Meetings Held:</b>	12
<b>Number of Meetings Attended:</b>	6

<b>Principal Activities/Purpose:</b>	<p>The Crypt is an iconic historic building and Seaford asset located in Church Street. Seaford Town Council has contracted out management and use of the Crypt to Arts@the Crypt which is a voluntary Management Committee supported by an independent charitable body 'Friends of the Crypt'. The purpose/terms of reference of the Crypt is to provide a focus for the Arts in the town by offering a facility for exhibitions, meetings, etc. I am one of three town council representatives serving on the Management Committee.</p>
<b>Achievements:</b>	<p>Until illness struck in the Autumn of 2014, I contributed significantly to writing the Friends Constitution which I understand now has been adopted. Also, printed several hundred leaflets to advertise the Crypt to potential exhibitionists and the public (cost donated by my company, Axis 2000 Ltd). Also, actively contributed to Management Committee meetings with ideas and commercial advice.</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>Arts@the Crypt has gone from strength to strength under its present Management Committee, chaired by Phil Duncan, and members should be commended for their contribution and the contribution the Crypt is now making to the town</p>

<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	None

<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>No</b>
	If no, how many and why? Two probably adequate now Crypt working well providing reps have required skills

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	Artist skills not required (there are plenty of those on the Committee). In fact to be a good rep requires import of skills not provided by the artists. Financial, legal and business backgrounds would be helpful.
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<b>Any Other Comments Relating to</b>	
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<b>this Outside Body/Organisation:</b>	More of the same required
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Please kindly return this form to the PA to the Town Clerk by Friday 1<sup>st</sup> May 2015 at the latest.



## Seaford Town Council

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

<b>Name of Representative:</b>	Roger Needham
<b>Outside Body/Organisation:</b>	Access in Seaford and Newhaven
<b>Number of Meetings Held:</b>	12
<b>Number of Meetings Attended:</b>	8

<b>Principal Activities/Purpose:</b>	Access for residents and visitors with disabilities.
<b>Achievements:</b>	Plenty has been achieved by the hard work and determination of Mrs Zena Gibbs.(Chair)
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	Of great importance to the Council.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	None.

<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>	I recommend that a Councillor should continue to attend the meetings
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	None
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## Seaford Town Council

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

<b>Name of Representative:</b>	Mark Brown
<b>Outside Body/Organisation:</b>	Citizens Advice Bureau (CAB)
<b>Number of Meetings Held:</b>	5
<b>Number of Meetings Attended:</b>	5 Including the AGM

<b>Principal Activities/Purpose:</b>	CAB offers advice and support to the public over a range of financial, housing, benefits, legal and other government regulations and requirements
<b>Achievements:</b>	The Seaford and Lewes offices of CAB have expanded and are better staffed than one year ago. The majority of staff are volunteers as are the executive management board and committees. They have succeeded in raising funds from a wide range external sources and are reliant on the funding provided by STC
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The CAB offers an invaluable service to every citizen of the UK on demand. They often offer services that national government no longer support. They work in conjunction with STC and other local and district authorities. Their services are unique to the UK
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	CAB are always short of funding and often find it hard to continue the support they give but a tenacious management always seems able overcome these problems. I recently carried out a fund raising activity to obtain new computers for the Seaford office of CAB. I managed to find funds for one new computer and gave them a fairly new laptop that was surplus to requirements in my company.

<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 - One councillor from STC is sufficient</b>
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	STC should seriously consider continuing the funding they provide as it provides a lifeline for the services they offer to our residents.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	NONE
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## Seaford Town Council

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

<b>Name of Representative:</b>	Cllr Dr Alan Latham
<b>Outside Body/Organisation:</b>	Coastal Futures Group
<b>Number of Meetings Held:</b>	?
<b>Number of Meetings Attended:</b>	0

<b>Principal Activities/Purpose:</b>	Coastal Futures Group (CC2150) is a body representing the Ouse Valley and Seaford Bay in its preparation up to the year 2150 for, what they say, is the inevitable significant rise in sea levels due to climate change (unpredictable weather & global warming). CC2150 calls for early intervention by communities to manage and minimise the impact.
<b>Achievements:</b>	None due to illness and my replacement by a Working Group
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	I supported my replacement by a Working Group which I would have liked to have been a part of had I not been unwell.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	As a scientist, I am increasingly concerned that the issue of climate change/global warming and its effects are significantly overstated by groups such as CC2150 and successive governments who persuade the public, who can only respond to the information provided, that disaster is imminent should we fail to act. Ex-US Vice President Al Gore & John Prescott

	<p>are just 2 examples of influential people usurping their positions to scaremonger to achieve their own objectives. If you strip out the effect of people who don't know what they are talking about, I suspect the argument as to whether or not global warming is such a threat would be much more balanced with the result that precious resources would be better managed.</p>
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<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?  Working Group

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>Continue with working Group</p> <p>Question the validity of CC2150 or at least the balance of opinion of its Board of Directors (e.g. how many of them are climate sceptics?)</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 Friday 1<sup>st</sup> May 2015 at the latest.



## Seaford Town Council

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

<b>Name of Representative:</b>	Councillor Terry Goodman
<b>Outside Body/Organisation:</b>	CTLA
<b>Number of Meetings Held:</b>	One
<b>Number of Meetings Attended:</b>	One

<b>Principal Activities/Purpose:</b>	<p>Provision of affordable accessible transport for individuals who cannot access public transport. Services include</p> <ol style="list-style-type: none"> <li>1. Seaford Dial-A-Ride (door to door service);</li> <li>2. Group hire to local community groups who do not have their own vehicles, particularly to youth and school groups;</li> <li>3. A club to enable vulnerable and lonely residents to have social interaction thereby reducing loneliness and improving health and wellbeing.</li> </ol>
<b>Achievements:</b>	<ol style="list-style-type: none"> <li>1. Over 4,200 passenger journeys on a Dial-A-Ride service in the year to March 2015, mostly to and from the town centre so indirect support for business and activities within the town.</li> <li>2. Successfully tendered a new 5 year contract with ESCC to run the Dial-A-Ride service.</li> <li>3. Gained funding from the Central Government Community Minibus Fund for a new bus.</li> </ol>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>CTLA supports some the Seaford's most needy residents and enables them to enjoy access and benefits that others take for granted.</p> <p>CTLA are currently working in conjunction with the local NHS to improve access to healthcare. While this is not currently available in Seaford the feedback and information gained from the pilot will undoubtedly be of assistance at a later date.</p>
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	<p>CTLA will be submitting a grant application for this year's Financial Grant scheme. In the past the Council's financial grants have been pivotal in contributing to the sustainability of the services CTLA offer.</p>

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

<p><b>Any Other Comments Relating to this Outside Body/Organisation:</b></p>	<p>CTLA have said they will try to arrange for twice yearly meetings with town and parish council representatives in the Lewes district area.</p> <p>CTLA also plan to try and encourage Lewes District Council to assist with promoting the benefits of Community Transport.</p> <p>Overall I feel CTLA provide an excellent service providing substantial benefits for the town and its residents and I recommend continuation of the relationships between them and STC.</p>
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Please kindly return this form to the PA to the Town Clerk by Friday 1<sup>st</sup> May 2015 at the latest.



