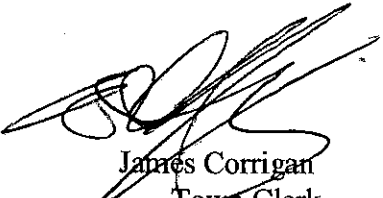




Seaford Town Council

To the Members of the Full Council

The Annual Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 18th May 2017** at **7.00pm** which you are summoned to attend.


James Corrigan
Town Clerk
11th May 2017

AGENDA

- 1. Election of Mayor for the Municipal Year 2017-2018**
To receive nominations for the office of Mayor.
- 2. Declaration of Acceptance of Office - Mayor**
Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.
- 3. Election of Deputy Mayor for the Municipal Year 2017-2018**
To receive nominations for the office of Deputy Mayor.
- 4. Apologies for Absence**
To consider apologies for absence.
- 5. Disclosure of Interests**
To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
- 6. Public Participation**
To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.
- 7. Young Mayor 2017-2018**
To facilitate the handover of the position of Young Mayor from Miss Jessica Batchelor to Mr Tom Exley and receive any update reports from the former and successive Young Mayor.
To welcome the new Deputy Young Mayor for the 2017/2018 Municipal Year further to the recent elections.
- 8. Minutes**
To note the following minutes, approving or not approving recommendations as required:

8.1	Planning & Highways	6 th April 2017	pages 3 and 8
		27 th April 2017	pages 9 and 10
8.2	Full Council	20 th April 2017	pages 11 to 15
8.3	Community Services	2 nd May 2017	page 16

9. Committee Memberships

To consider report 01/17 to appoint members to Committees and appoint the Chairmen and Vice Chairmen for the 2017-2018 Municipal Year and consider the appointment of any new Committees (pages 17 to 19).

10. Representation on Outside Bodies

To consider report 02/17 presenting reports from Councillors concerning the representation on Outside Bodies and to appoint representatives for the 2017-2018 Municipal Year. (pages 20 to 65).

11. Fixed Asset Register

To consider report 03/17 presenting the Council's Fixed Asset Register (pages 66 to 67).

12. Insurance Arrangements

To consider report 04/17 providing an update on the Council's Insurance Arrangements (page 68).

13. Annual Subscriptions

To consider report 05/17 regarding the Council's Annual Subscriptions (pages 69 to 70).

Report 03/17 Appendix A – Fixed Asset Register (pages 71 to 72)

For further information about items appearing on this Agenda please contact:

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Telephone: 01323 894 870

Circulation: All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.



Seaford Town Council
Planning & Highways Committee

Minutes of the meeting of the Planning & Highways Committee held at The View at Seaford Head, Southdown Road, Seaford on Thursday 6th April 2017.

Present:

Councillor L Wallraven (Chairman)
Councillor R Honeyman (Vice Chairman)
Councillors D Argent, P Boorman, D Burchett, P Lower and L Freeman.
James Corrigan, Town Clerk and Geoff Johnson, Planning Officer - Seaford Town Council
75 members of the public.

P95/04/17 Apologies for Absence and Declaration of Substitute Members

Apologies from Councillors A McLean and L Worcester. Councillor Mclean was substituted for by Councillor L Freeman.

P96/04/17 Disclosure of Interests

Councillor Wallraven declared a non-pecuniary interest as Lewes District Councillor sitting on the District Council's Planning Applications Committee.

Councillor Honeyman declared a non-pecuniary interest in Item 6 as an employee of East Sussex County Council and did not speak or vote on that item.

P97/04/17 Public Participation

Mr E Hill asked whether road closure consent had been obtained for the holding of the street markets. The Town Clerk confirmed that consent had been granted.

P98/04/17 Outline Planning Application for the development of the former Newlands School

It was **RESOLVED** to waive Standing Orders to allow free discussion for the debate on this item.

The Chairman invited comments from members of the public.

Sylvia Dunn, Whitely Close

Asked for confirmation of whether the Town Council could apply for a share of the CIL contribution if consent was granted for the Newlands development.

Mr Morgan, Manor Road North

Expressed concerns about the tree screen between the boundary of the site and Manor Road North.

Robert Edgar, Hartfield Road

Concerned about traffic issues on the A259. The main road could not absorb additional traffic from the site with causing further severe problems.

Tony Titchmarsh, Firle Road

Hypocritical of the Town Council to object about lack of open space in the Newlands proposals when it had recently obtained consent for a dwelling on green space at North Way/The Holt.

Martin Saunders, Bromley Road

Concerned that the pedestrian/cycle access at the rear of the site could be used by vehicles. Complained that the report to members had not been made available to the public. Asked who would run the sports facilities and how many parking spaces would be provided. Also what would be the CIL contribution now that the Number of dwellings had been reduced from 238 to 183.

The Town Clerk replied that these issues would be dealt with at the detailed stage when there would be further public consultation.

The Planning Officer also reported that Sport England had maintained its formal objection to the application on the grounds that the scheme still did not provide sufficient sports facilities to replace those lost on the closure of the school. It had stated that if the District Council were to approve the application it would make a formal request to the Secretary of State to call in the application for determination at a Public Inquiry.

Peter Sayers, Southdown Road

Had any consideration been given to the retention of the Sports Hall and Swimming Pool?

Rod Evans, Stoke Manor Close

The residents were having the wool pulled over their eyes regarding density. The plans for the eastern side of the site showed the same density level as before. There was no compensation for the loss of play facilities at the site.

Charles Paynter, Manor Road North

The density of the proposed development on the east of the site adjacent to Manor Road North was unacceptable. There may be 3-storey dwellings allowed there. Previously the Town Council had asked for a reduction to 120 dwellings.

Peter Tulip, Farm Close

Would there be a guarantee that the number of dwellings would be limited to 183 if outline consent is granted?

The Planning Officer replied that it was normal practice for a condition to be placed on the outline consent requiring the development to be carried out in accordance with the scheme submitted at outline stage and specifying the reference number of the plan

Rob Prior, Blue Haze Avenue

Concern that the density on the northern section of the scheme was too high. Also that there would be vehicular access from Blue Haze Avenue. The ecological studies concentrated too much on bats and Sutton Manor. There were badgers living on the site and they should be protected.

Ruth Burgess, Manor Close

The roads through Blue Haze Avenue were too narrow to be used as vehicular access to the Newlands site. Concern also over the details of the height of the houses vis a vis the existing development at the rear of the site.

Resident of Vale Road

There was a desperate need for housing in the town; particularly affordable housing.

Resident of Harrison Road

A query as to whether land at the rear of Harrison Road was included in the scheme. It had been shown as being within the site in the leaflet circulated in late 2015 at the initial public consultation by the developers.

The Planning Officer replied that this land was not included in the current application.

Resident of 26 Bromley Road

Supported the concerns about possible vehicular access from Blue Haze Avenue.

Also queried whether the Sports Hall would be retained.

Resident of Farm Close

Queried whether a maintenance walkway would be retained around the boundary.

The Town Clerk replied that this would be dealt with at the detailed stage.

Mrs Paynter, Manor Road North

The open space should be situated in the north of the site to offset the higher density of the adjacent residential development. There was no need for another football pitch. Many existing pitches had a low level of use. What is needed is more open spaces for people to relax and play.

Resident of Eastbourne Road

There are already major problems with congestion on the A259 Eastbourne Road

The proposed access would exacerbate the problems. There should be access from Sutton Corner/Texaco Garage area.

The Planning Officer replied that there were no plans to move the main access but that there was a disagreement between the developers and the County Highways Authority over the details. The developers were proposing a 'ghost island' whereas the County Council favoured a mini-roundabout.

The Public Participation on this item ended at 7.50 pm. It was **RESOLVED** that Standing Orders be reinstated.

Seaford
LW/16/0800

Former Newlands School Site, Eastbourne Road

Revised Plans for Residential and associated developments comprising 183 dwellings.

It was **RESOLVED** to **OBJECT** to the revised application for the following reasons:-

The objection lodged by Sport England dated 20th March 2017 based on the under-provision of sports facilities and failure to comply with Para 74 of the National Planning Policy Framework (2012), should be supported.

The Sports facilities which were included in the revised plans did not compensate for the loss of the existing facilities such as the 'State of the Art' Gymnasium and the Swimming Pool.

If the District Council is minded to approve the revised plans it should insist on the provision of a 4G sports pitch with floodlighting in order to meet the concerns of Sport England regarding the quality and accessibility and partly mitigate the net loss of other facilities at the site.

The overall density of the proposed housing is too high taking into account the traffic generation issues and the need to protect the amenities of neighbouring properties.

The number of units to be provided should therefore be reduced to 140 and additional green space should be provided in the north of the site in order to mitigate the impact of the loss of the existing green space in that part of the site on the adjoining residential properties.

The applicants should provide assurances that the proposed pedestrian/cycle access from Blue Haze Avenue should not be used by vehicular traffic and the emergency access at the boundary of the site with Manor Road North should be properly secured.

Should outline consent be granted the Committee reserved the right to comment on the detailed plans in due course.

The Chairman adjourned the meeting at 8.05pm to enable members of the public to leave. The meeting resumed at 8.15pm.

