



Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 20th April 2017** at **7.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
13th April 2017

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. 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.

3. 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.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1 Personnel 9th March 2017 pages 3 and 4

N.S. The policies recommended for adoption within are included separately at item 10 of this agenda.

4.2 Planning & Highways 16th March 2017 pages 5 to 7

4.3 Finance & General Purposes 23rd March 2017 pages 8 and 9

4.4 Full Council 28th March 2017 pages 10 to 13

5. Mayor's Report & Engagements

To consider report 140/16 presenting the Mayor's Report and details of Mayoral engagements (pages 14 to 16).

6. Young Mayor's Report

To receive a verbal update from the Young Mayor on recent activities.

7. Clerk's Report

Report 145/16 presenting the Clerk's update report will be circulated separately to the agenda.

8. Proposal for position of 'Leader of Seaford Town Council'

To consider report 141/16 presenting a proposal from Councillors Latham and Brown for the Council to establish the position of 'Leader of Seaford Town Council'. (pages 17 to 19).

9. Financial Regulations

To consider report 142/16 presenting the revised Financial Regulations for adoption (pages 20 to 39).

10. Adoption of Personnel Policies

To consider report 143/16 presenting the Clerk's Report providing an update on Council activities (pages 40 to 63).

11. Solar Panels at The View

To consider report 144/16 regarding a lease for the installation of solar panels at The View (pages 64 to 74).

12. Coat of Arms

To consider report 147/16 presenting a report regarding Seaford Town Council's Coat of Arms and registering it as a trademark (pages 75 to 79).

13. Salts Cottage

To consider report 146/16 regarding the offer from Lewes District Council to transfer ownership of the Salts Cottage to Seaford Town Council (pages 80 to 81).

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

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



Seaford Town Council

MINUTES of a Meeting of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 9th March 2017** at 7.30pm.

Present:

Councillor S Adeniji (Chair), R Honeyman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)
No members of the public were present.

PE07/03/17 Apologies for Absence

Apologies for absence were received from Councillors P Boorman and L Freeman.

PE08/03/17 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.

PE09/03/17 Personnel Policies

The Committee considered report 124/16, discussing the draft personnel policies presented.

PE09.1 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Maternity, Paternity and Adoption Leave Policy, subject to minor amendments to be made.

PE09.2 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Parental Leave Policy as presented, subject to minor amendments to be made.

PE09.3 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Sickness Absence Policy, subject to minor amendments to be made.

PE09.4 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the Equal Opportunities Policy, subject to minor amendments to be made.

PE09.5 It was **RESOLVED** to **RECOMMEND** that Full Council adopts the revised Training & Development Policy, subject to minor amendments to be made.

PE09.6 It was **RESOLVED** to **RECOMMEND** to Full Council that the standard terms and conditions for current and new employees be amended to clarify that employees are employed under the Green Book save where amended by their terms and conditions of employment or Council policy.

PE10/03/17 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 remainder of the meeting as the item concerned confidential personnel matters.

PE11/03/17

Pay Grading and Awards

The Committee considered exempt report 125/16 regarding pay grading for Council employees and the annual pay increases.

- PE11.1** It was **RESOLVED** to **APPROVE** the annual incremental pay increases following satisfactory staff appraisals with effect from 1st April 2017, as set out in exempt report 125/16.
- PE11.2** It was **RESOLVED** to **NOTE** the inflationary increases for members of staff with effect from 1st April 2017, as per exempt report 125/16.
- PE11.3** It was **RESOLVED** to **NOTE** the national minimum wage increases for members of staff with effect from 1st April 2017, as per exempt report 125/16.
- PE11.4** It was **RESOLVED** to **APPROVE** a 1% increase in pay for those employees not currently contractually eligible for an increase and the casual workers at The View with effect from 1st April 2017, as set out in exempt report 125/16.
- PE11.5** It was **RESOLVED** to **AGREE** to the appointment of a suitably qualified advisor to review the staff structure and paycales, exact scope to be set out by the Town Clerk.

The meeting closed at 8.15pm.

Councillor Sam Adeniji
Chairman



Planning and Highways Committee

Minutes of the meeting of the of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 16th March 2017**.

Present:

Councillors L Wallraven (Chairman) and R Honeyman (Vice-Chair)
Councillors D Argent, L Freeman, T Goodman and A Latham.
Geoff Johnson - Planning Officer, Seaford Town Council
3 members of the public present

P 89/03/17 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors P Boorman, D Burchett, P Lower, A McLean and L Worcester. Councillor L Freeman substituted for Councillor A McLean.

P 90/03/17 Disclosure of Interests

Councillor L Wallraven declared that as a member of Lewes District Council's Planning Applications Committee, she would not vote on any Planning Application.

Councillor R Honeyman declared that as an employee of East Sussex County Council he would not speak or vote on Item 5 (ESCC Parking Review).

P 91/03/17 Public Participation

There was no public participation

P 92/03/17 Planning Applications

Planning Applications for week ending 17th February 2017

Seaford LW/17/0063	10 Hartfield Road Planning Application- Erection of two storey extension to front and roof extension.
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It was **RESOLVED** to **SUPPORT** the application.

Seaford LW/17/0123	'Mardon' Claremont Road Planning Application- Section 73A retrospective application for the erection of an enclosed balcony.
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It was **RESOLVED** to **SUPPORT** the application.

Planning Applications for week ending 24th February 2017

Seaford LW/17/0025& 0026	43 Blatchington Hill Planning and Listed Building Consent Applications-Roof extension including raising ridge height, replacement of the flat roofs to existing dormers with pitched roofs, enlargement of the existing garage within the existing building and other alterations.
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It was **RESOLVED** that the applications be **GENERALLY SUPPORTED** subject to the advice and comments of Lewes District Council's Conservation Officer.

Seaford
LW/17/0090

54 Belgrave Road
Planning Application-S73A retrospective application for erection of side and rear single storey extension.

It was **RESOLVED** to **SUPPORT** the side extension element of the application but to **OBJECT** to the rear extension on the grounds that it would cause loss of natural light to the rear of the neighbouring property and thereby be detrimental to the amenities of that property.

Seaford
LW/170115

21 Church Street
Planning Application-Erection of single storey rear extension and Change of use of part of ground floor from Residential C3 to Art Gallery D1.

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

Planning Applications received week ending 3rd March 2017

Seaford
LW/17/0108

6 Poynings Close
Planning Application-Loft conversion with insertion of a front dormer and two side dormer windows.

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

Seaford
LW/17/0104

58 Marine Drive Bishopstone
Planning Application-Erection of a rear extension and conversion of loft including an insertion of a small dormer to the front and dormers to both sides.