## Seaford Town Council

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

Name of Representative:	PAUL FRANKLIN (CHAIR)
Outside Body/Organisation:	ENVIRONMENT AGENCY
Number of Meetings Held:	MANY
Number of Meetings Attended:	

Principal Activities/Purpose:	TO WORK TOGETHER AND DISCUSS AND IMPLEMENT NECESSARY CHANGES.
Achievements:	COMPLETELY NEW WAY OF ADDRESSING THE WAY THE BEACH IS PROFILED AND RE-INSTATED.
Issues of Importance to the Council/Current Work of significance to the Council:	VERY IMPORTANT TO WORK WITH THE E.A. WE NOW HAVE RE-COGNITION THAT SEAFORD IS NOT JUST A SPA-DEFENCE, ITS A PUBLIC BEACH.
Areas of Concern (financial, support/assistance, publicity etc):	MAINTAINING A GOOD WORKING RE. LATIONSHIP WITH THE E.A WHO ARE UNDER EXTREME PRESSURE WITH THEIR BUDGETS.

<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>	THIS IS A VERY IMPORTANT COMMITTEE AND FOCUSES ON OUR MAIN TOURIST & PUBLIC ATTRACTION.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	A BIG THANK YOU TO THE E.A FOR ALL THEIR HARDWORK AND MODERNISATION OF THEIR MAINTANANCE OF THE SEAFRONT.
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## Seaford Town Council

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

<b>Name of Representative:</b>	LINDA WALLRAVEN
<b>Outside Body/Organisation:</b>	FAIRTRADE
<b>Number of Meetings Held:</b>	6
<b>Number of Meetings Attended:</b>	5

<b>Principal Activities/Purpose:</b>	SEAFORD IS A FAIRTRADE TOWN AND THE AIM IS AWARENESS OF F/T GOODS BUYING F/T PRODUCTS HELPS FARMERS OF DEVELOPING WORLD GET BETTER PRICES, DECENT WORKING CONDITIONS.
<b>Achievements:</b>	ISSUED CERTIFICATES TO SHOPS & BUSINESSES WHO QUALIFY F/T STATUS. F/T MARKET WAS VERY SUCCESSFUL SUPPORTED BY CO-OP & SAINSBURY'S - GOOD COVERAGE IN LOCAL PRESS.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	USE OF F/T PRODUCTS ON COUNCIL PREMISES WHERE POSSIBLE. SIGNAGE.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	OTHER F/T TOWNS HAVE SIGNAGE AT THE ENTRANCES OF THEIR TOWN, SEAFORD HASN'T WHICH THE COMMITTEE WOULD LIKE TO RECTIFY WITH THE HELP OF S.T.C.



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

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	CONTINUE TO SUPPORT FAIRTRADE AND KEEP SEAFORD A FAIRTRADE TOWN.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	SEAFORD FAIRTRADE GROUP WORKS HARD TO CREATE AWARENESS WITHIN THE TOWN.
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Please kindly return this form to the PA to the Town Clerk by Friday 1<sup>st</sup> May 2015 at the latest.



Seaford Town Council

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

Name of Representative:	PAUL FRANKLIN (CHAIR)
Outside Body/Organisation:	AWARD WINNING. IMPACT SEAFORD.
Number of Meetings Held:	MANY
Number of Meetings Attended:	

Principal Activities/Purpose:	TO TAKE IN AND LAUNCH NEW PROJECTS. LOOK AT ALL POSSIBLE PROJECTS AND DEVELOP THE CHOSEN ONES
Achievements:	THERE ARE SO MANY SUCCESSFUL PROJECTS OF ALL KINDS. MANY MORE IN DISCUSSION NOW. ICONIC BULLS AT THE SAETS. SPASH POINT RE-PATHS (COMPLETED).
Issues of Importance to the Council/Current Work of significance to the Council:	WORKING WITH LOCAL GROUPS AND IMPST, KNOWLEDGE FROM BRIST SUSSOP & LONIS DISTRICT. EVERY ONE HAS GREAT INVOLVEMENT
Areas of Concern (financial, support/assistance, publicity etc):	THAT THE COMMITTEE CONTINUES AS A GROUP THAT ACHIEVES IN THE FUTURE TERM!

<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>	THIS IS AN ACTION GROUP THAT PERFORM WITH IDEAS
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	I WOULD LIKE TO THANK ALL THE PEOPLE I HAVE WORKED WITH, THEY HAVE ALL WORKED SO HARD TO MAKE IMPACT SEAFORD A GREAT SUCCESS..
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## Seaford Town Council

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

<b>Name of Representative:</b>	PAUL FRANKLIN.
<b>Outside Body/Organisation:</b>	L.D.A.L.C
<b>Number of Meetings Held:</b>	LOWES DISTRICT ASSOCIATION OF LOCAL COUNCILS
<b>Number of Meetings Attended:</b>	MOST.

<b>Principal Activities/Purpose:</b>	THIS IS AN IMPORTANT BODY AS IT INFORMS COUNCILLORS WITH UP TO DATE INFORMATION ON ISSUES AND NEWS THAT CAN AFFECT OUR COUNCIL.
<b>Achievements:</b>	USING THE INFORMATION GIVEN IT IS VERY BENEFICIAL TO THE OPERATION OF SEAFORD TOWN COUNCIL.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	NEW LEGISLATION, NEW PROJECTS AND A BIG HELP TO LOCAL COUNCILLORS AND CLERKS.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	I HAVE ALSO ATTENDED N.A.L.C. THIS IS ALSO VERY USEFUL AND INFORMATIVE

<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>	TO SUBSTITUTE IF UNABLE TO ATTEND.
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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 2014/2015

Name of Representative:	PAUL FRANKLIN.
Outside Body/Organisation:	SEAFORD CHAMBER OF COMMERCE.
Number of Meetings Held:	MANY
Number of Meetings Attended:	MANY

Principal Activities/Purpose:	TO WORK IN PARTNERSHIP. AND SUPPORT LOCAL BUSINESS GOT A BETTER UNDERSTANDING OF THE BUSINESS ENVIRONMENT.
Achievements:	THE PROFILE OF THE CHAMBER HAS BEEN RAISED. SEAFORD MAGIC, NOW FORMAT. NOW PROJECTS FORCASTS. MARKETS EXPANDS
Issues of Importance to the Council/Current Work of significance to the Council:	BIGGEST PARTNERSHIP WITH S.T.C. IS THE DEVELOPMENT OF THE SEAFORD APP. ITS RELEASE DUE SOON.
Areas of Concern (financial, support/assistance, publicity etc):	THE COUNCIL WORKS IN PARTNERSHIP AND CONTINUES TO IMPROVE ITS PUBLICITY WITH GROUPS

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

Recommendations (if any) to the Council or next Councillors to act as representative:	ANY COUNCILLOR WITH BUSINESS BACKGROUND WOULD BE A BENEFIT TO THIS GROUP.
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Any Other Comments Relating to this Outside Body/Organisation:	THE WAY FORWARD FOR THIS COUNCIL IS TO WORK MORE IN PARTNERSHIP WITH GROUPS LIKE THIS. THE RESULT IS BENEFICIAL TO ALL.
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## Seaford Town Council

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

<b>Name of Representative:</b>	Mark Brown
<b>Outside Body/Organisation:</b>	Seaford Community Partnership
<b>Number of Meetings Held:</b>	6
<b>Number of Meetings Attended:</b>	3 (Mayors duties clashed with meetings)

<b>Principal Activities/Purpose:</b>	<p>The partnership is an alliance between local representatives from local government, statutory authorities, voluntary and and business organisations</p> <p>Purpose; SCP is able to access funding that other individual Bodies cannot. The partnership is NOT directly funded by Public funds but does receive grants on request from STC</p>
<b>Achievements:</b>	<p>Working with Seaford Town Council</p> <p>Seafront sunken garden</p> <p>Interest in the seafront open concert area at the Martello Tower</p> <p>Controls Tree warden activities and tree planting</p> <p>Planning to improve the small pier at Splash Point</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>SCP acts as a catalyst for some outside bodies and offers help and advice to other organisations who strive to achieve improvements and changes to the general Seaford environment</p>
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	<p>SCP went through a period of stagnation but has regenerated itself and is now very active in our town</p> <p>No financial problems are known ab out although funding</p> <p>Will always be an issue</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 - One councillor from STC and One from LDC
	If no, how many and why?