P99/04/17 Other Planning Applications

Planning Applications received for week ending 10th March 2017

Seaford
LW/17/0160

Hurdis House 10 Broad Street

Planning Application-Multi Change of Use of building to include coffee shop, licensed restaurant, tutoring school and offices and installation of roller blind.

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0183

6 Hill Rise
Planning Application-Erection of first floor side extension.

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0187

11 The Lords
Planning Application-Erection of single storey side and rear extension.

It was **RESOLVED** to **SUPPORT** the application

Planning Applications for week ending 17th March 2017

Seaford
LW/17/0190

19 Westdown Road.
Planning Application-Erection of 5 two storey houses and associated car parking and garaging.

It was **RESOLVED** to **OBJECT** to the application on the grounds the proposals for 5 houses would constitute over-development of the site, would be out of character with the existing development in the area and therefore, be contrary to Policy ST3 of the Local Plan

Planning Applications for week ending 24th March 2017

Seaford
LW/17/0185

United Reformed Church Clinton Place
Planning Application - New entrance foyer extension, conversion and extension of existing garage to storeroom, removal of existing timber doors and installation of glazing in lieu, installation of stained glass screens internally behind retained existing external diamond patterned glazed windows, internal alterations and re-ordering of Sanctuary, removal of existing iron railings to south elevation, and new York Stone paving adjacent to the south elevation.

It was **RESOLVED** to **SUPPORT** the application.

Tree Work Applications

Seaford
TW/17/0023/TPO

31 Belgrave Road
3 x Sycamore (T1 to T3 in G1 of the Order) Reduce trees by up to 1 metre back to normal growth points, removal of epicormic growth and crown raise by removal of secondary growth points where needed.

It was **RESOLVED** to **SUPPORT** the application subject to the views of the District Council's Arboricultural Officer

P100/04/17 Wildlife Verges

Members considered report 139/16 on the proposals by East Sussex County Council for the trial designation of 'wildlife verges' in four locations in the Town.

It was **RESOLVED** to **SUPPORT** the proposals relating to the sites at Edinburgh Road, Kingsway and Marine Drive/The Rookery and **RESOLVED** that the designation of the

site at Manor Farm Bishopstone was impractical and unnecessary as the site was already managed by the local residents.

P101/04/17 Update Report

The Committee considered report 138/16.

It was **RESOLVED** to **NOTE** the contents of report 138/16 informing the Committee of Lewes District Council decisions on previous planning applications.

The meeting closed at 8.37pm.

Councillor L Wallraven
Chairman

DRAFT



Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 27th April 2017**.

Present:

Councillor L Wallraven (Chair)

Councillors D Argent, P Boorman, D Burchett, L Freeman T Goodman, R Honeyman and A Latham.

Geoff Johnson - Planning Officer

1 member of the public present.

Prior to consideration of the first item on the Agenda the Chair referred to the deaths earlier in April of Councillor Leslie Worcester, a member of this Committee, and of Stan Aldridge who had in previous years acted as an adviser to this Committee. A minute's silence was observed in their memory.

P102/04/17 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors A McLean and P Lower. Councillor L Freeman substituted for Councillor A McLean.

P103/04/17 Disclosure of Interests

There were no disclosures of interests.

P104/04/17 Public Participation

There was no public participation.

P105/04/17 Planning Applications

Planning Applications for week ending 31st March 2017

Seaford
LW/17/0211

11 Headland Avenue

Planning Application- Demolition of conservatory and erection of a single storey extension.

It was **RESOLVED** to **SUPPORT** the application.

Seaford
LW/17/0245

56 Vale Road

Planning Application-Demolition of existing bungalow and erection of two no. four-bedroom semi-detached houses.

It was **RESOLVED** to **SUPPORT** the application as it was considered that the site could accommodate a pair of semi-detached houses without unduly affecting the amenities of neighbouring residents.

Planning Applications for week ending 7th April 2017

Seaford
LW/17/0042

Freshford Cottage, Dane Road

Planning Application - 20 room extension to existing nursing home.

It was **RESOLVED** to **SUPPORT** the application 'in principle' as members were aware of the local need for specialist dementia care services and of the fact that currently the nearest provider of these services was located at Hailsham. Members took the view however that the concerns of the Highway Authority set out in its objection should be dealt with prior to any consent being granted even if this were to require a reduction in the number of additional rooms to allow more space for the provision of adequate parking spaces for visitors and staff.

Planning Applications for week ending 14th April 2017

Seaford
LW/17/0271

14 Stafford Road
Planning Application-Erection of first floor extension at rear to enlarge bathroom.

It was **RESOLVED** to **SUPPORT** the application.

P106/04/17 Update Report

Members considered report 149/16 informing the Committee of Lewes District Council decisions on previous planning applications.

It was **RESOLVED** that the report be **NOTED**.

The meeting closed at 7.12pm.

Councillor L Wallraven
Chairman



Seaford Town Council

MINUTES of a Meeting of the Full Council held at the Council Chambers, 37 Church Street, Seaford on Thursday 20th April 2017 at 7.00pm.

Present:

Councillor L Freeman (Mayor), Councillor M Brown (Deputy Mayor)
Councillors S Adeniji, D Argent, P Boorman, D Burchett, B Burfield, N Freeman, T Goodman, R Hayder, O Honeyman, A Latham, A McLean, L Wallraven, M Wearmouth, B Webb and C White.
Tom Exley, Deputy Young Mayor of Seaford
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
9 members of the public.

C95/04/17 Apologies for Absence

Apologies for absence were received from Councillor A McLean.

C96/04/17 Disclosure of Interests

There were no disclosures of interest.

C97/04/17 Public Participation

Christine Brett

*Passed her condolences to the family of late Councillor Worcester.
Requested that the two councillors that have recently joined the Conservative party formally make this known at the meeting tonight.
Feels that as the councillors were not elected under this banner that if a by-election is to be held, they should stand again under this new banner.*

Town Clerk

Confirmed that the Council is a corporate body and therefore not involved with the political parties; this is a matter for individual councillors to address if they so wish.

Sylvia Dunn

Queried the amount of overpaid salary on item 7, section 1.9 of the Clerk's Report.

Encouraged the Council to continue with the NALC model Standing Orders when the review of the document takes place, as per section 1.12 of the Clerk's Report.

Asked whether the pricing and design of the Martello Toilets would be brought before the Full Council in May for approval.

Expressed her strong objection to the proposal to re-establish the role of Leader of the Council. The role is not a legal requirement, is not recommended by NALC at town/parish level, principal authorities as executive bodies will have a Leader but not a town/parish council as a corporate body and is usually a political position.

Hoped that the notification requirements of Standing Order 9 had been met for this proposal.

Town Clerk

Confirmed that the overpayment of salary was around £630 having double checked the figure.

Confirmed that the Martello Toilets would not be on the agenda for the May Council meeting due to the amount of work to be done. Works are planned to start around September time.

Bob Gower

When considering agenda item 8, queried who holds the Town Clerk accountable in between Council meetings.

Questioned how the Council hoped to get planning approval for the solar panels given the struggles with original approval for The View project. Highlighted that the area proposed is within the National Park and on an allotments site.

Town Clerk

Confirmed that the Town Clerk is accountable to the Full Council. Individual councillors have no executive powers.

Confirmed that the proposed site for the solar panels is not on the allotment site but on an area to the rear of The View. If the Council decide to approve the project then the necessary planning application process will need to be followed.

Ian White

Queried aspects of the person specification for the Leader of the Council at agenda item 8. While some of the requirements would be advantageous feels they are by no means necessity and deny the opportunity to some councillors, which does not reflect well on the Council and its diversity. Feels this would be a political position, as most councillors are elected under political banners. Feels the position would not work changing every year with the Deputy Mayor. Feels the authors of the report have a distinct advantage.

Sylvia Dunn

(on behalf of Sarah McStravick)

Expressed her concern with item 8 on the agenda. The role of Leader was removed to ensure there were less political issues in the Council. Concerned that the role being reinstated would bring about a return of party whipping and voting. Expressed worry that the description of the role is unfair to those who may not meet the proposed requirements. Feels it would be a detrimental step for the Council Requested a written response.

C98/04/17 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

C98.1 Personnel

9th March 2017

(The policies recommended for adoption at PE09/03/17 were discussed separately under agenda item 10.)

C98.2 Planning & Highways

16th March 2017

C98.3 Finance & General Purposes

23rd March 2017

C98.4 Full Council

28th March 2017

C99/04/17 Mayor's Report & Engagements

The Council considered report 140/16 presenting the Mayor's Report and details of Mayoral engagements for the period on January to April 2017. The Mayor also provided a verbal update on the events attended, noting that the St George's Day celebrations are at St Andrews Church in Alfriston, not Bishopstone as stated in the report.

It was **RESOLVED** to **NOTE** the contents of the report.

C100/04/17 Young Mayor's Report

The Council heard a verbal update report from the Deputy Young Mayor, Tom Exley, in the absence of the Young Mayor. The defibrillator project is progressing very well; the first of 6 potential locations has been confirmed at Blatchington Tennis Club. St Leonard's Church, St Luke's Church, the Library, Martello Tower and The View are the other potential sites being discussed.