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

Seaford
LW/16/1043

10 Blatchington Hill
Planning Application-Erection of two storey side extension

It was **RESOLVED** to **OBJECT** to the application on the grounds that, taking into account its scale, it would constitute an overdevelopment of the site which would be out of character with and detrimental to the character and appearance of the surrounding Conservation Area.

P 93/03/17

ESCC Parking Review-Formal Consultation

Members considered report 127/16 on the proposals affecting locations in Seaford contained in the ESCC Parking Review 2016/17

It was **RESOLVED** to forward the following responses to East Sussex County Council's Highways Department:-

LW 16 020-Broad Street
No objection.

LW 16 021-Church Street
No objection

LW 16 022-Station Approach
No objection.

LW 16 023-Pelham Road
Members **OBJECTED** to this proposal as they considered it was unnecessary, that there was no significant demand for taxis on a Sunday and that it would block 7-8 useful parking spaces.

LW 16 024-South Street
Members **OBJECTED** to this proposal as they considered that the removal of this single space could not be justified on traffic grounds.

LW 16 027-Sutton Drove
No objection.

LW 16 028-Chyngton Gardens
No objection.

LW 16 029-Alfriston Road
Members **OBJECTED** to the proposed 'No Waiting' restrictions as they were not justified on traffic grounds but **SUPPORTED** the provision of the Disabled Parking Bay.

LW 16 031-Broad Street North
No objection.

LW 16 034-Steyne Road etc.
No objection.

P 94/03/17

Update Report

Members considered report 126/16 informing the Committee of Lewes District Council decisions on previous planning applications since the last meeting

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

The meeting closed at 7.37pm.

Councillor L Wallraven
Chairman



Seaford Town Council

Finance & General Purposes Committee

Minutes of a meeting of the **Finance & General Purposes Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Thursday 23rd March 2017** at 7.00pm.

Present:

Councillor M Brown (Chairman)
Councillors D Argent, P Boorman, B Burfield, T Goodman, R Hayder and R Honeyman.
Mr James Corrigan, Town Clerk - Seaford Town Council
Mrs Lucy Clark, Support Services Manager - Seaford Town Council
1 member of the public

F18/03/17 Apologies

Apologies for absence were received from Councillors S Adeniji and L Worcester.

F19/03/17 Disclosure of Interests

There were no disclosures of interest.

F20/03/17 Public Participation

Mr E Hill Questioned whether the light outside the emergency exit has been repaired.

Town Clerk Explained that the Council has been in contact with the land owner over this issue and will continue to chase this up.

F21/03/17 Finance Report

F21.1 Receipts, Payments and Bank Reconciliation for November 2016, December 2016, January 2017 & February 2017

Members considered report 129/16 advising of receipts, payments and bank reconciliation for November 2016, December 2016, January 2017 and February 2017. Members asked for clarity on certain income and payments.

F21.1.1 It was **RESOLVED** to **NOTE** the balance brought forward from October 2016 was £511,631.02.

F21.1.2 It was **RESOLVED** to **NOTE** November 2016 total receipts of £45,879.29 and total payments of £167,317.73 leaving a balance to carry forward of £390,192.58.

F21.1.3 It was **RESOLVED** to **NOTE** December 2016 total receipts of £56,084.25 and total payments of £142,966.51 leaving a balance to carry forward of £303,310.32.

F21.1.4 It was **RESOLVED** to **NOTE** January 2017 total receipts of £62,092.13 and total payments of £127,095.68 leaving a balance to carry forward of £238,306.76

F21.1.5 It was **RESOLVED** to **NOTE** February 2017 total receipts of £45,346.27 and total payments of £108,725.09 leaving a balance to carry forward of £174,927.94.

F21.2 Finance Report

Members considered report 130/16 informing of income and expenditure from 1st April 2016 to 28th February 2017 compared to the annual budgets.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

F22/03/17 Internal Control Review

Members considered report 131/16 updating the Committee on the review of Internal Controls.

It was **RESOLVED** to **NOTE** the contents of the report and **AGREE** that the Council has adequate internal control mechanisms in place.

F23/03/17 Council Risk Assessments

Members considered report 132/16 updating the Committee on the Financial Risk Assessments and Strategy.

It was **RESOLVED** to **NOTE** the contents of the report and **APPROVE** the actions of officers to ensure all appropriate risks are assessed and are isolated where necessary.

F24/03/17 Hire Charges for use of Council Facilities and Open Spaces

Members considered report 133/16 proposing new fee structure for the use of Council Office Facilities and Open Spaces during 2017-18.

It was **RESOLVED** to **APPROVE** the proposed Venue & Facilities Hire Charges for 2017/2018.

The meeting closed at 7.28pm.

Councillor Mark Brown
Chairman



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Tuesday 28th March 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)
7 members of the public.

C86/03/17 Apologies for Absence

Apologies for absence were received from Councillors R Honeyman, P Lower and L Worcester, and Jessica Batchelor, Young Mayor.

C87/03/17 Disclosure of Interests

Councillors Latham and McLean each declared a pecuniary interest in item 8, Street Markets, through their respective partner's businesses.

C88/03/17 Public Participation

Sylvia Dunn

Voiced her support for the public's favour of outside showers rather than those incorporated within the new toilet facility, also for the sheltered seating.

Feels that the use of brown tourism signs is a bit boring and would prefer something more vibrant, to make Seaford unique.

Requested that the Council consider not charging for use of the new Martello toilets.

Concerned that there is no mention in the report of the two concessions; the intended types of concession and the public feedback from the consultation on this item. Worried that with a limited budget the Council cannot make mistakes with its choices.

Christine Brett

Implored the Council to consider having one unit of male urinals in the new Martello toilet facility, for both hygiene and safety measures.

Fiona House

Speaking on behalf of the owner of Oscar's Computers and following consultation with other traders in Sutton Road.

Requested that the concerns of several traders in response to the Council's Street Markets proposal be addressed before increasing markets to a fortnightly basis. These included business taking's tending to be down for traders on current market days, issues with incoming and outgoing deliveries, environmental issues from the generators used and inconsistent marshalling practices.

Confirmed that the traders spoken with were generally in favour of the fortnightly markets providing considerations were made to allow them to continue with their day-to-day business with minimum disruptions. This included sympathetic placement of generators, stall

fronts facing shops and reserving parking at the end of Sutton Road for deliveries.

Raised concerns by traders that during Christmas Magic, Sutton Road becomes a dead zone. Requested that the Council work with the traders to bring activity along this road.

Highlighted that the Chamber of Commerce feedback referred to only includes 2 of the 11 shop front businesses in Sutton Road.

Town Clerk Confirmed that the feedback from traders would be listened to and looked at with the Market Manager; these issues should be easily addressed.

Confirmed that the Council will work with the traders to ensure Sutton Road is more included with Christmas Magic.