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	This organisation is very proactive in supporting improvements in Seaford and on the seafront. They deserve continuing support from the council
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	NONE
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## Seaford Town Council

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

<b>Name of Representative:</b>	PAUL FRANKLIN (VICE-CHAIR)
<b>Outside Body/Organisation:</b>	SEAFORD HOADS NATURE RESERVE.
<b>Number of Meetings Held:</b>	MANY
<b>Number of Meetings Attended:</b>	MANY + SITE VISITS.

<b>Principal Activities/Purpose:</b>	THE NATURE RESERVE IS ONE OF OUR JOYSES, FOR LOCAL USE & TOURISM. ITS DEVELOPMENT IS A HIGH PRIORITY DURING THE RECENT YEARS IT HAS SUFFERED LACK OF MAINTENANCE & DIRECTION.
<b>Achievements:</b>	WE NOW HAVE A RANGAR WHO IS TRANSFORMING THE RESERVE WHERE IT HAS LOST WALKS AND BECOME OVER GROWN. IT IS NOW HIGHLIGHTED A LARGE AMOUNT OF RARE FLOWERS, FAUNA AND INSECTS.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	DUE TO THE HELP & HARD WORK OF A LOCAL RESIDENT THEY HAVE INCREASED INCOME FOR FILING. OUR TOWN CLERK NEGOTIATED A NEW RENTAL FROM THE TOWN FARM WHICH ALSO GAVE US A CONSIDERABLE RAISE IN INCOME.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	THIS GROUP'S PROFILE AND AWARENESS IS RAISING ALL THE TIME. THE BARN STILL REMAINS A PRIORITY FOR BRINGING BACK INTO USE AS AN ASSET.

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

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<p>THIS COMMITTEE IS MADE UP <del>OF</del> OF PEOPLE WHO HAVE PUT A HUGE AMOUNT OF EFFORTS INTO THIS RESERVE. THIS SHOULD BE TREATED AS A VERY IMPORTANT GROUP. SITE VISITS ARE VERY IMPORTANT!</p>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	<p>I AM ON THIS COMMITTEE AS AN L.B.C. OUTSIDE BODY. I AM VICE-CHAIR AND WAS DISSAPPOINTED WITH THE ATTENDANCE OF SOME TOWN COUNCILLORS, ESPECIALLY ON THE SITE VISITS, WHICH SHOW THE HUGE AMOUNT OF WORK WHICH HAS BEEN DONE.</p>
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Please kindly return this form to the PA to the Town Clerk by Friday 1<sup>st</sup> May 2015 at the latest.



## Seaford Town Council

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

<b>Name of Representative:</b>	Roger Needham
<b>Outside Body/Organisation:</b>	Seaford Head Swimming Pool
<b>Number of Meetings Held:</b>	2
<b>Number of Meetings Attended:</b>	1

<b>Principal Activities/Purpose:</b>	The maintenance and management of the Seaford Head Pool
<b>Achievements:</b>	The pool is run efficiently and users are generally fairly happy.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	The financial aspect of the maintenance programme is of interest to the Council.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	None.

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

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

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	I recommend that a Councillor should continue to attend the meetings (twice a year)
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	None
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## Seaford Town Council

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

<b>Name of Representative:</b>	Cllr Stephen Gauntlett
<b>Outside Body/Organisation:</b>	Seaford Twinning Association
<b>Number of Meetings Held:</b>	Monthly meetings
<b>Number of Meetings Attended:</b>	n/a

<b>Principal Activities/Purpose:</b>	<p>The twinning was a result of Bönningstedt's quest to find a twin within East Sussex.</p> <p>Initially called "The Friends of Bönningstedt" a friendly group was formed with monthly social gatherings e.g. quiz night, bingo, traditional pub skittles, visit Bönningstedt every other year, and welcome visitors from their twin town in the intervening years. They also have friendship links with Bönningstedt's other twins, Crivitz in Mecklenburg Vorpommern in the former East Germany. Also there are now links with Crivitz' other twin in USA, Crivitz in Wisconsin</p> <p>New members are welcomed. They do not have to live in Seaford, neither do they have to be able to speak German or to host visitors, but they must support the ideals of international co-operation and twinning, and enjoy the company of others!</p>
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	<p>Currently as the Town Council Rep the Honorary Chairman, Town Crier Peter White, will make contact if there is anything be undertaken or discussed by the Twinning Association that is potentially of interest of relevance to the Council.</p> <p>The Mayor of Seaford also sits as Honorary President of the Association.</p>

<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>	Touch base with the Honorary Chairman, Town Crier Peter White, to introduce yourself and consider whether you wish to continue the representation on the same basis as mentioned above.
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Please kindly return this form to the PA to the Town Clerk by Friday 1<sup>st</sup> May 2015 at the latest.



## Seaford Town Council

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

<b>Name of Representative:</b>	COUNCILLOR TERRY GOODMAN
<b>Outside Body/Organisation:</b>	ST. JAMES TRUST
<b>Number of Meetings Held:</b>	FIVE
<b>Number of Meetings Attended:</b>	FIVE

<b>Principal Activities/Purpose:</b>	Keep the committee up to date with Seaford Town Council issues Assist with any Trust requirements of the STC.
<b>Achievements:</b>	Ongoing - arranging Street signs for directions to St James Clubhouse & charity shop.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	N/A.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	N/A.

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

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	<i>We do require a STC Representative to keep us abreast of local STC issues</i>
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	N/A
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## Seaford Town Council

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

<b>Name of Representative:</b>	PAUL FRANKLIN (CHAIR)
<b>Outside Body/Organisation:</b>	STRENGTHENING LOCAL RELATIONSHIPS (SLR)
<b>Number of Meetings Held:</b>	MANY
<b>Number of Meetings Attended:</b>	

<b>Principal Activities/Purpose:</b>	THIS IS A DIRECT LINK WITH EAST SUSSEX COUNTY COUNCIL DISCUSSION OF TRAFFIC ISSUES, ROADS AND HIGHWAYS, PARKING, MARKINGS, SIGNS.
<b>Achievements:</b>	LARGE AMOUNT OF SUCCESS. MANY LOCAL ISSUES ADDRESSED. IF YOU REFER TO THE MEETING MINUTES, MANY SUCCESSFUL ITEMS COMPLETED.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	VERY IMPORTANT TO HAVE DIRECT CONTACT WITH E.S.C.C. MORE COUNCILLORS SHOULD USE THIS GROUP & FORWARD LOCAL ISSUES.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	POOR ATTENDANCE BY OUR EAST SUSSEX COUNCILLORS