On behalf of the project, Tom gave special mention to St Leonard's Church and Seaford Lions Club, both of which had donated £1k towards the project.

On 5 May free CPR and defibrillator training is being offered at the Council offices, at 7pm.

The Council thanked the Young Mayor, Jessica Batchelor, and Deputy Young Mayor, Tom, for their continued work in their roles and on this particular project.

C101/04/17 Clerk's Report

The Council considered report 145/16 presenting the Clerk's update report. The Clerk gave a verbal update on some items, including the recently issued Scoping Report for the Neighbourhood Plan which is available on the Plan's website, the steady membership at the golf course, the use of The View increasing, the marketing strategy for The View, roadside banners/marketing for the Street Markets, the policy to be created for the use of the Martello Entertainments Area and the inclusion of street naming ideas within the Neighbourhood Plan or making suggestions direct to developers.

The Council is still waiting for the announcement of when Lewes District Council will be considering the planning application for the former Newlands School site. A press release will be made on this once known, it is hoped the meeting will be held at a venue in Seaford. The release will also include guidelines for public attendance and participation at District Council planning meetings.

The Council is currently disputing the service charges for utilities at 37 Church Street demanded by the Police. If the matter is not resolved then it may go to arbitration; a report would be brought to the May Council meeting if this is the case.

The Council requested that the Clerk chase up Lewes District Council regarding the planning conditions being fulfilled at Eversley Court.

An update was given on the Brooklyn Road and Steyne Road flooding issues; new pumps are to be installed at Brooklyn Road by Southern Water and the gulleys and combined sewers at Steyne Road have been cleared, which should alleviate any issue.

It was **RESOLVED** to **NOTE** the contents of the report and to require the Town Clerk to formally write to Lewes District Council to request the Eversley Court social housing supply is fully pursued.

C102/04/17 Proposal for position of 'Leader of Seaford Town Council'

The Council considered report 141/16 presenting a proposal from Councillors Latham and Brown for the Council to establish the position of 'Leader of Seaford Town Council'.

The Council discussed the item in great detail, including potential amendments to the job description and person specification, the implications of the role and the potential of micro-management, severing relationships between councillors and the Clerk/Officers and inequality amongst councillors.

It was **PROPOSED** to reject the proposal that the role of Leader of Seaford Town Council be created. **A RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	Against
Councillor P Boorman	Against
Councillor M Brown	Against
Councillor D Burchett	For
Councillor B Burfield	For

Councillor L Freeman	Abstained
Councillor N Freeman	For
Councillor T Goodman	Against
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	For
Councillor A Latham	Against
Councillor P Lower	For
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	For

The **MOTION** was **CARRIED** and the proposal was therefore **REJECTED**.

C103/04/17 Financial Regulations

The Council considered report 142/16 presenting the revised Financial Regulations for adoption.

It was **RESOLVED** to **ADOPT** the revised Financial Regulations as presented, noting that the page indexing is to be corrected.

C104/04/17 Adoption of Personnel Policies

The Council considered report 143/16 presenting the Personnel Policies for adoption.

- C104.1** It was **RESOLVED** to **ADOPT** the Maternity, Paternity and Adoption Leave Policy as presented;
- C104.2** It was **RESOLVED** to **ADOPT** the Parental Leave Policy as presented;
- C104.3** It was **RESOLVED** to **ADOPT** the Equal Opportunities Policy as presented;
- C104.4** It was **RESOLVED** to **ADOPT** the Training & Development Policy as presented;
- C104.5** It was **RESOLVED** to **ADOPT** the Sickness Absence Policy as presented.

C105/04/17 Solar Panels at The View

The Council considered report 144/16 regarding a lease for the installation of solar panels at The View, discussing items of the terms and conditions of the contract including early termination, excess energy produced and credit, the payment terms and the system capacity versus estimated output. Councillors discussed any potential environmental and visual impact; the Clerk confirmed this would be reviewed as part of the planning application process.

- C105.1** It was **RESOLVED** to **AGREE** to the exclusivity contract with Renewable Energy Investments being entered into;
- C105.2** It was **RESOLVED** to **AGREE** to the installation of solar panels on the land to the rear of The View, subject to satisfactory financial reward for Seaford Town Council being secured.

C106/04/17 Coat of Arms

The Council considered report 147/16 presenting a report regarding Seaford Town Council's Coat of Arms and registering it as a trademark.

It was **RESOLVED** to **AGREE** to protect the Seaford Town Council Coat of Arms through trademark registration in the name of Seaford Town Council.

C107/04/17 Salts Cottage

The Council considered report 146/16 regarding the offer from Lewes District Council to transfer ownership of the Salts Cottage to Seaford Town Council, discussing the right of Seaford taxpayers to ownership of the property and the potential use of the property.

It was **PROPOSED** to **INSTRUCT** the Clerk to contact Lewes District Council and request that this matter be formally considered at the next available Cabinet or Council meeting, whichever is most appropriate.

Councillors S Adeniji, O Honeyman and L Wallraven abstained from voting due to being District Councillors.

The **MOTION** was **CARRIED**.

The meeting closed at 8.30pm.

Councillor Lindsay Freeman
Mayor of Seaford

Draft



Seaford Town Council

Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Tuesday 2nd May 2017** at **7.00pm**.

Present:

Councillors L Freeman (Chair) and P Boorman (Vice-Chair)
Councillors D Argent, N Freeman, R Hayder, O Honeyman, L Wallraven, M Wearmouth and C White.
Mr Craig Williams – Projects & Facilities Manager, Seaford Town Council
1 member of the public.

CS 23/05/17 Apologies for Absence and Declaration of Substitute Members

There were no apologies for absence.

CS 24/05/17 Disclosure of Interests

No declarations were made of disclosable 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.

CS 25/05/17 Public Participation

Ernie Hill Asked if the Council would be checking the trees at the war memorial as they have branches that are hanging lower than the highways act which obstructs passage of high vehicles.

Projects & Facilities Manager Confirmed that he would arrange for a survey to be carried out as soon as possible and remedial works carried out.

CS 26/05/17 Finance Report

The Committee discussed report 151/16 presenting the Community Services income and expenditure figures for February 2017 and the financial year to date. Queries were raised on the maintenance program of existing beach huts and the use of the Martello Entertainments Area.

It was **RESOLVED** to **NOTE** the contents of the report.

CS 27/05/17 Projects & Facilities Manager – Update Report

The Committee considered report 150/16 presenting the Projects & Facilities Manager's update report, informing members on progress and actions relating to the Council's assets, services and projects. Members discussed the replacement of a notice board at Southdown Corner, the marketing on the Martello Toilets project and the work to deter anti-social behaviour at the Crouch and options with the CCTV on site.

It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 7.48pm.

Councillor L Freeman
Chair



Seaford Town Council

Report 01/17

Agenda Item No: 9
Committee: Council
Date: 18th May 2017
Title: Committee Membership
By: James Corrigan, Town Clerk
Purpose of Report: To appoint members to committees and appoint the Chairmen and Vice Chairmen, and consider the appointment of any new committees.

Recommendations

You are recommended:

- 1. To approve the existing committee structure as attached at Appendix A.**
- 2. To appoint Members to the standing committees and sub-committee.**
- 3. To appoint Chairmen to the relevant committees.**
- 4. To appoint Vice-Chairmen to the relevant committees.**

1. Information

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

The Committee membership to be allocated is set out below:

- (a)** Community Services Committee – 10 members
 - (b)** Finance & General Purposes Committee – 10 members
 - (c)** Golf & The View Committee – 10 members
 - (d)** Planning & Highways Committee – 10 members
 - (e)** Personnel Committee – 5 members
 - (f)** Disciplinary/Grievance Sub-Committee – 5 members
 - (g)** Appeals Committee – 5 members (none of whom can be on the Personnel Committee or Disciplinary/Grievance Sub-Committee)
- 1.2** The Council may resolve to change the membership size of a committee if it is deemed necessary.
- 1.3** To assist with preparation and discussion on the night, the existing Committee Membership will be used as a template and any Councillors wishing to be appointed to or removed from committees may inform the PA to the Town Clerk in advance of the meeting, who will make a note of all changes. This will then be issued at the meeting for members to vote on appointments; where there are more

members requesting to join a committee than seats on said committee the Council will need to discuss this.

- 1.4 As an aide memoire, the committee reporting structure is included at Appendix A. One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Appeals and Grievance/Disciplinary.
- 1.5 Once committee membership has been allocated the Council will need to elect a Chairman and Vice-Chairman for each of the relevant committees.
- 1.6 Standing Order 5 j.vii requires that at its Annual Meeting the Council also consider any requirement to establish any new committees in accordance with Standing Order 4.
- 1.7 It is the recommendation of the Town Clerk that there is no need for any additional committees to be created at this moment in time. This recommendation takes in to account the resource cost to operate committee meetings and the productivity of such committees.