Dom Smith Having run Frankie's Beach Café for 7 years, is pleased to finally see improvements happening with the seafront. Urged Councillors to work together to do their best for the town with the decisions being taken.

C89/03/17 Minutes

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

C89.1	Council	26 th January 2017
C89.2	Planning & Highways	2 nd February 2017
C89.3	Planning & Highways	23 rd February 2017
C89.4	Community Services	9 th February 2017
C89.5	Golf & The View	28 th February 2017

*It was **PROPOSED** to **CONSIDER** item 6, Beach Hut Sale, of the agenda prior to item 5, Seafront Development Plan; the motion was **CARRIED**.*

C90/03/17 Beach Hut Sale

The Council considered report 120/16 regarding the potential sale of five beach huts. The Council discussed the tender process, sale process and fees, the financial plan to ensure the Council is not financially in deficit from any projects within the Seafront Development Plan, the potential financial risks and the contingencies in place, and the Council's fiduciary duty to achieve the best price when selling capital assets.

It was **PROPOSED** to **APPROVE** the sale of beach hut numbers 52, 56, 58, 59, 60 to fund the first phase of the Seafront Development Plan.

A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	Against
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	For
Councillor L Freeman	For
Councillor N Freeman	For
Councillor T Goodman	For
Councillor R Hayder	For

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Councillor O Honeyman	For
Councillor A Latham	For
Councillor A McLean	For
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	For
Councillor C White	For

The motion was **CARRIED**.

C91/03/17 Seafront Development Plan

The Council considered report 135/16 presenting the draft Seafront Development Plan for adoption. The Council went through the aspects and finances of the draft plan individually, scrutinising the details of the three-year works programme and costings. Amendments and additional items to be included in the plan were discussed and confirmed.

It was confirmed that any design projects would be brought back to Council for consideration before finalisation; this includes the Martello toilet facility, linkage to the Town Centre, Bönningstedt toilet/café facility, art features and the executive beach chalets at Bönningstedt Promenade.

- C91.1** It was **RESOLVED** to **REJECT** the option of seafront gym equipment along the promenade.
- C91.2** It was **RESOLVED** to **APPROVE** charging 20p per use for the new Martello toilet facility.
- C91.3** It was **RESOLVED** to **REJECT** the option of showers incorporated within the new Martello toilet facility.
- C91.4** It was **RESOLVED** to **APPROVE** the inclusion of three outside showers on the seafront in the proximity of the Martello toilet facility, Frankie's Beach Café and Bönningstedt Parade.
- C91.5** It was **RESOLVED** to **APPROVE** the inclusion of a beach volleyball and football sand court on the seafront opposite the Salts.
- C91.6** It was **RESOLVED** to **INSTRUCT** the Town Clerk to look in to the feasibility of pedestrianising The Esplanade between Dane Road and Edinburgh Road.
- C91.7** It was **RESOLVED** to **APPROVE** the adoption of the Seafront Development Plan, as amended.
- C91.8** It was **RESOLVED** to **AUTHORISE** Council Officers to progress with the Development Plan as amended, subject to reporting back to the Community Services Committee.

C92/03/17 Beach Huts at Bönningstedt Parade

The Council considered report 117/16 regarding the project plan for the town's beach huts. The Council discussed the works programme and specifications, the sale and rental process and associated fees, the provision of utilities, the Disability Discrimination Act compliance requirements and the Council's plans to exceed the minimum, and covenants on any sales.

- C92.1** It was **RESOLVED** to **APPROVE** the design of the roof and door location from the beach huts being offset.
- C92.2** It was **RESOLVED** to **APPROVE** the doors of the beach huts be in different colours, in blocks of 10, as per report 117/16.

C93/03/17 Street Markets

The Council considered report 134/16 regarding the Town Council providing street markets in the town.

Councillors Latham and McLean abstained from the discussion and voting due to both having declared a pecuniary interest in the agenda item.

The Council discussed consultation with and feedback from traders, and the methods through which to measure the impact of the markets including footfall at various locations around town and different days/times of day.

It was **RESOLVED** to **APPROVE** an initial 3-month trial of a bi-weekly market to operate in Sutton Road, or such other location that may be trialled.

C94/03/17 Adoption of Financial Policies

The Council considered report 136/16 presenting new and revised financial policies for adoption.

C94.1 It was **PROPOSED** to **ADOPT** the Financial Regulations as of April 2015, **FURTHERMORE** to arrange a working group of the Finance & General Purposes committee members on 7th April 2017 to review the policy document and recommend a revised document for adoption by Full Council at its meeting on 20th April 2017.

C94.2 It was **RESOLVED** to **ADOPT** the Financial Risk Assessment Policy as presented;

C94.3 It was **RESOLVED** to **ADOPT** the revised Electronic Payments Policy as presented;

C94.4 It was **RESOLVED** to **ADOPT** the Risk Management Policy Statement as presented.

The meeting closed at 9.48pm.

Councillor Lindsay Freeman
Mayor of Seaford



Seaford Town Council

Report 140/16

Agenda Item No: 5
Committee: Council
Date: 20th April 2017
Title: Mayor's Report & Engagements
By: Sharan Brydon, Mayor's Secretary
Purpose of Report: To present the Mayor's update report and details of Mayoral engagements.

Recommendations

You are recommended:

- 1. To note the contents of the report.**

1. Information

- 1.1** Attached at Appendix A is the Mayor's report for the period from January 2017 to date.
- 1.2** At Appendix B are details of the Mayor's engagements for the same period.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Sharan Brydon, Administration Assistant/Mayor's Secretary.

Mayor's Secretary



Town Clerk



Report 140-16 Appendix A Mayor's Report – April 2017

Our new Councillors have settled in and rapidly become part of our Town Council. Sadly, Councillor Les Worcester passed away on 11th April, he will be much missed by all of us.

My first engagement after the January Council Meeting was to attend a Tea Dance at the Clinton Centre; excellent music, real 40's swing and some excellent dancing by people attending. The cakes were delicious.

I went to the performance of Oliver at Seaford Head; it was brilliant, such talent in acting and singing by the students taking part, especially in the lead characters, and very ably produced by Mr Dave Faulkner, Head of Arts.

On 4th March I went to Seaford Rotary Club's Young Musician of the Year to present the prizes. What an amazing evening, such talent and such a variety of music, from 60's to classical. The title was won by Rose Lee, who had played Nancy in Seaford Head School's production of Oliver; she is very talented and I hope we see more of her in the future. I also had the pleasure of meeting with Keith Carlisle who was the Head when I taught at Seaford Head School. I met him again when I was invited to present the prizes at the Rotary Club's Young Writer competition. This was open to 10/11 year olds and such sensitive and excellent writing, it was so good that 2 prizes were given, one for poetry and one for prose.