<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>	A GOOD POSITIVE GROUP THAT HAS ACHIEVED.
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<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	MANY THANKS TO THE OFFICERS AT BRIST SUSSEX FOR CONTRIBUTING THEIR TIME & ASSISTANCE. PLUS ADVISE.
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## Seaford Town Council

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

<b>Name of Representative:</b>	PAUL FRANKLIN (CHAIR)
<b>Outside Body/Organisation:</b>	THE BASE
<b>Number of Meetings Held:</b>	LTD
<b>Number of Meetings Attended:</b>	LTD

<b>Principal Activities/Purpose:</b>	TO PROVIDE A BASE FOR YOUTH & COMMUNITY USE.  GROUP MUSIC REHEARSALS
<b>Achievements:</b>	THE BASE IS NOW OPERATING ON ITS OWN COMMITTED AND IS IN CONTROL TO MOVE FORWARD WITH THEIR OWN PLANS.
<b>Issues of Importance to the Council/Current Work of significance to the Council:</b>	THIS GROUP CAN NOW LOOK AT OTHER FUNDING AND HAVE MORE EVENTS. THE LACK OF YOUTH FACILITIES MAKES THIS GROUP IMPORTANT.
<b>Areas of Concern (financial, support/assistance, publicity etc):</b>	I HAVE SUPPORTED THE BASE ON THEIR OUTSIDE EVENTS. MORE COUNCILLORS SHOULD IN FUTURE.

<b>Should Representation Continue?</b>	Yes / No ?
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If no, why do you think not? Have the group/organisation agreed with this?  
 AS THEY ARE AN INDEPENDANT GROUP, I THINK THE DECISION SHOULD BE MADE BY THEIR COMMITTEE.

<b>Number of Representatives Correct?</b>	Yes / No ?
---	------------

If no, how many and why?  
 " "

<b>Recommendations (if any) to the Council or next Councillors to act as representative:</b>	NEEDS A COUNCILLOR THAT'S INTERESTED IN MUSIC AND PROMOTING THE BASE TO THE YOUNGER GENERATION
--	--

<b>Any Other Comments Relating to this Outside Body/Organisation:</b>	
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## Seaford Town Council

Report 04/15

**Agenda Item No:** 14  
**Committee:** Council  
**Date:** 18 May 2015  
**Title:** Representation on Outside Bodies  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To appoint members to represent the Council on Outside Bodies and Liaison Committees, and to agree arrangements for reporting back.

---

### Recommendations

You are recommended:

1. To appoint members to represent the Council on those Outside Bodies and Liaison Committees.
  2. To agree the reporting back arrangements as detailed in 1.3 and 1.4.
  3. To agree any nominations wishing to be submitted for Parish Member appointments to the National Park Authority as detailed in 1.5 and at Appendix A.
- 

### 1. Information

- 1.1 Standing Order 5 j.xi mandates that appointments to represent the Council on Outside Bodies and Liaison Committees be considered at this stage of the agenda at the Annual Meeting.
- 1.2 The following Outside Bodies and Liaison Committees currently have Council representation:

#### Outside Bodies

Access in Seaford & Newhaven	1
Bishopstone United Charities	2
Citizen's Advice Bureau	1
Coastal Futures Group	1
Community Rail Partnership	1
Community Transport - Lewes Area (CTLA)	1
Cuckmere Community Bus	1
Cuckmere Estuary Partnership	1

East Sussex Assoc. of Local Councils (ESALC)	2
Fair Trade Group	1
Friends of the Crouch	1
Lewes District Assoc. of Local Councils (LDALC)	2
Mercread Youth Centre	1
Planning User Group	1
Seaford Chamber of Commerce	1
Seaford Community Partnership	1
Seaford Head Swimming Pool	1
Seaford Seniors Forum	1
Seaford Twinning Association	1
Smarter Seaford	1
St James' Trust	1
Stakeholders Group on Health Issues	4
Youth Task Group	2

**Liaison Committees**

Arts@theCrypt Management Committee	3
Christmas Lights Committee	4
Seaford Head Nature Reserve Committee	2
Strengthening Local Relationships	4
The Base Management Committee	1
Tree Wardens Group	1

- 1.3** Members appointed are requested to report back as they feel necessary to the Town Clerk any matter which is required to be brought to the attention of the Council or its committees during the year.
- 1.4** Members shall be required to provide a formal written report at the end of the Municipal Year.
- 1.5** Attached at Appendix A is a letter received from Sussex Association of Local Councils regarding Parish Member appointment to the National Park Authority. The Council will need to decide whether or not it wishes to submit a nomination/s for this appointment having considered the information provided by SALC and SDNPA.

**2. Financial Appraisal**

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

**3. Contact Officer**

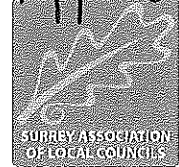
The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk





RECEIVED 04/15 Appendix A  
27 MAR 2015



**SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED**  
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President  
Lord Amptill

CEO  
Trevor Leggo

West Sussex ALC Ltd. President  
Cllr Michael Chafer OBE

Surrey ALC Ltd. President  
Dame Sarah Goad DCVO, JP, H.M Lord-Lieutenant

Assistant CE (Surrey)  
Anne Bott

March 2015

**To Clerks of all towns and parishes within the South Downs National Park**

Dear Clerk

Attached is a letter produced by SALC and SDNP in preparation for Parish Member appointments to the National Park Authority. May I please remind Clerks of action you should take to ensure your Council is able to respond within the timescale set out :

- It is recommended that you place an item on the agenda for the Annual Meeting of the Council to make nominations in accordance with the required criteria
- In order for the Council to cast its vote[s] by the date of return - 7<sup>th</sup> July, if your Council meets bi-monthly it may be necessary for you to either seek delegated authority at the Annual Meeting, or call an Extraordinary Meeting

Ian Davison, Solicitor, will act as Returning Officer and the count will take place on Friday 10<sup>th</sup> July at a venue to be confirmed.

Please let me know if you require clarification on any matters contained in the attached information.

Yours sincerely

**Trevor Leggo**  
Chief Executive

Suite C 2<sup>nd</sup> Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ (Registered Office)

Tel: (01273) 830200

Company No. 8512101 Registered in England

Email - [trevor.leggo@ssalc.co.uk](mailto:trevor.leggo@ssalc.co.uk)

Website - [www.sussexalc.org.uk](http://www.sussexalc.org.uk) / [www.surreyalc.org.uk](http://www.surreyalc.org.uk)



Your ref:

Our ref: Date: 20 March 2015

Dear Clerk/Chair

**Parish Member appointments to the National Park Authority 2015**

I am writing to advise you of the arrangements for these appointments following the Parish Council Elections in May 2015 when the appointments of Parish Members expire.

The Environment Act 1995 provides for Parish Members to be selected from the Parish Councils and Parish Meetings within the area of the National Park.

The process will be by nomination and ballot within the electoral areas in 2 constituencies which is the same as that used in previous years.

East Sussex All Parishes wholly or partly in the East Sussex area of the SDNP. Two Members

West Sussex All Parishes wholly or partly in the West Sussex area of the SDNP. Two Members

**Nominations**

The Nomination forms will be issued to each Parish Council and Parish Meeting by post on **Monday 11 May 2015**. Following the elections on the 7 May 2015 a Parish Council or Parish Meeting may nominate a Parish Councillor or a Parish Meeting Chairman. Nominations will only be accepted on the official Nomination form. I recommend that your Council or Meeting approves any nomination.