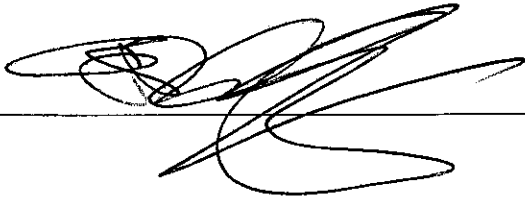
2. Financial Appraisal

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

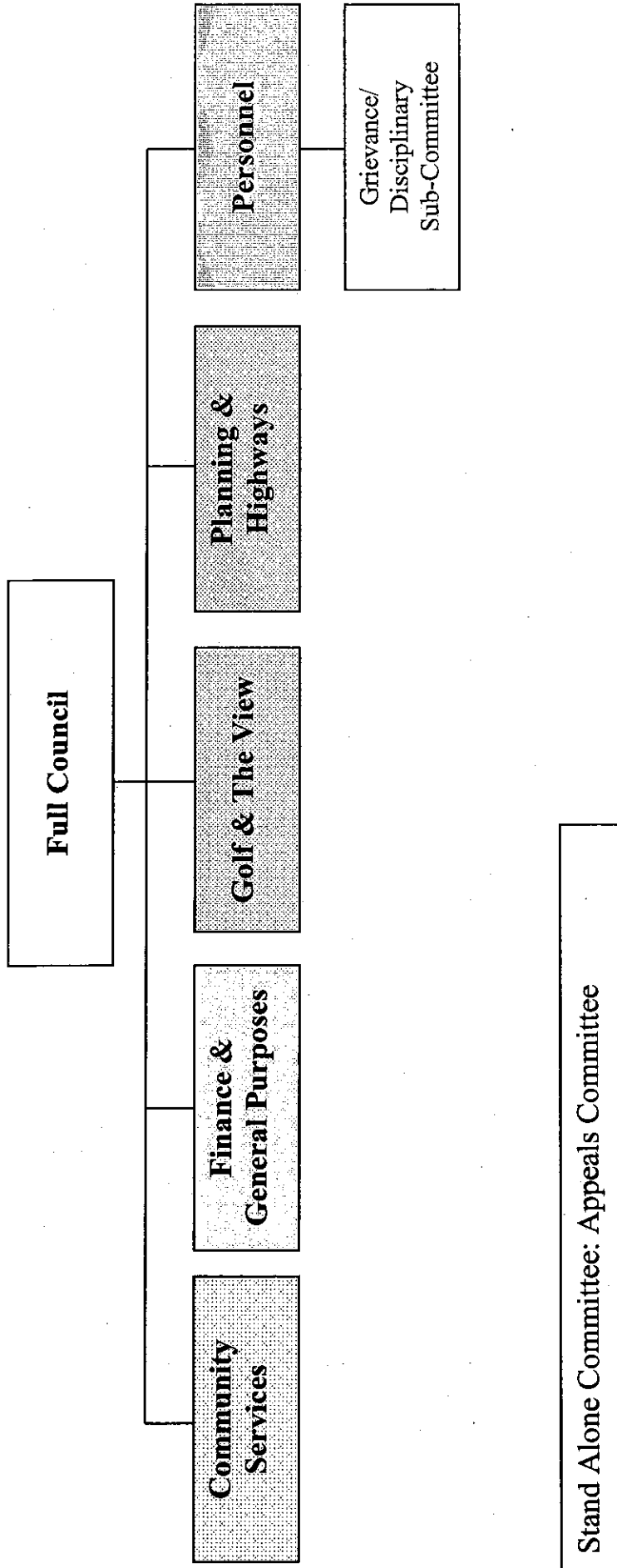
3. Contact Officer

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

Town Clerk



Seaford Town Council Committee Reporting Structure:





Seaford Town Council

Report 02/17

Agenda Item No: 10
Committee: Council
Date: 18th May 2017
Title: Representation on Outside Bodies
By: James Corrigan, Town Clerk
Purpose of Report: To review the Council's representation on Outside Bodies and appoint representation for the 2017-2018 Municipal Year.

Recommendations

You are recommended:

1. To note the Representative Reports submitted from the 2016-2017 Municipal Year;
2. To appoint members to represent the Council on its Outside Bodies for the 2017-2018 Municipal Year;
3. To note the Council membership to the Neighbourhood Plan Steering Group remains unchanged;
4. To agree to the current reporting arrangements for representatives as per the Council Representation on Outside Bodies policy.

1. Information

- 1.1 Standing Order 5.j.ix states that at its Annual Meeting the Council will conduct a review of representation on or work with external bodies and arrangements for reporting back.

Outside Body Reports

- 1.2 Members appointed to represent the Council on Outside Bodies are required to provide a formal written report at the end of the Municipal Year by way of keeping the Council up to date and assisting with the appointment of representatives for the following Municipal Year.
- 1.3 The table at Appendix A lists the Outside Bodies and the appointed member representatives.
- 1.4 The reports received by 5th May 2017 are marked as received on Appendix A, with the reports themselves attached as Appendix B.

2017-2018 Outside Body Representation

- 1.5 There have been requests for changes to the Council's outside body representation, these are detailed below:

- (a) Arts@theCrypt Management Committee – the revised lease for the Management Committee is to be finalised imminently. The Management Committee has requested that Council representation be ceased. This is due to

the Trustees gaining charity status and looking to fully immerse themselves in the self-management of the gallery.

- (b) The Base Management Committee – also due imminently to finalise the lease with the Management Committee for The Base facility at The Salts Recreation Ground. The Committee has requested that Council representation be ceased. This is largely due to the growing size of the Committee and the fact that it has three ex-Town Councillors in its membership.
- (c) Christmas Magic Committee – this is a Committee set up to organise the Seaford Christmas Magic event. The Council plays a large role in the organisation of the event and the Committee, with two Council officers in attendance at all Committee meetings. The Committee therefore feel that further formal Council representation is not required. As is the case with other groups that meet to plan events; Armed Forces Day being one example.
- (d) East Sussex Association of Local Councils (ESALC) – there had been some confusion in the past over the Town Council’s involvement with ESALC. All local councils within East Sussex and the city of Brighton & Hove are eligible to have a member on ESALC. This member will be invited to ESALC meetings and take part in the AGM. Further information on ESALC has been circulated to councillors separately to the agenda.
- (e) Seaford Community Flood Action Group – the offspring of the Town Council’s Seaford Flood Action Group working group, this group of local volunteers and local authority officers continues to work towards reassuring, educating and engaging the public with regards to flooding. The Council will have two representatives on the group.
- (f) Neighbourhood Plan Steering Group – Town Council members of the Steering Group were last appointed in June 2016. Having spoken with Faustina Bayo of Action in Rural Sussex, it is felt that the Council membership remains unchanged and at four. Faustina’s comments are below;
“The Seaford Neighbourhood Plan is making progress with a dedicated Steering Group and Focus Group members. At the moment and from my experiences with other parishes, I will advise we keep the numbers as they to ensure consistency, continuity and momentum. The present Steering Group number should remain and not change as it has worked well to date and extra numbers to the group makes it difficult to control and make effective decisions. So far it is working well and I will advise it remains unchanged. Should the number of the current councillors drop or should any of them step down, we can then ask for another councillor to join (but one who understands the process and the work involved, ready to work with the group going forward with what has been done to date). I will not advise anyone (councillor or resident) joining the Steering Group with the agenda to either try to change or influence the group into meeting their personal agenda.”
- (g) Seaford Twinning Association – members will see from the Outside Body Report submitted that representation for this group is likely only required until Autumn 2017.

1.6 Appendix A also shows the representative positions to be appointed at the meeting for the 2017-2018 Municipal Year.

1.7 Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current councillor representative.

- 1.8 Members are reminded that the representatives who sit on the Bishopstone United Charity do so as trustees. It is imperative that the Council nominate two Trustees who are willing to sit on the Charity as a Trustee in order that decisions can be taken by the Charity. Councillors should be aware that there is only one other active Trustees and that the councillors will be responsible for the maintenance of a listed building and the welfare of the two Almshouse tenants. Members will note from the Outside Body Report that the two current Trustees have requested to continue.
- 1.9 As per the previous report, to assist with preparation and discussion on the night, any Councillors wishing to remove themselves from an appointment or be appointed to represent an Outside Body may inform the PA to the Town Clerk in advance of the meeting, who will make a note of all changes. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to act as representative than the current allocated number the Council will need to discuss this.

Reporting Arrangements

- 1.10 The Council has an adopted Council Representation on Outside Bodies policy. This is available in the Councillor Information Packs and on the Council's website.
- 1.11 Section 4 of the policy sets out and advises on the reporting arrangements for representatives.
- 1.12 Not all tenant groups have Council representation on the committees (namely Seaford Rugby Football Club, The Base, Arts@theCrypt, Seaford Scouts, Blatchington Pond Society, Seaford Museum & Heritage Society and the Old Town Hall Community Tearoom Group), Officers have therefore made contact and asked for copies of agendas, reports and minutes of any meetings to be emailed to the Council, to ensure communication channels stay open.