I managed to get away for a long weekend, just to Amman in Jordan. I was taken to Madaba where I saw the Church of the Virgin Mary and the actual palm tree under which Jesus was said to have been born. Those of you who came to my Carol Service will remember the reading from the Qur'an. I also had a good time bartering in the shops in downtown Amman, the oldest part of the city.

I went to the performance of Cinderella, including a certain Mr James Bond, at the Barn Theatre performed by Seaford Musical juniors, absolutely stunning and very funny. Newhaven's Mayor took part as a policeman. I have an idea which I hope Paula Woolven and I can develop, but it's a secret, for now.

I attended both sessions of the public consultation for the Seafront Development. This looks really exciting and, I hope, will make the seafront better whilst still remaining unspoilt and natural. Many members of the public who came showed enthusiasm for the projects and were pleased to find we had no plans for Seaford to become like Brighton.

I was invited to a celebration at The Bengal Palace to celebrate 30 years of being in Seaford. Fabulous food; tandoori to start with followed by a mixed plate of chicken bhuna, lamb dopiazi with spiced potato, rice and naan. The highlight of the evening was Elias singing a Bangladeshi song accompanied by Councillor Harun Miah from Eastbourne Council.

On the Tuesday before Easter, I helped judge the Easter cake competition in the Clinton Centre, competition was stiff. There were two of us judging and we managed to agree on all the marks, we marked once for appearance then for taste and texture. The winner produced an excellent chocolate cake beautifully decorated with chicks and eggs.

I am looking forward to attending St Andrews Church at Bishopstone to celebrate St George's Day, a topic I teach about in my lessons to foreign students on British Culture. I have also seen the amazing mosaics at St George's Church in Madaba, many of St George killing the dragon. The Royal Society of St George have been kind enough to invite us to join their celebrations on 23rd April followed by a dinner at Dean's Place in Alfriston.

We have some elections coming up, first for East Sussex County Council and then for Lewes District Council in Seaford West Ward. May the best candidates win.

Organisation	Event	Day	Date	Time	Venue
January 2017					
Seaford Primary	Celebratory Assembly	Friday	13-Jan-17	8.50am	Seaford Primary School
Seaford Head School	Oliver Promotional Event	Tuesday	24-Jan-17	2.50pm	Seaford Head School
The Dean's Senior Tea Club	A New Year's Tea Dance	Friday	27-Jan-17	2.30pm	Clinton Centre
February 2017					
Seaford Head School	Oliver Performance	Wednesday	08-Feb-17	7.30pm	Seaford Head Upper School
Seaford Head School	New DYM Assemblies	Thursday	23-Feb-17	8.40am	Seaford Head Upper School
Seaford Head School	New DYM Assemblies	Friday	24-Feb-17	8.40am	Seaford Head Upper School
Maiden Publishing	In the Eye of Noir	Friday	24-Feb-17	7pm	The Crypt Art Gallery
March 2017					
Women's World Day of Prayer	Annual Service	Friday	03-Mar-17	3pm	St Leonard's Church
Barn Theatre	Nanny Cooks - Opening	Friday	03-Mar-17	6.30pm	Barn Theatre
	Young Musicians Competition	Saturday	04-Mar-17	7pm	Cross Way Church
Bengal Palace	Celebrating 30 Years in Seaford	Wednesday	15-Mar-17	7pm	Bengal Palace Restaurant
Barn Theatre	Alternative 'Cinderella	Friday	17-Mar-17	7.30pm	Barn Theatre
Seaford Rotary	Young Writer's Competition	Monday	20-Mar-17	6pm	Seaford Head School



Seaford Town Council

Report 141/16

Agenda Item No: 8
Committee: Council
Date: 20th April 2017
Title: Proposal for position of 'Leader of Seaford Town Council'
By: James Corrigan, Town Clerk
Purpose of Report: To present a proposal submitted by two Councillors to establish the position of 'Leader of Seaford Town Council'.

Recommendations

You are recommended:

1. To consider the attached proposal.
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1. Information

- 1.1 Attached at Appendix A is a proposal submitted by Councillors Latham and Brown for the Council to establish the position of 'Leader of Seaford Town Council'.
- 1.2 Appendix B is the proposed job description for the proposed role of 'Leader of Seaford Town Council'.
- 1.3 Officers have not contributed to the production of this attached report.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

Agenda Item No: 8

Committee: Council
Date: 20th April 2017
Title: Agree to establish the position 'Leader of Seaford Town Council' to support the Mayor and Town Clerk
Proposed by: Cllr Alan Latham and Cllr Mark Brown
Seconded by: Cllr Lindsay Freeman, Mayor

Recommendations

You are recommended:

1. To agree to add Leader to the post of Deputy Mayor thereby creating the position 'Deputy Mayor and Leader' of Seaford Town Council'.
2. To elect a councillor to the position of Deputy Mayor and Leader for the Municipal Year 2017 - 2018 and annually thereafter.

Background

1. Historically Seaford Town Council has been represented by a Mayor to undertake formal civic functions and a Leader to drive projects and manage business activities in association with the Town Clerk.
2. To depoliticise the Council, in 2013 Council agreed to abolish the role of Leader of the Council.
3. Traditionally both Mayor and Leader were elected positions, but represented the majority party. In 2016 the first Mayor who was not from the majority party was elected and from that time the elected Mayor was the best candidate regardless of political affiliation.
4. Subsequently the Mayor has undertaken both the role of Mayor and activities which previously were the responsibility of the Leader.
5. Since late in 2014, under the stewardship of the Town Clerk, the Council's turnover has increased significantly (i.e. by more than 50%) to the extent that a Mayor cannot be expected to fulfil both roles adequately.
6. It is proposed to expand the role of Deputy Mayor to include Leader. As with the Mayor, Deputy Mayor and Leader will be non-political with election of the most suitable councillor to undertake the role of providing councillors with a focal point with particular emphasis on projects and business activities agreed by the Council thereby easing the burden on the Mayor and the Town Clerk.

TITLE: Deputy Mayor/Leader of Council

Person Specification

1. Business - Must have proven commercial and business experience, including – proven management skills (such as running a company or large department), project management, finance, business planning, working knowledge of contracts, negotiating skills and high level work experience.
2. Education - Ideally but not necessarily have some educational qualifications, degree, diploma, other similar certification, membership of a recognised Institution to aid research and report writing.
3. Be up to date with modern IT and Communication systems.
4. Personal - Able to interface with all levels of management and staff.
5. Experience of 3 or more years as an elected Councillor.
6. Ability to be diplomatic.