There are statutory provisions that apply to Parish Members of a National Park Authority which will be set out in the Nomination form. A candidate must be eligible for appointment and not disqualified under these provisions. A candidate will be able to submit with their Nomination Form an election address limited to 150 words.

**The closing date for the return of completed Nomination Forms will be Monday 15 June 2015.**

If there are the same as or fewer candidates than the number of appointments, then the candidates will be elected unopposed. If the number of candidates exceeds the number of appointments then a poll will be conducted as set out below.

**Voting**

One Ballot Paper and the candidates' election statements will be issued by post to each Parish Council and Parish Meeting on **Monday 22 June 2015**

**The closing date for the return of completed Ballot Papers will be Tuesday 7 July 2015** . (photocopies will not be accepted).

The advice of DEFRA is that the nomination and voting procedures should be as transparent and democratically accountable as possible. It is recommended that a Parish Council's or Parish Meeting's vote is decided in open session of a Council meeting or the Parish Meeting (as the case may be).



You will appreciate that this is a very tight timetable and all closing dates must be met. There is no provision for the late receipt of Nomination Forms or Ballot Papers. It is important therefore that you bear these closing dates in mind when planning the dates for your meetings in March, April, May and June and if necessary give delegated authority to your Clerk to respond following consultation with Members. You should also allow sufficient time for postal delays.

Details of the venue for the count will be advised no later than 4 weeks before the date of the count. All Candidates will be invited to observe the count. Once completed SSALC will contact the successful candidates and publish the results on the Authority website. The names will then be forwarded to the Department of the Environment, Food & Rural Affairs for the formal appointment letters to be issued.

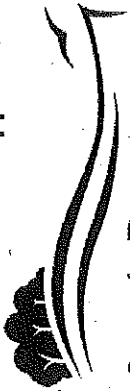
Authority Members are expected to regularly attend meetings of the Authority, any Committees that they have been appointed to, as well as training and briefing sessions. Members are expected to attend at least 75% of meetings. These are held during the working day at the South Downs Centre, Midhurst. There is obviously a considerable time commitment involved in being a Member of the Authority which in some cases could be three or four days a month. Candidates will have to take this into account when seeking a nomination.

More information about the National Park Authority, Members and Committee meetings can be obtained from the website [www.southdowns.gov.uk](http://www.southdowns.gov.uk)

Yours sincerely

Enc:

Guidance for appointment of members to The South Downs National Park Authority



**South Downs**

National Park Authority

**Guidance on appointment of Members to the South Downs National Park Authority (SDNPA)**

Status of appointed Member	Members of the SDNPA do not represent their appointing bodies on the Authority, but will, as a SDNPA Member, be responsible for ensuring that the SDNPA achieves the National Park Purposes and Duty, and does so in a way that best suits the special characteristics of the National Park as a whole.
Commitment of SDNPA Member	Commit to involvement of typically 3 to 4 days per month.
Is a substitute to be appointed	No
Is the role a voting or non voting role	Voting as a Member of the SDNPA and not their appointing body <a href="http://southdowns.gov.uk/national-park-authority/our-people/members/">http://southdowns.gov.uk/national-park-authority/our-people/members/</a>
Member Role Description	<u>South Downs National Park Authority Member Role Description and Person Specification</u>
Governance Procedures	The South Downs National Park Authority has its own governance procedures relating to policies and procedures for Authority meetings, Member responsibilities and the effective administration of processes and systems. These are available on our website <a href="http://www.southdowns.gov.uk">www.southdowns.gov.uk</a>
Purposes and Duty of the SDNPA	As a National Park, the SDNPA has statutory purposes and socio-economic responsibilities as specified in the Environment Act of 1995. <ul style="list-style-type: none"> <li>To conserve and enhance the natural beauty, wildlife and cultural heritage of the area.</li> <li>To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.</li> </ul> Working in partnership with other Local Authorities and other organisations, it is also the duty of the Authority to seek to foster the economic and social well-being of the local communities within the National Park. <b>SDNPA Guiding Principles &amp; SDNPA Vision</b>
How often does the Authority meet	The Full Authority meets 6 times per year; plus working groups, training sessions and workshops as required. Each SDNPA Member is appointed to one Committee. Appointments to Committees and Outside bodies are made at the AGM meeting in June. (25 June 2015) <ul style="list-style-type: none"> <li>Planning Committee convene 12 times per year and have 12 Site Visits per year</li> <li>Policy &amp; Programme Committee convene 6 times per year</li> </ul>

	<ul style="list-style-type: none"> <li>• Governance Committee convene 5 times per year</li> <li>• Area Tours and development opportunities at least 4 times per year.</li> <li>• Committee Chairs have additional meetings with the Senior Management Team 12 times per year and Chair briefing meetings and catch up sessions with the Committee's relevant Director.</li> <li>• Whilst the Authority is producing its Local Plan there are monthly workshops on this.</li> </ul> <p>In addition to those above; the Authority Chair and Deputy attend all Committee meetings as ex officio members, and have weekly meetings with the Chief Executive Officer.</p> <p>The Authority also regularly receive requests for Members to give talks to partners and organisations on the SD National Park in general and on what the Authority is doing</p>												
<p>Where does the Authority Meet</p> <p>Allowances</p>	<p>South Downs Centre North Street Midhurst West Sussex GU29 9DH</p> <p>Authority Members are able to claim an allowance, together with travel and other expenses incurred in the course of their appointment</p> <p>The SDNPA basic Member allowance is £2860.00</p> <p>There are Special Responsibility allowances for the following positions:</p> <table border="0"> <tr> <td>Authority Chair</td> <td>£5720.00</td> </tr> <tr> <td>Deputy Chair of Authority</td> <td>£4335.00</td> </tr> <tr> <td>Planning Committee Chair</td> <td>£3432.00</td> </tr> <tr> <td>Deputy Chair of Planning Committee</td> <td>£ 514.00</td> </tr> <tr> <td>Chair of Governance Committee</td> <td>£ 572.00</td> </tr> <tr> <td>Chair of Policy &amp; Programme Committee</td> <td>£ 1144.00</td> </tr> </table> <p>These payments are made in accordance with the approved <u>Members Scheme of Allowances</u></p>	Authority Chair	£5720.00	Deputy Chair of Authority	£4335.00	Planning Committee Chair	£3432.00	Deputy Chair of Planning Committee	£ 514.00	Chair of Governance Committee	£ 572.00	Chair of Policy & Programme Committee	£ 1144.00
Authority Chair	£5720.00												
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Planning Committee Chair	£3432.00												
Deputy Chair of Planning Committee	£ 514.00												
Chair of Governance Committee	£ 572.00												
Chair of Policy & Programme Committee	£ 1144.00												
<p>For any further information, please visit the SDNPA website <a href="http://www.southdowns.gov.uk">www.southdowns.gov.uk</a></p>													

**South Downs National Park Authority  
Member Role Description and Person Specification**



**National Park Purposes**

Each National Park exists to conserve and enhance the natural beauty, wildlife, and cultural heritage of its area, to promote wide public understanding and enjoyment of them and, with others, to foster the social and economic well being of communities within the Park.

**Role Description**

**1. Accountabilities**

- To the full National Park Authority
- To the public interest.

**2. Purpose of the Role and Activity**

▪ **Representing the national interest**

- To bring the national context to bear in decision making
- To promote the profile and effectiveness of the National Park Family both through the work of your own Authority and through co-operative action with key stakeholders / partners including National Parks UK (NPUK); NPW & National Parks England (NPE)
- To act as an ambassador for the NPA and wider National Park Family.