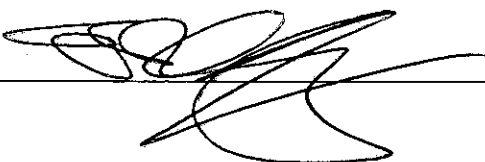
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Outside Body Representatives 2017-2018

Outside Body	No of Reps	2016/17 Representative/s	2017/18 Representative/s	2016/17 Report Form
Access in Seaford & Newhaven	1	Olivia Honeyman		Y
Arts@theCrypt Management Committee	2	Phil Boorman	n/a	-
		Rahnuma Hayder	n/a	-
Bishopstone United Charities	2	Maggie Wearmouth		Y
		Penny Lower		Y
Christmas Magic Committee	1	Phil Boorman	n/a	-
Citizen's Advice Bureau	1	Les Worcester		-
Community Rail Partnership	1	Richard Honeyman		Y
Community Transport - Lewes Area (CTLA)	1	Dave Argent		-
Crouch Bowling Club	1	Alan Latham		Y
Cuckmere Community Bus	1	Phil Boorman		-
East Sussex Association of Local Councils	1	-		n/a
Environment Agency Meetings	3	Olivia Honeyman		Y
		Rahnuma Hayder		-
		Les Worcester		-
Fair Trade Group	1	Olivia Honeyman		Y
		Linda Wallraven		-
Impact Seaford	1	Sam Adeniji		-
Lewes Community Safety Partnership - Joint Action Group	1	Penny Lower		Y
Lewes District Assoc of Local Councils (LDALC)	2	Dave Argent		-
		Penny Lower		Y
Mercread Youth Centre	1	Phil Boorman		-
Neighbourhood Plan Steering Group	4	Mark Brown		-
		Lindsay Freeman		-
		Richard Honeyman		-
		Alan Latham		Y
Seaford Allotment & Leisure Garden Society	1	Penny Lower		Y
Seaford Chamber of Commerce	1	Phil Boorman		-
Seaford Community Flood Action Group	2	Olivia Honeyman		Y
		Sam Adeniji		-
Seaford Community Partnership	1	Richard Honeyman		Y
Seaford Cricket Club	1	Mac McLean		-
Seaford Football Club	1	Richard Honeyman		Y
Seaford Head Golf Club	1	Lindsay Freeman		Y
Seaford Head Nature Reserve M'ment Committee	2	Olivia Honeyman		-
		Phil Boorman		-
Seaford Head Swimming Pool	1	Terry Goodman		Y
Seaford Resident's Voice	1	Mark Brown		Y
Seaford Senior's Forum	1	Dave Argent		-
Seaford Twinning Association	1	Olivia Honeyman		Y
Stakeholders Group on Health Issues	4	Sam Adeniji		-
		Olivia Honeyman		Y
		Alan Latham		Y
		Les Worcester		-
Strengthening Local Relationships	3	Barry Burfield		-
		Linda Wallraven		-
		Les Worcester		-
The Base Management Committee	1	Cheryl White	n/a	Y
Tree Wardens Group	1	Alan Latham		Y
Youth Task Group	2	Phil Boorman		-
		Olivia Honeyman		-
		Mac McLean		-



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	ACCESS IN SEAFORD & NEWHAVEN
Number of Meetings Held:	8 MEETINGS.
Number of Meetings Attended:	7 ATTENDED.

Principal Activities/Purpose:	CAMPAINING FOR DISABLED ACCESS TO PUBLIC PLACES, COMMERCIAL PREMISES IN THE SEAFORD and NEWHAVEN AREA.
Achievements:	TO RAISE AWARENESS OF DISABILITY ACCESS ISSUES. TO BE A CONTACT POINT IN THE AREA. HAVE ADVISED AND BEEN CONSULTED ON VARIOUS ISSUES FOR THE GROUPS OPINIONS.
Issues of Importance to the Council/Current Work of significance to the Council:	THE CHAIR OF THE ACCESS GROUP REGULARLY ATTENDS THE SEAFORD HEALTH SHAREHOLDERS GROUP MEETINGS PLUS MANY MORE MEETINGS THE COUNCILLOR REPRESENTATIVE CAN LIASE BETWEEN STC and THE ACCESS GROUP.
Areas of Concern (financial, support/assistance, publicity etc):	

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

Recommendations (if any) to the Council or next Councillors to act as representative:	THE MEETINGS ARE HELD ON THE THIRD MONDAY OF EACH MONTH.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Penny Lower [[Chair of Trustees] and Maggie Wearmouth [Trustee]
Outside Body/Organisation:	Bishopstone United Charities
Number of Meetings Held:	4 [PL] 1[MW]
Number of Meetings Attended:	4 [PL] 1 [MW]

Principal Activities/Purpose:	Board of Trustees to manage two Almshouses in Bishopstone Village. New Board formed during the year [after resignations in 2016]. Immediate aim to bring all aspects of the administration and documentation up to date and fit for purpose.
Achievements:	Formation of new Board with two Councillors, two Parishioners and the Vicar. Recruitment of experienced Clerk to the Trustees. Essential maintenance tasks completed and initial survey of the properties. Review of archived records and initial collation of same. Banking arrangements updated. Contact made with Charities Commission and Almshouse Association.
Issues of Importance to the Council/Current Work of significance to the Council:	The Almshouses are in Seaford boundaries and have historic and practical value to the town. Involvement by Councillors gives valuable links with the Bishopstone community.
Areas of Concern (financial, support/assistance, publicity etc):	One resident is leaving in May and the Trustees are considering the appropriate criteria for the selection of a new resident and also seeking an independent assessment of the resident's weekly contribution [which has not increased for several years]. <i>These matters are priorities rather than areas of concern.</i>

Should Representation Continue?	Yes PL and MW to continue
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	None
Any Other Comments Relating to this Outside Body/Organisation:	Ian Everest as Clerk to The Trustees is an invaluable resource. He is efficient and has all the skills and knowledge to guide the Board through the many decisions required. The two Parishioners give willingly of their time to work on practical tasks including maintenance, building surveys and liaison with local groups and the authorities.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Richard Honeyman
Outside Body/Organisation:	Community Rail Partnership
Number of Meetings Held:	3
Number of Meetings Attended:	2

Principal Activities/Purpose:	Promote and support off peak/weekend rail use on the Seaford to Brighton line. Members include local authorities, universities and Brighton and Hove Albion Football Club.
Achievements:	Due to change in personnel and the ongoing Southern rail disputes with ASLEF and RMT the activities have been more on hold at the moment although now relaunched again.
Issues of Importance to the Council/Current Work of significance to the Council:	Part of main railway line to Lewes/Brighton and then London so part of rail transport infrastructure in Seaford and Bishopstone.
Areas of Concern (financial, support/assistance, publicity etc):	STC rep meeting 6 times a year in partnerships buildings across the route.

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

Number of Representatives Correct?	Yes
	If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	I am willing continue
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Any Other Comments Relating to this Outside Body/Organisation:	All daytime meetings
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

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

Principal Activities/Purpose:	At the start of the term Crouch Bowling Club was notified of my role and meeting agendas requested. None received to date.
Achievements:	
Issues of Importance to the Council/Current Work of significance to the Council:	Feedback from club member that sufficient for Club to know who councillor representative is and who to contact if necessary
Areas of Concern (financial, support/assistance, publicity etc):	None

Should Representation Continue?	Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes / No
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Check Club content with present arrangement and whether more regular contact required, in which case please send meeting dates and agendas.
Any Other Comments Relating to this Outside Body/Organisation:	None

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

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

Principal Activities/Purpose:	TO BRING TOGETHER THE VARIOUS ORGANISATIONS THAT DEAL WITH ENVIRONMENT ISSUES, IN THE SEAFORD and NEWHAVEN AREA.
Achievements:	IN WORKING PROGRESS, TO GET UP TO DATE BEACH SIGNAGE IMPLEMENTED. AS I AM ALSO THE CHAIR OF THE SEAFORD FLOOD ACTION GROUP I CAN PASS INFORMATION ON OR GET ADVICE FOR THE GROUP.
Issues of Importance to the Council/Current Work of significance to the Council:	THE IMPORTANCE OF THE GROUP IS THAT THE VARIOUS ORGANISATIONS GET TOGETHER TO MEET AND LET EACH OTHER KNOW WHAT IS HAPPENING. WHERE EACH CAN WORK TOGETHER AND HELP EACH OTHER.
Areas of Concern (financial, support/assistance, publicity etc):	

Should Representation Continue?	<input checked="" type="radio"/> Yes / No
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If no, why do you think not? Have the group/organisation agreed with this?

Number of Representatives Correct?	<input checked="" type="radio"/> Yes / No
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If no, how many and why?

Recommendations (if any) to the Council or next Councillors to act as representative:	<p>THE MEETING IS HELD ON A TUESDAY AFTER NOON</p>
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Any Other Comments Relating to this Outside Body/Organisation:	
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Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	SEAFORD FAIRTRADE GROUP.
Number of Meetings Held:	5
Number of Meetings Attended:	4.