Job Description

1. To have a dual role as Deputy Mayor and Leader of the Council
2. To interface with the Town Clerk and staff managers and provide support, help and guidance on projects and plans to improve the wellbeing of Seaford.
3. To act as a non-political focal point for councillors to provide up to date information and support on commercial and business matters affecting the Council.
4. The post holder will NOT have any authority to make decisions on behalf of the Town Council and will act merely in an advisory capacity.
5. To support the Town Clerks report at council meetings.
6. To support the Mayor with civic and ceremonial responsibilities.



Seaford Town Council

Report 142/16

Agenda Item No:	9
Committee:	Council
Date:	20 th April 2017
Title:	Financial Regulations
By:	James Corrigan, Town Clerk
Purpose of Report:	To present the revised Financial Regulations for adoption.

Recommendations

You are recommended:

1. To recommend the revised Financial Regulations as presented.
-

1. Information

- 1.1 Further to the decision of the Council at its meeting on 28th March, the members of the Council's Finance & General Purposes Committee were invited to a working group meeting to review the Financial Regulations.
- 1.2 The working group meeting was held on 7th April, with Councillors Brown, Argent and Boorman in attendance.
- 1.3 Members went through the Financial Regulations thoroughly, considered submissions received from Councillors, explanations and clarification was given by the Town Clerk.
- 1.4 Councillors are reminded that the changes are as a result of recommendations from the Internal Auditor, consultant accountant, officers and Councillors themselves.
- 1.5 Whilst the model Financial Regulations are based on the NALC model regulations it is noted that these are generic so cover Council's from a budget of £100 per year up to the largest local councils in the country with a budget of £3,000,000. The vast majority of local councils have a budget of less than £100,000 with only a handful having a turnover comparable to Seaford Town Council's £1,800,000 plus. Accordingly, the model regulations do need adjusting to meet the needs of larger councils such as Seaford Town Council and are routinely amended to reflect the practicalities of managing such sized organisation.

- 1.6 After considering all the comments and submissions the attached draft Regulations (Appendix A) were agreed to and are recommended to the Council for adoption.
- 1.7 All changes are clearly marked on the amended version; changes in blue are those presented to the Council on 28th March, those in red are additional changes now being recommended.
- 1.8 Please ignore the page indexing as this will change on the final version which will not depict changes.

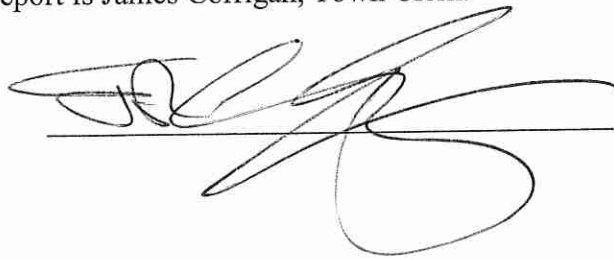
2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

FINANCIAL REGULATIONS

(Based on NALC 2014 model Financial Regulations)

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These Financial Regulations were adopted by the Council at its meeting held on ~~20th April 2017~~ ^{9th April 2015}.

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1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders¹ ~~and any individual Financial Regulations relating to contracts.~~
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. ~~A breach of these Regulations by an employee is gross misconduct. Any breaches of the Financial Regulations may be liable to disciplinary action against the individual in accordance with the Council's disciplinary policy.~~
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 1.9. The RFO;
- acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

² Accounts and Audit (England) Regulations 2011/817 [and any subsequent amendments and current regulations \(but see 1.15 as this may contradict??\)](#)

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts above the approved delegated limit;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors unless of high importance as determined by the Town Clerk and / or a matter of security which will be adopted and reported to the Finance & General purposes Committee Council Meeting as soon as practicable afterwards.

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations and resolutions about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor ~~[or a cheque signatory]~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of two annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, ~~as soon as practical without undue delay~~, bring to the attention of ~~The Finance & General Purposes Committee all Councillors~~ any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its ~~three year forecast~~ ~~forecast of~~ revenue and capital ~~receipts and payments~~ ~~income and expenditure~~. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of January, prepare detailed estimates of all ~~receipts and payments~~ ~~income and expenditure~~ including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- ~~3.2-3.3.~~ ~~The Council will move towards a~~ 3-year ~~budget~~ as soon as practicable.
- ~~3.3-3.4.~~ The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- ~~3.4-3.5.~~ The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year ~~or a date agreed with the billing authority~~. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- ~~3.5-3.6.~~ The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure by the RFO on revenue items up to the amounts included for that class of expenditure in the approved budget is authorised. This authority is to be determined by the Council when setting the Annual Budget.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for a Committee Budget other than by resolution of the Council. During the budget year it is expected that Account Codes will vary to budget and that consequently Cost Centres will also. However the Committee spend has to be within budget unless approved otherwise by Council. It is noted that some budgets are dependent on external factors for income such as the Golf and The View. Any deviations due to loss of income does not require approval but should be reported to the relevant Committee as soon as practicable. There is no need to undertake virements with the exception of 4.3 below.
- 4.3. In cases of extreme risk, determined by the Town Clerk, -to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Town Clerk shall report such action to the Council as soon as possible practicable thereafter.
- 4.3.4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Any such funds will be considered for allocation to earmarked reserves at the same meeting that approves the Annual Return.
- 4.4.4.5. The salary budgets are to be reviewed at least annually and by each year end for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time. - This is not budgetary control just normal budget process.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit

~~of £10,000. The Clerk shall report such action to the Council as soon as practicable thereafter.~~

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and where necessary the requisite borrowing approval has been obtained subject to 4.3 above.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.7.4.8.

4.8. The RFO shall regularly provide the relevant Committee Council with a statement of receipts and payments income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of significant material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO or Supports Services Manager (SSM) to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.

5.3. The SSM shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The SSM shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.

5.4. The RFO and Support Services Manager shall have delegated authority to authorise the payment of all items that are necessary to provide the services of the Council on line with the Council's scheme of delegation and the budgets set by the Council.

5.2-5.5. The Finance and Administration Assistant shall prepare a schedule of payments to be made for at least two Councillors to authenticate each payment for compliance as well as the RFO.

5.3-5.6. Following the repeal of S150, payments are authorised and signed by the RFO and Support Services Manager. A summary ~~The~~ schedule of payments made will be

presented to the Finance and General Purposes Committee on a quarterly basis as part of the budgetary process. The Finance and General Purposes Committee shall review the schedule for compliance and, having satisfied itself shall accept payments are for compliance and, having satisfied itself shall accept payments were is in order by a resolution of the ~~Finance and General Purposes~~ Committee. ~~The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. The summary and~~ Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

~~5.4. All invoices for payment shall be examined, verified and certified by the budget manager and then the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out and examined.~~

~~5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely fashion.~~

~~5.6. The Clerk and RFO shall have delegated authority to authorise the payment of all items that are necessary to provide the services of the Council on line with the Council's scheme of delegation and the budgets set by the Council.~~

~~5.7. For each financial year within the budget spreadsheet the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and grounds maintenance contracts and the like). The Council will authorise payment for the year.~~

~~5.8.5.7.~~ In respect of grants the Finance and General Purposes Committee shall approve expenditure in accordance with the Grants Policy and within any limits set by Council.