▪ **Representing the National Park Authority**

- To represent and be an advocate for the National Park Authority on national and outside bodies and at national events
- To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual benefit
- To be an advocate for the special qualities of the National Park
- To liaise with other members, principal authorities, officers and partner organisations to ensure that the purposes and aims of the National Park Authority are understood and supported.

▪ **Representing and supporting communities**

- To represent the interests of the population of the National Park and surrounding communities
- To be a channel of communication between the community and the National Park Authority particularly in regard to strategies, policies, services and procedures
- To promote wide public understanding and enjoyment of the Park
- Foster the economic and social well being of communities in the Park in the pursuit of its statutory purposes.

## Appendix 6

- **Making decisions and overseeing National Park Authority performance**
  - To apply the principles and purposes of National Parks in all decision making - balancing and integrating the environmental, social and economic considerations. When there are conflicts between the two statutory purposes the first purpose is given priority
  - To work with the Chair, Chief Executive, other Members, Officers, Stakeholders, Partners and communities to discharge the functions of the NPA and maximise the use of human and financial resources
  - To act with independent judgement using your skills, experience, local, regional and national knowledge, in the best interests of the NPA
  - To collectively participate in the development of policy direction, strategic thinking and innovation within the Authority through the development of management policy and business plans
  - To approve, scrutinize and monitor the implementation of the Authority's policies, procedures and statutory functions
  - To promote and ensure efficiency and effectiveness in the provision of National Park Authority services
  - To support the principles of democracy and accept collective responsibility for the decisions of the NPA and their impact on Authority resources.
- **Internal governance, ethical standards and relationships**
  - To achieve efficient, effective, transparent and accountable governance of the National Park Authority and its affairs
  - To promote and support open and transparent National Park Authority services
  - To support, and adhere to, respectful, appropriate and effective relationships with Members and Officers of the National Park Authority.
  - To adhere to the Members' Code of Conduct and the highest standards of behaviour in representing the National Park Authority
  - To engage in and demonstrate the Authority's commitment to the equalities agenda
  - To adhere to the ten general principles of public life.
- **Personal and role development**
  - To take responsibility for your own personal learning and development (local and national)
  - To commit to actively participating in opportunities for development provided for Members by the National Park Authority, NPUK & NPE.
  - To participate actively in the Authority's continuous improvement processes
  - To comply with any Authority approved target for attendance at meetings and training events.

**Person Specification for Members of National Park Authorities**

To fulfil his or her role as set out in the role description, an effective Member is required to:

**Fulfil National Park Purposes**

- ❖ Champion and represent the Authority as an effective mechanism for promoting conservation and enhancement of the Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and fostering the social and economic wellbeing of local communities
- ❖ Be an advocate for the special qualities of the National Park
- ❖ Promote the family of National Parks and its wider partners – including NPUK; NPE; NPWW; DEFRA; Natural England, Natural Resources Wales; SNH
- ❖ Engage with, and listen to, communities and stakeholders of the National Park in the furtherance of the purposes and duty.

**Fulfil the role**

- ❖ Commit to attend and contribute to meetings of the Authority, its committees and working / task groups, and raise issues of concern through the established procedures and mechanisms adopted by the Authority.
- ❖ Read briefing material provided for meetings in order to be properly prepared for any debate on issues across the full range of the Authority's responsibilities (taking responsibility for seeking appropriate clarification from Lead Officers)
- ❖ Accept collective responsibility for the decisions of the NPA and the impact on Authority Resources.

**Internal governance, ethical standards and relationships**

- ❖ Be committed to working with other Members and Officers in the best interests of the National Park and the Authority itself
- ❖ Comply with Standing Orders and respect the democratically determined decisions of the Authority
- ❖ Adhere to the NPA Standards framework
- ❖ Adhere to the Members' Code of Conduct
- ❖ Engage in and demonstrate the Authority's commitment to equality and diversity.

**Personal and role development**

- ❖ Take responsibility for their own personal learning and development including:
  - Attending appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and partner organisations
  - Attending the National Member Induction Course as early on in their role as Member as possible
  - Participating in the Authority's processes for reviewing personal development.

## **The Ten General Principles of Public Life**

### **Selflessness**

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### **Honesty and integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

### **Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### **Openness**

Members should be as open as possible about their action and those of their authority, and should be prepared to give reasons for those actions.

### **Personal judgement**

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### **Respect for others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

### **Duty to uphold the law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### **Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

### **Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



## Seaford Town Council

Report 05/15

**Agenda Item No:** 15  
**Committee:** Council  
**Date:** 18 May 2015  
**Title:** Nominations to Working Groups  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To consider whether the Council wishes to continue with the two working groups currently established and if so, if it wishes to elect membership for the groups.

---

### Recommendations

You are recommended:

1. To consider whether the Council wishes to continue with the two working groups currently established and if so, if it wishes to elect membership for the groups.
- 

### 1. Information

- 1.1 Seaford Town Council has two working groups established that are currently undergoing projects, the Flood Defence and Planning Working Group and the Neighbourhood Plan Working Group; brief details of the two groups can be found at Appendix A.
- 1.2 The Council must now consider whether it wishes to continue with these working groups and if so, elect any members it may wish to sit on the groups.
- 1.3 Both groups currently have delegated power to co-opt external members allowing any previous members that are no longer elected councillors to be co-opted on to the group should both parties wish to do so.
- 1.4 Anyone wishing more information on the groups would be advised to contact one of the group's existing members as Council Officers do not have any involvement with the work of working groups.

### 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



**Seaforth Town Council Current Working Groups - May 2015**

<b>Group Name</b>	<b>Date Created</b>	<b>Date Ceased</b>	<b>Brief Purpose</b>	<b>Delegated Powers</b>	<b>STC Members</b>	<b>Co-opted Members?</b>
Flood Defence Working Group	06.11.2014		to look in to the flood plan in place for Seaforth and develop a strategy for the Council going forwards, reporting back to Full Council at a later date.	To co-opt members	Cllrs S Adeniji, G Cork, S Dunn, S McStravick and A White	Yes
Neighbourhood Plan Working Group	15.01.15		to look in to a neighbourhood plan for Seaforth, reporting back to Council at a later date with a detailed plan of what is entailed, methodology, financial and resource implications as well as timescales.	To co-opt members	Cllrs S Adeniji, M Brown, T Goodman, L Lord and S McStravick	Yes



## Seaford Town Council

**Report 06/15**

<b>Agenda Item No:</b>	<b>16</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>Review of Inventory of land and other assets owned by the Council.</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To review the inventory of land and other assets owned by the Council.</b>

---

### **Recommendations**

**You are recommended:**

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

### **1. Information**

- 1.1** Attached as Appendix A is a schedule of land and other assets owned by the Council at 31 March 2015.
- 1.2** The revised format of the asset register has been checked and meets the requirements of the internal auditor.
- 1.3** Community Land is given only a notional value in accordance with the recommendations for community land.
- 1.4** Buildings and other insured assets were historically valued at their insurance valuation (replacement cost). Uninsured assets were given an estimated value.
- 1.5** Under this Council's existing arrangement, in future the value of Council assets will only change when assets are sold or purchased. This follows guidance set out in the Practitioners Guide on Governance and Accountability for Local Councils.
- 1.6** The asset register is now a working document which requires updating. Going forwards the condition of all assets will be checked and verified to assist with keeping the register up to date.