Principal Activities/Purpose:	TO PROMOTE FAIR-TRADE PRODUCTS. IT AIMS TO PROMOTE AWARENESS OF FAIRTRADE AS A MEANS TO RAISE STANDARDS OF LIVING AMONGST PRODUCERS AND WORKERS IN DEVELOPING COUNTRIES
Achievements:	<ul style="list-style-type: none">- FAIRTRADE MARKET IN MARCH.- WINE TASTING EVENING.- ENSURING BUSINESSES CONTINUE TO STOCK FAIRTRADE PRODUCTS
Issues of Importance to the Council/Current Work of significance to the Council:	SEAFORD IS A FAIRTRADE TOWN, SO THE TOWN COUNCIL SHOULD BE REPRESENTED AND AWARE OF WHAT THE GROUP IS DOING.
Areas of Concern (financial, support/assistance, publicity etc):	

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

Recommendations (if any) to the Council or next Councillors to act as representative:	<p>THE MEETING IS HELD EARLY EVENING ON A TUESDAY</p>
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Penny Lower
Outside Body/Organisation:	Community Safety Partnership [Lewes District Joint Action Group]
Number of Meetings Held:	10
Number of Meetings Attended:	8

Principal Activities/Purpose:	<ul style="list-style-type: none"> ➤ Work in partnership to seek long lasting solutions to Anti-Social Behaviour (ASB) ➤ Promote community safety initiatives to reduce crime and the fear of crime ➤ Work to protect and support vulnerable victims of crime ➤ Encourage the reporting of Domestic Abuse incidents. ➤ Reduce the number of Dwelling Fires ➤ Reduce the number of Killed & Seriously Injured on Lewes District's roads ➤ Promote and contribute to the implementation of the Prevent agenda
Achievements:	The Lewes District Joint Action Group has approved eight requests for funding so far in performance year 2016/17 - amounting to a total spend of £18,084.22.
Issues of Importance to the Council/Current Work of significance to the Council:	Ideas and opportunities for projects, facilities and campaigns. Regular feedback from Fire Service, Police and LDC. Fire Service took action on parking issue near allotments.
Areas of Concern (financial, support/assistance, publicity etc):	STC was unsuccessful in one bid for CCTV cameras – a couple of 'nomad Cameras' were purchased for use by the Police however, and can be requested. Funds could be available for facility in the Crouch for youth [ASB criteria].

Should Representation Continue?	Yes PL to continue
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Meetings usually monthly in Lewes or Newhaven.
Any Other Comments Relating to this Outside Body/Organisation:	Good networking opportunity and usually useful information to pass on.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Penny Lower
Outside Body/Organisation:	Lewes District Association of Local Councils
Number of Meetings Held:	4 [in Lewes]
Number of Meetings Attended:	3

Principal Activities/Purpose:	<p>To facilitate the exchange of information between Parishes in the Lewes Area.</p> <ul style="list-style-type: none"> . To promote and develop the social, economic, cultural and recreational life of parishes in the Lewes area. . To assist and support members with local challenges. . To inform and discuss Local Government issues. . To maintain dialogue with Lewes District Council and East Sussex County Council on local issues. . To maintain liaison with other bodies
Achievements:	<p>Receipt of reports and input from LDC, ESCC and PCC. Re Planning issues: liaison and solutions to problems of Parish and Town Councils access to planning documentation.</p> <p>PL nominated to represent LDALC at the new Eastbourne & Lewes District Community Safety Partnership Strategy Group [1 meeting to date] and Road Safety Group.</p> <p>Organisation of annual conference in Autumn.</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>Networking and sharing of information with other town and parish councils.</p> <p>Passing on of good practice and issues relevant to STC.</p> <p>Access to SALC Conference and NALC Conference.</p>
Areas of Concern (financial, support/assistance, publicity etc):	None

Should Representation Continue?	Yes Wish to continue.
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	PL to continue.
Any Other Comments Relating to this Outside Body/Organisation:	Attendance sometimes disappointing. Should apply for more places at Autumn Conference where there are usually spaces on the night.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Alan Latham
Outside Body/Organisation:	Neighbourhood Plan Steering Committee
Number of Meetings Held:	? 11
Number of Meetings Attended:	9

Principal Activities/Purpose:	<p>An approved Neighbourhood Plan (NP) provides a community with the responsibility to determine its own destiny with particular reference to infrastructure and development within predefined central and local government criteria. The Seaford NP Steering Committee coordinates the production of the required documentation researched and developed by 4 Focus Groups - Housing & Development, Transport & Travel, Economy & Facilities and Environment & Countryside. On completion (estimated 18-36 months from initiation in January 2016) and after passing external examination, the NP will be subject to a local referendum and adoption if approved by the community.</p>
Achievements:	<p>The first stage, 'Scoping Report for Sustainability Appraisal' is now complete and has been submitted by the Town Clerk to relevant external agencies – East Sussex County Council, Lewes District Council, South Downs National Park Authority, Environment Agency, Natural England and Historic England. The Scoping Report also is the subject of Public Consultation which closed on 4th May. Comments and responses from external agencies and members of the public will be taken forward to drafting the final Seaford Neighbourhood Plan.</p>
Issues of Importance to the Council/Current Work of significance to the Council:	<p>While a NP cannot override national or local strategic policy and must comply with government targets and regulations, it will enable Seaford to define its own policy for development in the context of where development occurs and how infrastructure issues should be managed. The NP therefore is a supplement to Lewes District Council's Core Strategy. Importantly, following adoption 25% of the Community Infrastructure Levy (CIL) paid by developers is available to spend on infrastructure within the NP Area compared to 15% in the absence of an approved plan.</p>

<p>Areas of Concern (financial, support/assistance, publicity etc):</p>	<p>The responsibility for the Seaford NP lies with volunteers drawn from the community with STC representation. The amount of work is enormous. The Town is fortunate to have attracted some highly talented individuals with a wealth of diverse and relevant expertise. As this is a 1.5 – 3 year project there is some concern that the plan’s continuity could suffer should such volunteers be unable to continue. While STC provides a small amount of funding to cover printing, hire of halls for public meetings etc., maybe some recognition following successful completion of key milestones might be appropriate? (e.g. party/dinner at the View)</p>
--	--

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

<p>Recommendations (if any) to the Council or next Councillors to act as representative:</p>	<p>Current representation should continue (if willing & able) to ensure continuity</p>
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<p>Any Other Comments Relating to this Outside Body/Organisation:</p>	<p>STC should consider ways of harnessing skills and talent identified should this be on offer for future activities/projects.</p>
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Penny Lower
Outside Body/Organisation:	SEAFORD ALLOTMENT & LEISURE GARDENS SOCIETY SUTTON DROVE SEAFORD EAST SUSSEX
Number of Meetings Held:	6
Number of Meetings Attended:	5

Principal Activities/Purpose:	The objectives of the Seaford Allotment and Leisure Gardens Society are: 1. To encourage and improve the standard of gardening on Sutton Drove Allotments, Seaford. 2. To promote the interests of all members in their gardening activities and to take joint action for the benefit of members. 3. To conduct negotiations with Seaford Town Council (STC) for the use of gardening land. 4. To take action to protect members against damage, trespass and thefts. 5. To obtain a supply of seeds and fertilisers on behalf of members. 6. To support any lectures, shows and other social events arranged by the Seaford Allotment and Leisure Gardens Society. 7. To do anything which is conducive to the furtherance of the Society's objectives.
Achievements:	Wilderness Project partly funded from Lottery Grant. New compost-based toilet and washing facilities. Further opportunities for Lottery money identified. Promotional film in production.
Issues of Importance to the Council/Current Work of significance to the Council:	Large plot of green space owned by STC in town centre location. Used for the benefit of residents and managed by this Society.
Areas of Concern (financial, support/assistance, publicity etc):	None. Minor problems with unauthorised parking on access road by adjacent neighbours.

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Happy to give up my place as representative and would recommend that there is only really a need to attend every other meeting unless Committee requests otherwise. Can be kept informed via Chair and Secretary.
Any Other Comments Relating to this Outside Body/Organisation:	Any 'legal' problems are referred directly to STC Officers. Other issues e.g. bonfire rules and bee-keeping are managed by the Committee.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	SEAFORD FLOOD ACTION GROUP (SFAF)
Number of Meetings Held:	7
Number of Meetings Attended:	7

Principal Activities/Purpose:	TO WORK WITH RESIDENTS, THE COUNCIL AND THE VARIOUS ORGANISATIONS THAT ARE INVOLVED IN FLOODING ISSUES. THE GROUP IS MADE UP OF RESIDENTS, COUNCILLORS AND COUNCIL OFFICERS. SOUTHERN WATER
Achievements:	SOUTHERN WATER REPRESENTATIVES REGULARLY ATTEND THE MEETINGS AND UPDATE THE GROUP ON THE VARIOUS ISSUES IN THE SEAFORD AREA.
Issues of Importance to the Council/Current Work of significance to the Council:	THE SFAF HAS SPENT THE PAST YEAR BUILDING RELATIONSHIPS, FACT FINDING, HELPING RESIDENTS. THE GROUP IS A MEMBER OF THE NATIONAL FLOOD FORUM.
Areas of Concern (financial, support/assistance, publicity etc):	

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

Recommendations (if any) to the Council or next Councillors to act as representative:	TO CONTINUE TO SUPPORT THIS GROUP. AS IT GROWS.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Cheryl White
Outside Body/Organisation:	SFAG – Seaford Flood Action Group
Number of Meetings Held:	7
Number of Meetings Attended:	2