~~5.9.5.8.~~ Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

~~5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.~~

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

~~6.1. The Council will make safe and efficient arrangements for the making of its payments.~~

~~6.2-6.1.~~ Following authentication authorisation under Financial Regulation 5.5 above, the RFO shall give instruction that a payment shall be made.

~~6.3-6.2.~~ All payments shall be effected by electronic payment wherever possible. The Council shall where possible reduce the number of cheque payments.

~~6.4-6.3.~~ Cheques or orders for payment drawn on the bank account shall be signed by two members of Council, and countersigned by the Clerk. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

~~6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the Purchase Invoice Authorisation slip.~~

~~6.6-6.4.~~ If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions ~~are signed by two members and any payments~~ are reported to Finance and General Purposes Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

~~6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Finance and General Purposes Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.~~

~~6.8-6.5.~~ Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator ~~or Nominee~~. The bank mandate approved by the Council shall identify a number of Councillors ~~and officers~~ who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by ~~the use of the Service Administrator alone, or by~~ the Service Administrator with a stated number of approvals.

~~6.9-6.6.~~ Changes to account details for suppliers, ~~which are used for internet banking~~ may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Support Services Manager and the Town Clerk. A programme of regular checks of standing data with suppliers will be followed.

~~6.10-6.7.~~ Any Debit / Credit Card issued is to be used in accordance with the Council's Debit Card Policy and procedure.

~~6.11-6.8.~~ The Support Services Manager shall provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Support Services Manager with a claim for reimbursement.

- a) The Support Services Manager shall maintain a petty cash float ~~of £250~~ for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts of employment payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

~~7.3. — provided that each payment is reported to the next available Council meeting, as set out in these regulations above.~~

~~7.4-7.3.~~ No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Sub-Committee or Council otherwise than in accordance with the Scheme of Delegation.

~~7.5-7.4.~~ Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

~~7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.~~

~~7.7.7.5. Any termination payments shall be supported by a clear business case and and reported to the Council. Termination payments shall only be authorised by Council otherwise than in accordance with the Scheme of Delegation.~~

8. LOANS AND INVESTMENTS

8.1. All borrowings and financial arrangements shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for ~~borrowing~~ approval shall be approved by Council as to terms and purpose. The application for ~~borrowing~~ approval, and subsequent arrangements ~~for the loan~~ shall only be approved by full Council.

~~8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.~~

~~8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Mayor at the same time as one is issued to the Clerk or RFO.~~

~~8.4.8.2. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.~~

~~8.5.8.3. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.~~

~~8.6.8.4. All investments of money under the control of the Council shall be in the name of the Council.~~

~~8.7.8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.~~

~~8.8.8.6. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments). REVIEW~~

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. ~~In all cases, all receipts and~~ shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. The RFO shall ensure systems are in place so that wherever practical and possible receipts will be issued by staff at the point of receiving a cash payment.
- 9.9.9.10. ~~Where in excess of £100 any significant sums of cash are regularly is~~ received by the Council ~~and it is not practical to immediately issue a receipt~~, the RFO shall ~~take such steps as are agreed by the Council to ensure that systems are in place so that~~ more than one person is present when the cash is counted ~~in the first instance~~, that there is a reconciliation to some form of control, ~~such as ticket issues~~, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by budget managers and the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, ~~usually by obtaining three or more quotations or estimates from appropriate suppliers~~, subject to ~~any de minimis provisions in~~ Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. Budget managers are responsible for the placing of orders within their overall budget.
- 10.6. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order or as soon after the order is placed by the budget manager. ~~and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power b~~

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £2,000 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor or Deputy Mayor); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list or appropriate contractors/suppliers.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18,³
- h. When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £7,000 and above ~~£3,000~~ ~~£1000~~ the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Electronic tenders can be accepted where specified by Seaford Town Council's where contracts are for less than £20,000 in value.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be ~~purchased or otherwise acquired~~, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation

and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.~~

- ~~14.6.~~14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. Section Managers and the Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity

Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16.2. This section currently does not apply to Seaford Town Council.

17. RISK MANAGEMENT

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

~~17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.~~

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *



Seaford Town Council

Report 143/16

Agenda Item No:	10
Committee:	Council
Date:	20th April 2017
Title:	Adoption of Personnel Policies
By:	James Corrigan, Town Clerk
Purpose of Report:	To present reviewed and amended policies for adoption.

Recommendations

You are recommended:

- 1. To adopt the Maternity, Paternity and Adoption Leave Policy as presented;**
 - 2. To adopt the Parental Leave Policy as presented;**
 - 3. To adopt the Equal Opportunities Policy as presented;**
 - 4. To adopt the Training & Development Policy as presented.**
-

1. Information

- 1.1** The instruction from the Council meeting in November 2016, was that the Personnel Committee review and scrutinise any new or amended personnel policies, as the best forum for this to be done in, and then recommend an agreed policy to Council for adoption.
- 1.2** The Personnel Committee therefore met on 9th March 2017 to consider the following policies which are now presented to Council for adoption;
 - Maternity, Paternity and Adoption Leave Policy (Appendix A, pages 42 to 56)
 - Parental Leave Policy (Appendix B, page 57)
 - Sickness Absence Policy (Appendix C, pages 58 to 59)
 - Equal Opportunities Policy (Appendix D, page 60)
 - Training & Development Policy (Appendix E, pages 61 to 63)
- 1.3** A to D are new policies where the Council did not have any formal policies in place. These have been written in accordance with the guidance on all topics from ACAS (The Advisory, Conciliation and Arbitration Service) and current practice of the Council.
- 1.4** The Training & Development Policy has been revised at the Council's request. The policy includes training for members in greater detail but is less restrictive and detail laden in general than the previous version, which is available on the Council's website and in the Councillor Information Packs.

1.5 The Personnel Committee scrutinised each draft policy and has subsequently made minor amendments to finalise the drafts ready for presentation to the Council for adoption.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

Appendix A

Maternity, Paternity and Adoption Leave Policy

Introduction

This policy sets out the statutory rights and responsibilities of employees who are;

1. Pregnant or have recently given birth (Maternity Leave, below)
2. An expectant father or partner of the expectant mother (Paternity Leave, page 5)
3. Due to adopt a child (Adoption Leave, page 7)
4. Seeking to take shared leave between parents (Shared Parental Leave, page 11)
5. The intended parent of a child through surrogacy (Surrogacy, page 15).