**2. Financial Appraisal**

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

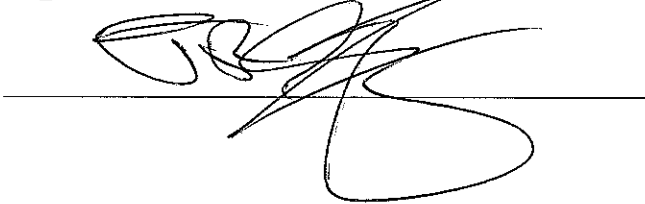
**3. Contact Officer**

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

Support Services Manager

A handwritten signature in cursive script, appearing to read 'Lucy Clark', written over a horizontal line.

Town Clerk

A handwritten signature in cursive script, written over a horizontal line. The signature is more stylized and less legible than the one above.

**Fixed Asset Register**

Annual Return  
31/03/2014  
(Residual)

Annual Return  
31/03/2015

Description of Asset	Date Purchased	Location	Condition	Custodian	Last Date Physically Verified	Verified By	Valuation at 31/03/2014 (Residual)	Disposals	Additions	Proxy Cost at 31/03/2015	Insurance Value	Replacement Value	Notes
Insured													
Hurdle Hoops							£ 850,780.00			£ 850,780.00	£ 929,670.28		31/03/2012 Insurance Value used as proxy cost
Chenistry Clock							£ 3,950.00			£ 3,950.00			31/03/2012 Insurance Value used as proxy cost
Old Town Hall and Toilet							£ 20,000.00			£ 20,000.00			31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Reception Office							£ 33,187.00			£ 33,187.00	£ 281,568.78		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Equipment Shed							£ 16,274.00			£ 16,274.00			31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club House - New							£ 444,320.00		£ 1,098,324.40	£ 1,542,644.40	£ 1,700,000.00		Under Construction
Seaford Head Golf Club Pro Shop							£ 62,824.00	£ 62,824.00		£ 64,461.00			Demolished
Seaford Head Golf Club Depot							£ 84,460.00			£ 84,460.00			31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Mens & Womens							£ 243,875.00		£ 93,710.00	£ 337,585.00			31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club Vehicle							£ 8,000.00			£ 8,000.00			31/03/2012 Insurance Value used as proxy cost
South Hill Barn							£ 773,850.00			£ 773,850.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Toilets							£ 2,740.00			£ 2,740.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Canteen							£ 18,168.00			£ 18,168.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Cricket Pavilion							£ 187,460.00			£ 187,460.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Changing Area							£ 134,930.00			£ 134,930.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Street Hut							£ 320,330.00			£ 320,330.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Liqueur Hut							£ 56,590.00			£ 56,590.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Children's Play & Gym							£ 28,162.00			£ 28,162.00			31/03/2012 Insurance Value used as proxy cost
Sails Recreation Ground - Skate Park							£ 42,230.00			£ 42,230.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Public Toilets							£ 95,730.00			£ 95,730.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 455,200.00			£ 455,200.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 31,844.00			£ 31,844.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 489,557.00			£ 489,557.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 2,245,400.00			£ 2,245,400.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 184,370.00			£ 184,370.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 103,000.00			£ 103,000.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 87,824.00			£ 87,824.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 5,910.00			£ 5,910.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 4,241.00			£ 4,241.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 15,450.00			£ 15,450.00			31/03/2012 Insurance Value used as proxy cost
Crouch Gardens - Benches							£ 13,928.00			£ 13,928.00			31/03/2012 Insurance Value used as proxy cost
Contents							£ 50,000.00			£ 50,000.00			31/03/2012 Insurance Value used as proxy cost
Office 37 Church Street							£ 184,384.00		£ 67,966.00	£ 252,350.00	£ 252,350.00		31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club							£ 2,000.00			£ 2,000.00			31/03/2012 Insurance Value used as proxy cost
Seaford Head Golf Club							£ 2,376.00			£ 2,376.00			31/03/2012 Insurance Value used as proxy cost
The Base							£ 25,750.00			£ 25,750.00			31/03/2012 Insurance Value used as proxy cost
The Crisp							£ 13,351,023.40			£ 13,351,023.40			31/03/2012 Insurance Value used as proxy cost
<b>Total Insured</b>													
Not Insured													
Street Planting							£ 2,000.00			£ 2,000.00			31/03/2012 Estimate
Street Furniture							£ 14,000.00			£ 14,000.00			31/03/2012 Estimate
Notice Boards							£ 80.00			£ 80.00			31/03/2012 Estimate
Seating - Other							£ 14,000.00			£ 14,000.00			31/03/2012 Estimate
Seating - Seaford							£ 30,000.00			£ 30,000.00			31/03/2012 Estimate
Sails Recreation Ground - Rugby Clubhouse							£ 699,000.00			£ 699,000.00			31/03/2012 Insurance Value (Insured by Rugby Club)
Street Lighting							£ 21,000.00			£ 21,000.00			31/03/2012 Estimate
Bus Shelters							£ 6,000.00			£ 6,000.00			31/03/2012 Estimate
Alfons Road							£ 20,000.00			£ 20,000.00			31/03/2012 Estimate
Avonvale / Blackington 1 (see Praxi)							£ 1.00			£ 1.00			Nominal
Avonvale / Blackington 2							£ 1.00			£ 1.00			Nominal
Bishopstone Road							£ 1.00			£ 1.00			Nominal
Blackington Pond							£ 1.00			£ 1.00			Nominal
Broad Street							£ 1.00			£ 1.00			Nominal
Lexen Road							£ 1.00			£ 1.00			Nominal
Lexen Road							£ 1.00			£ 1.00			Nominal
Narwell Field							£ 1.00			£ 1.00			Nominal
North Way							£ 1.00			£ 1.00			Nominal
Palham Road							£ 1.00			£ 1.00			Nominal
The Ridings							£ 1.00			£ 1.00			Nominal
Sandore Road							£ 1.00			£ 1.00			Nominal
Sutton Drive							£ 1.00			£ 1.00			Nominal
Chymton Way							£ 1.00			£ 1.00			Nominal
The Covers							£ 1.00			£ 1.00			Nominal
Rifle Close							£ 1.00			£ 1.00			Nominal
Collegiate Road							£ 1.00			£ 1.00			Nominal

06/15 Appendix A

Description of Asset	Date Purchased	Location	Condition	Custodian	Last Date Physically Verified	Verified By	Valuation at 31/03/2014	Disposals	Additions	Proxy Cost at 31/03/2015	Insurance Value	Replacement Value	Notes
Harwick House							£ 1,000			£ 1,000			Nominal
High & Over							£ 1,000			£ 1,000			Nominal
The Holt							£ 1,000			£ 1,000			Nominal
Village Green							£ 1,000			£ 1,000			Nominal
Sutton Grove Almonds							£ 1,000			£ 1,000			Nominal
Southdown Road Almonds							£ 1,000			£ 1,000			Nominal
Stony Road Almonds							£ 1,000			£ 1,000			Nominal
Stony Road Junction South Street							£ 1,000			£ 1,000			Nominal
<b>Total Not Insured</b>							<b>£ 808,107.00</b>			<b>£ 808,107.00</b>			
<b>TANGIBLE FIXED ASSETS</b>							<b>£ 808,107.00</b>			<b>£ 808,107.00</b>			
<b>LOANS</b>							<b>£ 0.00</b>			<b>£ 0.00</b>			
Scarhaven FM Loan							£ 4,255.00			£ 4,255.00			
F Morely Loan							£ 25,000.00			£ 25,000.00			
<b>TOTAL ASSETS &amp; INVESTMENTS</b>							<b>£ 808,107.00</b>			<b>£ 808,107.00</b>			



## Seaford Town Council

Report 07/15

**Agenda Item No:** 17  
**Committee:** Council  
**Date:** 18 May 2015  
**Title:** Review and Confirm Insurance Arrangements  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review and confirm arrangements for insurance cover.