Principal Activities/Purpose:	To work together with residents, Southern Water and other organisations as relevant to raise awareness of, and combat, flooding issues in Seaford, through understanding of waste water treatment, pump catchment areas, remedial and preventative actions.
Achievements:	Southern Water representatives are fully engaged, and attend the meetings, respond openly to questions, inform, educate, cooperate.
Issues of Importance to the Council/Current Work of significance to the Council:	The residents who are part of this group tend to have experienced flooding first hand. The group is important in giving them a voice, helping them to feel heard and supported, and also educating them in methods and options to avoid or alleviate flooding. The group is a member of the National Flood Forum
Areas of Concern (financial, support/assistance, publicity etc):	

Should Representation Continue?	Yes / No
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YES

Number of Representatives Correct?	Yes / No
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YES

Recommendations (if any) to the Council or next Councillors to act as representative:	This is a dedicated group absorbing a great deal of information. I recommend continued support, as it grows.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Richard Honeyman
Outside Body/Organisation:	Seaford Community Partnership
Number of Meetings Held:	5
Number of Meetings Attended:	5

Principal Activities/Purpose:	Overarching organisation of the many and varied voluntary bodies businesses and statutory organisations across Seaford (some are cross border as well) to make Seaford an even better place to work and relax. <i>the inaugural</i>
Achievements:	Over this year and opening of the Shoal at Splash Point, tree planting, Neighbourhood Plan representation/input in the various areas of such.
Issues of Importance to the Council/Current Work of significance to the Council:	STC are members of this group so are aware of the issues and future plans including the Seafront Development Plans which could have involvement with. Further phases of the Shoal and Entertainment area are now ongoing.
Areas of Concern (financial, support/assistance, publicity etc):	Small budget – fund raising in collaboration for engraving/extension of the Shoal Fish bench for example. P . 4 8

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

Recommendations (if any) to the Council or next Councillors to act as representative:	I am willing to continue
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Any Other Comments Relating to this Outside Body/Organisation:	Valuable organisation in town.
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Richard Honeyman
Outside Body/Organisation:	Seaford Football Club
Number of Meetings Held:	n/a
Number of Meetings Attended:	/n/a

Principal Activities/Purpose:	Community Football Club on Crouch
Achievements:	None – SFC have secured funding for further development/improvements
Issues of Importance to the Council/Current Work of significance to the Council:	STC are the landowners of this area including the Bowling Club and Gardens who operate independently of each other
Areas of Concern (financial, support/assistance, publicity etc):	The STC Rep has minimal commitment - -match commitments say monthly would be a necessity and feed back anything of concern to the Facilities Manager in the first instance.

Should Representation Continue?	Yes P . 50
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	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	I am willing to stand down
Any Other Comments Relating to this Outside Body/Organisation:	Valuable organisation in town.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	COUNCILLOR TERRY GOODMAN
Outside Body/Organisation:	SEAFORD HEAD SCHOOL SWIMMING POOL
Number of Meetings Held:	THREE
Number of Meetings Attended:	THREE

Principal Activities/Purpose:	
Achievements:	PROGRESS HAS BEEN MADE TO THE OUTSIDE WALL OF THE SWIMMING POOL WALL BY WAY OF A REBUILD, BY WAY OF SHARED FINANCE WITH KSEC TO FINANCE PROJECT.
Issues of Importance to the Council/Current Work of significance to the Council:	TO KEEP TOWN COUNCIL UPDATED OF ANY ISSUES THAT MAY ARISE.
Areas of Concern (financial, support/assistance, publicity etc):	

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

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

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

COUNCILLOR TO SUPPORT THE FACILITIES AND PROJECTS MANAGER IN HIS ABSENCE AND REPORT BACK TO COUNCIL TO UPDATE AS THE REPRESENTATIVE.

Any Other Comments Relating to this Outside Body/Organisation:

NO FURTHER COMMENTS.

MAJORITY OF ALL IF NOT ALL IS COVERED BY THE TOWN COUNCIL FACILITIES AND PROJECTS MANAGER.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Mark Brown
Outside Body/Organisation:	Seaford Residents Voice
Number of Meetings Held:	Seven - 7
Number of Meetings Attended:	Six – 6 including an AGM

Principal Activities/Purpose:	To provide a platform for residents to air their views and to provide a voice for matters affecting Seaford
Achievements:	<ol style="list-style-type: none">1. Successfully campaigned against the Buckle Housing Development.2. Active in opposing the current development plan for the Newlands school project until it meets residents worries and concerns.3. Supported the STC Seafront Development plan.4. Supports the Neighbourhood Plan in principle.5. Have written to the PCC regarding the level of policing in Seaford and what they see as a rise in petty crime and lack of police presence.
Issues of Importance to the Council/Current Work of significance to the Council:	Generally, very much in favour of how STC operates but they do monitor councillor's activities and often comment via their Facebook page. The appointed councillors' role is to advise on council matters and provide guidance where required.
Areas of Concern (financial, support/assistance, publicity etc):	The group tend to be very vocal but are generally well meaning. They have a good knowledge of IT and use the Internet to advantage. There are no financial concerns.

Should Representation Continue?	Yes
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Please refer to items 3 and 4 above
Any Other Comments Relating to this Outside Body/Organisation:	None



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Olivia Honeyman
Outside Body/Organisation:	SEAFORD TWINNING ASSOCIATION.
Number of Meetings Held:	5 COMMITTEE MEETINGS
Number of Meetings Attended:	3

Principal Activities/Purpose:	TOWN TWINNING WAS DEVELOPED IN EUROPE AS A WAY OF BUILDING STRONG LINKS AND RELATIONSHIPS AFTER THE SECOND WORLD WAR. TO PROMOTE AND FOSTER FRIENDSHIPS AND UNDERSTANDING BETWEEN THE PEOPLE OF BÖNNINGSTEDT, CRIVITZ AND SEAFORD
Achievements:	PLAUSCHGRUPPE (CONVERSATION SESSIONS), SKITTLES AT THE ROYAL OAK BAR/COMBE, CHINESE NEW YEAR LUNCH, AN ENJOYABLE AFTERNOON. GROUP VISIT TO GERMANY.
Issues of Importance to the Council/Current Work of significance to the Council:	ALTHOUGH THE ASSOCIATION (A 'SUPPORTERS' CLUB') WILL GO INTO ABEYANCE THE TWINNING CHARTER, A LEGAL DOCUMENT, WILL NOT CEASE ITS APPLICATION AND THE LINK MAY BE RE-ACTIVATED AT A LATER DATE.
Areas of Concern (financial, support/assistance, publicity etc):	THE GROUP/ASSOCIATION WILL CEASE TO BE AT THE AGM IN SEPTEMBER 2017, DUE TO NO VOLUNTEERS COMING FORWARD TO TAKEOVER FROM EXISTING COMMITTEE MEMBERS.

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

Recommendations (if any) to the Council or next Councillors to act as representative:	I RECOMMEND THAT THE COUNCIL'S REPRESENTATIVE STAYS IN PLACE UNTIL SEPTEMBER. BY THAT POINT THE ASSOCIATION WILL HAVE MADE FORMAL PROPOSALS FOR COUNCIL'S CONSIDERATION RE THE FUTURE (AND LEGALITY) OF THE CHARTER, ROAD SIGNS, BOUNDING STONES, PROMENADE, AND THE RETENTION OF THE NAME OF THE GROUP FOR FUTURE USE BY OTHERS
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Any Other Comments Relating to this Outside Body/Organisation:	IT HAS BEEN A PLEASURE TO BE PART OF THIS ENTHUSIASTIC ASSOCIATION
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

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

Principal Activities/Purpose:	TO INFORM COUNCILLORS AND RESIDENTS OF HEALTH CONCERNS, WHAT IS NOT HAPPENING IN THE SEAFORD AREA
Achievements:	BUILDING RELATIONSHIPS WITH MEMBERS OF THE GROUP. GETTING FEEDBACK FROM THE MEDICAL PROFESSIONALS AS TO WHAT THE SITUATION IS IN SEAFORD
Issues of Importance to the Council/Current Work of significance to the Council:	THE COUNCIL IS ABLE TO COMMUNICATE RESIDENTS CONCERNS, AND THE MEDICAL PROFESSIONALS CAN VOICE THEIRS, ESPECIALLY WITH THE NEW POTENTIAL HOUSING DEVELOPMENTS.
Areas of Concern (financial, support/assistance, publicity etc):	

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

Recommendations (if any) to the Council or next Councillors to act as representative:	THE MEETINGS ARE HELD ON A TUESDAY MORNING.
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Any Other Comments Relating to this Outside Body/Organisation:	
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Alan Latham
Outside Body/Organisation:	Stakeholders Group on Health Issues (SGH)
Number of Meetings Held:	4
Number of Meetings Attended:	3

Principal Activities/Purpose:	<p>To provide STC councillor interface with CCG, ESBT, LDC, Horder, Seaford GPs & Wave Leisure. Also now in context of Neighbourhood Plan & LDC Core Strategy requiring significant increase in housing by 2030 which in turn will increase the town's population by 10-15%. Since GP service already is full to capacity any further requirement will result in increased waiting times and jeopardize patient safety.</p> <p>SGH aims to address potential shortfall of healthcare in the town by ensuring appropriate application of the Community Infrastructure Levy in respect of facilities being in place and appropriately qualified human resources being allocated by CCG.</p>
Achievements:	<p>Positive feedback from both LDC, Neighbourhood Plan Steering Committee and CCG but continue to stress good intentions must be converted into actions resulting in the required increase in healthcare resources....not at some unidentified point in the future but by the time the new housing goes on the market.</p>
Issues of Importance to the Council/Current Work of significance to the Council:	As above
Areas of Concern (financial, support/assistance, publicity etc):	<p>Risk of going round and round in circles and achieving nothing because central government cutbacks/lack of funding and shortage of appropriately qualified healthcare workers.</p> <p>P . 6 0</p>

Should Representation Continue?	Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes / No
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Continue to hold these very important intergroup, interactive sessions in the hope ambitions will be achieved. Lobby MP and increase pressure on CCG and LDC when Neighbourhood Plan has been adopted.
Any Other Comments Relating to this Outside Body/Organisation:	Excellent Group contributing varying skills. Hopefully will maintain momentum and enthusiasm notwithstanding progress like walking through treacle.