Where the policy refers to 'the Council' being notified or taking action, this should be read as the Town Clerk carrying out these responsibilities on behalf of the Council.

MATERNITY LEAVE

An employee who becomes pregnant may be entitled to up to 52 weeks' maternity leave and up to 39 weeks' maternity pay. The sections below set out the entitlements, notification requirements and other considerations for the Council and the employee.

1. Notification

On becoming pregnant, an employee should notify the Town Clerk as soon as ~~they~~she feels able to do so. This is important because there are health and safety considerations for the Council and the Council may need to make contingency arrangements during the planned absence period.

By the end of the Qualifying Week (the 15th week before the Expected Week of Childbirth), or as soon as reasonably practicable afterwards, an employee is required to provide the following information in writing to the Council:

- a. That ~~they~~she ~~are~~ is pregnant
- b. The Expected Week of Childbirth (EWC)
- c. The date on which ~~they~~she intends to start ~~their~~her maternity leave

In addition, the Council should be provided with a MATB1 certificate (issued by your doctor or midwife) stating when the baby is due.

If an employee fails to follow the above notification requirements, ~~they~~she may not be eligible for Statutory Maternity Pay.

The Council will respond in writing within 28 days of notification, setting out the employee's rights and entitlements and confirming the date on which ~~they~~she ~~are~~is expected to return to work if ~~they~~she takes ~~their~~her full 52 week entitlement to maternity leave.

If an employee wishes to change ~~their~~her maternity leave start date, ~~they~~she should give the Council at least 28 days' notice where possible. Where a baby arrives early or an expectant mother is off with pregnancy-related illness within four weeks of the EWC, maternity leave will automatically begin.

2. Antenatal Appointments

Once the Council has been advised that an employee is pregnant, the employee is entitled to take reasonable time off work with pay to attend antenatal clinic and other antenatal appointments made on the advice of ~~their~~her doctor, registered midwife or registered health visitor.

If required, the Council may ask for proof of appointments with exception of the first appointment.

3. Maternity Leave Entitlement

All pregnant employees are entitled to take 26 weeks' ordinary maternity leave and up to 26 weeks' additional maternity leave, making a total of 52 weeks.

This entitlement is for all pregnant employees regardless of hours of work or length of service. This does not however apply to casual workers, only employees.

Ordinary maternity leave can start at any time after the beginning of the 11th week before the EWC (unless the child is born prematurely before that date). Maternity leave will start on whichever date is earlier of;

- a. The chosen start date
- b. The day after the birth
- c. The day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the EWC

The law requires all employees to take a minimum of two weeks of compulsory maternity leave immediately after the birth of their child.

If an employee chooses to take additional maternity leave, this will begin the day after the 26 weeks' ordinary maternity leave has ended.

4. Maternity Pay

Statutory Maternity Pay

Statutory Maternity Pay (SMP) is payable for up to 39 weeks during maternity leave. An employee is entitled to SMP if;

- a. ~~They~~She has~~ve~~ been continuously employed by the Council for at least 26 weeks at the end of the Qualifying Week ~~and;~~
- b. ~~Their~~Her average weekly earnings in the eight weeks up to and including the Qualifying Week are not less than the lower earnings limit for National Insurance contributions ~~and;~~
- c. ~~They~~She ~~are~~is still pregnant eleven weeks before the start of ~~their~~her EWC (or have already given birth) ~~and;~~
- d. ~~They~~She has~~ve~~ provided a MATB1 certificate stating the EWC ~~and;~~
- e. ~~They~~She has~~ve~~ given the Council proper notification of the pregnancy in accordance with the rules at section 1 of this policy

For the first six weeks of maternity leave, SMP is paid at the rate of 90% of the average weekly earnings calculated over a period of eight weeks up to and including the Qualifying Week.

The standard rate of SMP is then paid for the remaining 33 weeks (or less if the employee decides to return to work sooner). The rate of SMP is reviewed every April by the Government. From April 2016 SMP is £139.58 per week and from April 2017, £140.98 per week. If, when calculated, 90% of an employee's average weekly earnings in the eight weeks leading up to Qualifying Week is less than the rate of SMP, the employee will receive the lower figure.

SMP is treated as earnings and is therefore subject to income tax and National Insurance contributions. If part of the pension scheme, contributions will be taken based on the amount of maternity pay received. The Council will continue to contribute for any time the employee is in receipt of SMP.

Payment of SMP cannot start before the 11th week before your EWC. SMP can start from any day of the week in accordance with the date an employee starts ~~their~~her maternity leave. SMP is payable whether or not ~~they~~she intends to return to work after ~~their~~her maternity leave.

SMP is still payable in the event of; a baby being born early, a stillbirth after the start of the 24th week of pregnancy, or the death of the baby after being born.

The Council is eligible to reclaim a percentage of SMP payments made (currently 92%).

If the employee has not been working for the Council for 26 weeks at the Qualifying Week ~~they~~she will not be eligible to receive SMP. ~~They~~She may however be able to apply to the Department for Work and Pensions for maternity allowance, see below.

Maternity Allowance

If an expectant mother is not eligible to receive SMP they/she may be entitled to up to 39 weeks of maternity allowance from the Department for Work and Pensions.

To qualify they/she must have been in employment or self-employed for at least 26 of the previous 66 weeks before the EWC (not necessarily consecutive). From these 26 weeks, they/she must have earned on average at least £30 per week for 13 weeks.

An expectant mother can claim maternity allowance once they/she are 26 weeks pregnant and payment can start from the 11th week before the EWC.

5. Contact / KIT days

An employee may decide they/she wants to keep in touch during their/her maternity leave. Legally they/she are/is entitled to work up to 10 days without losing their/her entitlement to SMP. Any days worked are known as 'keep in touch' days (KIT days) and will be paid in full and will be subject to the usual tax, National Insurance and pension deductions.

There is no obligation for an employee to work during their/her maternity leave. Maternity leave or pay will not be extended due to the fact that work has been carried out during the leave period.

Legislation allows for the Council and the employee to make reasonable contact during the leave period to discuss such issues as the return to work. This contact does not count towards the 10 KIT days and does not bring the maternity leave to an end.

The Council will ensure that the employee is kept informed of relevant matters such as job vacancies, significant workplace developments and training opportunities.

6. Health & Safety

Upon notification of an employee's pregnancy, the Council will seek to do a risk assessment with the employee in their/her role. This assessment will consider any heavy lifting or carrying, sitting/standing for long periods of time with no breaks, exposure to toxic substances and long working hours (this is not an exclusive list).

If a risk is identified that cannot be avoided, the Council must take steps to remove the risk or offer different suitable work with no less favourable terms and conditions. If no alternative work is available, the employee will be suspended on full pay for as long as possible to protect the health and safety of the mother and baby.