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### Recommendations

#### You are recommended:

1. To confirm the existing insurance arrangements.
- 

#### 1. Information

- 1.1 The Council's insurance was renewed on 1 April 2015; cover has been placed with Zurich. The Finance and General Purposes Committee at its meeting on 14 April 2011 approved entering into a five year long term agreement with Zurich in order to fix the premiums for that period.
- 1.2 The new premium of £24,304.61 represents a small increase in the previous year due to the indexation of the sums insured as noted below.
- 1.3 Sums insured are based on an insurance valuation carried out by Housemartins Chartered Surveyors of all of the Council's buildings to provide an up to date value for insurance purposes in March 2011. These values have been adjusted by the appropriate index to take account of inflation in rebuilding costs.
- 1.4 It is considered best practice for Councils to have property insurance valuations updated every five years.

#### 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 08/15

**Agenda Item No:** 18  
**Committee:** Council  
**Date:** 18 May 2015  
**Title:** Subscription to Other Bodies  
**By:** James Corrigan, Town Clerk  
**Purpose of Report:** To review the Council's and Officer's membership of other bodies and approve the spend therein.

---

### Recommendations

**You are recommended:**

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

### 1. Information

The Council and officers hold subscriptions to the following other bodies, to which I recommend the Council approve continuing with:

- 1.1 Sussex Association of Local Councils (SALC) which includes membership of the National Association of Local Councils (NALC) for £2,711.30
- 1.2 Society of Local Council Clerks for £300
- 1.3 Seaford Chamber of Commerce for £60
- 1.4 Local Council Review for £16
- 1.5 Local Council Advisory Service Help Line £95
- 1.6 Lewes District Association of Local Councils for £50
- 1.7 Seaford Fair Trade Group for £10
- 1.8 Action in Rural Sussex Employers Handbook for £150
- 1.9 British Association of Shooting and Conservation for £117
- 1.10 The British and International Golf Greenkeepers Association for £248

Please note that these figures are approximate and may be subject to change.

### 2. Financial Appraisal

There is a total of £3,757.30 to spend as an implication of this report.

Subscription costs were included in the 2015/16 budget at £3,400.00 with the expectation of some variance due to the uncertainty of exact figures.

### 3. Contact Officer

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

Town Clerk



## Seaford Town Council

Report 09/15

<b>Agenda Item No:</b>	19
<b>Committee:</b>	Council
<b>Date:</b>	18 May 2015
<b>Title:</b>	General Power of Competence
<b>By:</b>	James Corrigan, Town Clerk
<b>Purpose of Report:</b>	To note the update regarding the Council's eligibility to exercise the General Power of Competence.

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### Recommendations

#### You are recommended:

1. To note the update regarding the Council's eligibility to exercise the general power of competence.
  2. To make a decision as to whether the Council would like to achieve this status.
- 

### 1. Information

- 1.1 Standing Order 5 j.xii states that in an election year the business of the annual meeting shall include making arrangements with a view to the Council becoming eligible to exercise the general power of competence.
- 1.2 As part of the Localism Act 2011 the Government introduced a general power of competence to be made available to eligible Parish Councils with the intention of providing them with the general power of competency to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers.
- 1.3 Under the legislation, eligible parish councils have "the power to do anything that individuals generally may do" as long as they do not break other laws.
- 1.4 Examples of new activities that a council may be able to undertake are lending or investing money, giving grants to individuals and establishing a company to provide services such as local transport.
- 1.5 There are three criteria that a council must meet to be eligible to exercise the general power of competence, one of which includes having a CiLCA qualified Clerk.

The Clerk is currently working towards obtaining the CiLCA qualification.



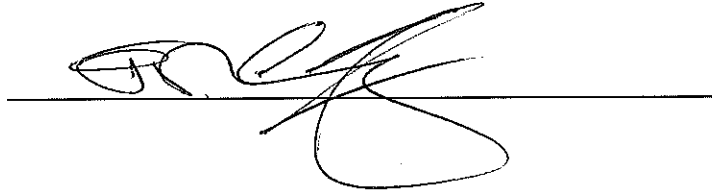
**2. Financial Appraisal**

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

A handwritten signature in black ink is written over a solid horizontal line. The signature is cursive and appears to read 'James Corrigan'.



## Seaford Town Council

Report 10/15

<b>Agenda Item No:</b>	<b>20</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>18 May 2015</b>
<b>Title:</b>	<b>Co-operative Bank – Change of Signatories</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To appoint signatories to the Co-operative Bank account for Seaford Town Council and agree to the necessary resolution.</b>

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### Recommendations

You are recommended:

- 1. To appoint signatories to the Co-operative Bank account for the Town Council.**
  - 2. To agree the resolution set out in 1.3 of this report to comply with the Cooperative Bank requirement for the change of account signatories and authorisation.**
- 

### 1. Information

- 1.1** The Co-operative Bank was appointed by the Council to act as its bankers by resolution on 19 March 2009.
- 1.2** Following the election of a new Council, signatories need to be appointed authorised to sign cheques and other documents in connection with the bank account on behalf of the Council.
- 1.3** The following resolution is required by the Co-operative Bank:
  - The Co-operative Bank p.l.c. (“the bank”) shall continue as our bankers in accordance with our original application.
  - The bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of new account(s), the arranging of facilities and creation of security)

- The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such a payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b.
- The bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the account signatories Section 4b.
- The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
- The bank shall be sent a copy of any changes in our Memorandum and Articles of Association /Regulations constitution, rule book or byelaws.
- The bank shall be notified in writing of any change of Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list.
- The bank shall be notified in writing of any change of official authorised to sign on our behalf.
- The bank shall otherwise continue to operate our account(s) in accordance with the business account mandate.
- The bank shall be notified in writing of any overall change of control in the business.
- All signatories to the account are aged 18 or over.
- In the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for Additional Named Individual to draw on account

We authorise and request that until you receive written notice from any one of us to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by us and on our behalf:

- To draw, sign and endorse cheques and other orders for payment on our account(s) with you.
- To draw, sign, accept and endorse bills of exchange and promissory notices on our account(s) with you.
- To receive cheques, statements and other vouchers relating to our account(s) with you.

- To withdraw all or any of our securities, documents or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on our account(s).
- To arrange terms with you for the negotiation or discount of any documents.
- To negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security.
- To charge, pledge and deposit with you any of our property upon such terms as you may require to secure the payment or discharge to you on demand all monies and liabilities which shall for the time being (and whether on or at any time after such demand) be due owing or incurred to you by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges.
- Generally to act on our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with our account(s) with you now or in the future.
- To act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as abovementioned notwithstanding that any such payment may cause our said account(s) to be overdrawn or may increase any existing overdraft.

**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 Lucy Clark, Support Services Manager.

Support Services Manager



Town Clerk