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Cheryl White
Outside Body/Organisation:	The Base Management Committee
Number of Meetings Held:	None
Number of Meetings Attended:	None

Principal Activities/Purpose:	Unknown
Achievements:	Unknown
Issues of Importance to the Council/Current Work of significance to the Council:	<p>I understand that The Base is at the building stage and is an important part of community reengagement at The Salts.</p> <p>I have no clearer idea of progress to date than was explained to me immediately after I accepted this commitment, five months ago.</p>
Areas of Concern (financial, support/assistance, publicity etc):	There has been no communication instigated by The Base committee.

Should Representation Continue?	Yes / No
	Representation should be available for that time in the future when Base Committee meetings commence (or recommence?).
Number of Representatives Correct?	Yes / No

Recommendations (if any) to the Council or next Councillors to act as representative:	I recommend that some clarity is acquired around timescale and whether or when Council representation is not just desirable but needed and purposeful.
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Any Other Comments Relating to this Outside Body/Organisation:	<p>A Base founder member attended the committee meeting when I took on this role, and took the time then to make contact and advise me that there would be no committee meetings for me to attend, it being "pointless" while the Base was still at the building stage.</p> <p>This has been my only contact, no email sent or other communication.</p> <p>I ultimately reached out through Facebook to inform them of this upcoming report. I asked if there was anything they would like me to know or add for the record and have not received details back in time for this report.</p>
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Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report of a Representative on an Outside Body for Year 2016-2017

Name of Representative:	Alan Latham
Outside Body/Organisation:	Tree Wardens Group
Number of Meetings Held:	?
Number of Meetings Attended:	2

Principal Activities/Purpose:	To replace/undertake new planting and maintain trees of a suitable species in public places (including roadside verges) in Seaford.
Achievements:	The Group comprises volunteers of an incredibly high and dedicated calibre benefiting from application of experience gained in previous roles. My contribution mainly to be available as a point of contact/interface with STC if required.
Issues of Importance to the Council/Current Work of significance to the Council:	Link is useful and should be maintained but ad hoc only required. Work of Group is extremely valuable to Seaford and must save STC significant sums financially (both admin and materials) and improve the attraction of Seaford as a place to visit and to live in.
Areas of Concern (financial, support/assistance, publicity etc):	None

Should Representation Continue?	Yes / No
	If no, why do you think not? Have the group/organisation agreed with this?
Number of Representatives Correct?	Yes / No
	If no, how many and why?
Recommendations (if any) to the Council or next Councillors to act as representative:	Important to meet and introduce yourself and be available if required. Otherwise Group more than able to achieve its objectives with minimal intervention from STC.
Any Other Comments Relating to this Outside Body/Organisation:	Superb well run Outside Body

Please kindly return this form to the PA to the Town Clerk by Friday 5th May at the latest.



Seaford Town Council

Report 03/17

Agenda Item No:	11
Committee:	Council
Date:	18th May 2017
Title:	Fixed Asset Register
By:	Craig Williams, Projects & Facilities Manager
Purpose of Report:	To present the Council's Fixed Asset Register.

Recommendations

You are recommended:

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

- 1.1** In 2015 under the guidance of the Internal Auditor, Council Officers reformatted the Fixed Asset Register to present the Council's fixed assets more clearly.
- 1.2** At the Council meeting on 18th May 2015 when the Register was adopted, it was explained under the existing arrangements the value of Council assets will only change when assets are sold or purchased (following the guidance set out in the Practitioners Guide on Governance and Accountability for Local Councils).
- 1.3** Appendix A, which can be found at the back of the agenda, shows the Fixed Asset Register updated with the proxy cost and agreed with the insurance company as at 31st March 2017.
- 1.4** Community land is given only a notional value in accordance with the recommendations for community land. Buildings and other insured assets have been valued at their insurance valuation i.e. replacement cost. Uninsured assets are given an estimated value.
- 1.5** Members will notice that this year's Register includes the inspection outcomes (condition and date last physically checked), which have not previously been recorded. Inspections are carried out in line with the schedule that was presented to the Community Services Committee at its meeting on 2nd May.
- 1.6** Insurance values remain based on the figures from 31st March 2012. Values will be reviewed during 2018 prior to the premium renewal in 2019 as there will be considerable changes to assets, such as the Martello toilets and other aspects of the Seafont Development Plan, and the skate park and tennis courts at The Salts.
- 1.7** This Register remains a working document.

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 Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager



Town Clerk





Seaford Town Council

Report 04/17

Agenda Item No: 12
Committee: Council
Date: 18th May 2017
Title: Insurance Arrangements
By: Craig Williams, Projects & Facilities Manager
Purpose of Report: To present an update on the Council's Insurance Arrangements.

Recommendations

You are recommended:

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

1. Information

- 1.1** The Council is currently in a 3 year agreement with Zurich for its various types of insurance cover; a contract that took effect from 1st April 2016 until 31st March 2019, with an option to extend the term to 5 years.
- 1.2** In 2016 Zurich submitted a very competitive tender quote resulting in a significant saving of around 38% on the budgeted figure for 2016/17. The premium also includes insurance tax, which in November 2015 rose from 6% to 9.5%.
- 1.3** The insurance arrangements will be reviewed prior to the expiry of the 3 year contract in 2019; and the option of extending for a further 2 years will be assessed based upon market conditions at that time.
- 1.4** The annual insurance premium totals £16,933.64 for the year 2017/18 which is an uplift of £460 on 2016/17.
- 1.5** This increase is due to an annual increase in the premium as well as additional costs for the new Greenkeepers Barn due to it now being brand new and valued at £40,000. The Cricket Club have just installed electronic window shutters which will reduce the premium for their building but I am yet to forward this to our insurance company until I have the commissioning certification.

2. Financial Appraisal

There are no direct financial implications of this report.

3. Contact Officer

The Contact Officer for this report is Craig Williams, Projects & Facilities Manager.

Projects & Facilities Manager

Town Clerk



Seaford Town Council

Report 05/17

Agenda Item No: 13
Committee: Council
Date: 18th May 2017
Title: Annual Subscriptions
By: James Corrigan, Town Clerk
Purpose of Report: To review the Council's annual subscriptions and approve the spend therein.

Recommendations

You are recommended:

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

1. Information

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

	Subscription (purpose)	2016/17 Amount
1.1	Association of Accounting Technicians <i>(necessary membership for Support Services Manager to undertake AAT Qualification)</i>	£90.00
1.2	British and International Golf Greenkeepers Association <i>(key greenkeeping professional body, membership covers all Greenkeeping staff and the Council, valued source of information and updates)</i>	£388.00
1.3	British Association of Shooting and Conservation <i>(provides necessary insurance and guidance for licensed vermin control shooters on Seaford Head Golf Course)</i>	£74.00
1.4	Chartered Institute of Legal Executives <i>(Town Clerk's membership, necessary to retain Chartered Lawyer status)</i>	£355.00
1.5	Chartered Institute of Management <i>(Town Clerk's membership; provides access to useful information and training for the Council)</i>	£196
1.6	Chartered Institute of Personnel and Development <i>(necessary membership for Town Clerk to undertake MSC in Human Resources Management also provides access to useful personnel information for the Council)</i>	£90

1.7	Sussex Association of Local Councils (SALC) <i>(key association for support and information for local councils, also includes National Association of Local Councils membership)</i>	£2,711.30
1.8	Lewes District Council Association of Local Councils <i>(key association for networking with other local councils and receiving updates and information on local council news and issues)</i>	£50.00
1.9	Local Council Advisory Service <i>(access to helpline and guidance for local councils)</i>	£114.00
1.10	Local Council Review publication <i>(quarterly publication with local council and government updates)</i>	£16.00
1.11	Seaford Chamber of Commerce <i>(provides vital networking opportunities with local traders)</i>	£60.00
1.12	Seaford Fairtrade Group <i>(necessary for the town to maintain Fairtrade status)</i>	£10.00
1.13	Guild of Mace Bearers <i>(membership for Town Crier for the town)</i>	£30.00

2. Financial Appraisal

The figures at 1.1-1.13 above are the cost for 2016-2017 and therefore may be subject to slight change for the 2017-2018 subscription.

There is an estimated total of £4,184.30 to spend as an implication of this report.

3. Contact Officer

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

Town Clerk