If an employee is suspended on maternity grounds, this will not in any way affect their/her statutory or contractual employment and maternity rights.

If a pregnant employee has any concerns about any aspects of health and safety, as with any employee, these should be raised immediately with their/her line manager.

7. Sickness

If a pregnant employee is absent from work during their/her pregnancy due to sickness, they/she will receive sick pay in the same manner as any other sickness absence provided they/she have not yet begun maternity leave.

If, however a pregnant employee is absent from work due to a pregnancy-related illness within four weeks of their/her EWC, maternity leave will automatically commence from the day after their/her first day of absence.

8. Annual Leave

An employee will continue to accrue annual leave during maternity leave (ordinary and additional) and substitute days for Bank Holiday leave. The employee should discuss with their/her manager the options for using leave before or after maternity leave if they/she wishes to. It is not possible to use annual leave entitlement during maternity leave.

9. Return to Work

On resuming work after maternity leave, the employee is entitled to return to the same job on the same terms and conditions of employment as if ~~they~~she had not been absent. ~~They~~She also has~~ve~~ the right to receive any pay rises or improvements to terms and conditions for the job as if ~~they~~she had not been on leave.

If however there is a reason why it is not reasonably practicable for the Council to take them back in ~~their~~her original job, ~~they~~she will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if ~~they~~she had not been absent.

Date of Return

Unless the Council is notified otherwise, the employee will be expected to return to work on the date in which the 52 week maternity leave period ends.

If the employee intends to bring forward ~~their~~her return to work date, ~~they~~she should notify the Council in writing providing at least eight weeks' notice where possible. If ~~they~~she fails to do so, the Council has the right to postpone ~~their~~her return to such a date as will give the Council eight weeks' notice, provided this is not later than ~~their~~her expected return date.

If the employee is unable to return to work due to sickness or injury, the Council's normal arrangements for sickness absence will apply.

Breastfeeding / expressing

Where an employee is seeking to return to work and will require time or a suitable location to breastfeed or express, she should notify the Council of this so that suitable arrangements can be discussed.

Part time / changed hours

If ~~they~~she decides to return to work after maternity leave, an employee has a right to request changed hours if ~~they~~she wishes, either on a temporary or permanent basis. The Council will consider this request and to look at whether this can be accommodated.

In order to allow the Council time to give full consideration to the request, such a request should be put in writing as far in advance of the return to work date as possible, with a minimum of six weeks' notice. The Council will respond in writing as soon as practically possible, within 14 days at the latest. The Council will always consider such requests in line with the operational requirements of the Council's business.

Resignation

If an employee decides not to return to work after maternity leave ~~they~~she should submit ~~their~~her resignation in the normal manner, providing adequate notice as per ~~their~~her terms and conditions of employment.

PATERNITY LEAVE

An expectant parent or partner of a mother may be entitled to up to two weeks' paternity leave and up to two weeks' paternity pay. The sections below set out the entitlements, notification requirements and other considerations for the Council and the employee.

For paternity leave entitlements where a child is adopted please see 'Adoption Leave' below.

10. Notification

On becoming an expectant parent, an employee should notify the Town Clerk as soon as they feel able to do so.

By the end of the Qualifying Week (the 15th week before the Expected Week of Childbirth), or as soon as reasonably practicable afterwards, an employee is required to notify the Council when the baby is due, whether or not they are seeking to take one or two weeks' paternity leave and when they expect the leave to begin.

If an employee fails to follow the above notification requirements, they may not be eligible for Statutory Paternity Pay.

The Council will respond in writing within 28 days of notification, setting out the employee's rights and entitlements to and during paternity leave.

If an employee wishes to change their paternity leave start date, they should give the Council at least 28 days' notice where possible. The employee does not need to give a specific date for the leave to start, for example they may wish to say the day after the birth or one week after the birth.

11. Antenatal Appointments

While there is no legal right for to paid time off for expectant fathers or partners of expectant mothers, the Council understands the importance of attendance at antenatal classes and appointments and will therefore allow paid time off for these appointments, provided adequate notice is given to the employee's line manager of such a request for time off work.

If required, the Council may ask for proof of appointments.

12. Paternity Leave Entitlement

Paternity leave is available for a period of one or two weeks. The leave must be consecutive and not taken as ad hoc days.

To be eligible for paternity leave, an employee must:

- a. Have or expect to have responsibility for the child's upbringing and;
- b. Be the biological father of the child or the mother's husband or partner and;
- c. Have worked continuously for the Council for 26 weeks leading in to the 15th week before the baby is due and be employed continuously during the pregnancy up to the actual date the baby is born

Casual workers will not be entitled to paternity leave, only employees of the Council.

Paternity leave must be taken within 56 days of the child being born and may only start after the actual birth.

13. Paternity Pay

Statutory Paternity Pay (SPP) is payable for up to two weeks. An employee is entitled to SPP if;

- a. They have been continuously employed by the Council for at least 26 weeks at the end of the Qualifying Week and;
- b. They are employed up to the actual date of birth and;
- c. Their average weekly earnings in the eight weeks up to and including the Qualifying Week are not less than the lower earnings limit for National Insurance contributions and;
- d. They have given the correct notice as per section 10

The rate of SPP is reviewed every April by the Government. From April 2016 SPP is £139.58 per week and from April 2017, £140.98 per week. If, when calculated, 90% of an employee's average weekly earnings in the

eight weeks leading up to Qualifying Week is less than the rate of SPP, the employee will receive the lower figure.

SPP is treated as earnings and is therefore subject to income tax and National Insurance contributions. If part of the pension scheme, contributions will be taken based on the amount of paternity pay received. The Council will continue to contribute for any time the employee is in receipt of SPP.

SPP is still payable in the event of; a stillbirth after the start of the 24th week of pregnancy or the baby being born alive at any point of pregnancy.

The Council is eligible to reclaim a percentage of SPP payments made (currently 92%).

14. Annual Leave

An employee will continue to accrue annual leave during paternity leave and substitute days for Bank Holiday leave. The employee should discuss with their manager the options for using leave before or after paternity leave if they wish to. It is not possible to use annual leave entitlement during paternity leave.

15. Employment Rights

All employment rights are protected and the employee shall suffer no detriment from taking paternity leave. An employee is entitled to return to the same job after up to two weeks' paternity leave.

Draft

ADOPTION LEAVE

Qualifying employees (male or female) who have been matched with a child for adoption may take up to 52 weeks' adoption leave and may be entitled to 39 weeks of Statutory Adoption Pay. If a couple jointly adopt a child, one may take adoption leave and the other parent may be able to take paternity leave or shared parental leave.

16. Notification

Within seven days of being matched with a child, the employee should tell the Council (in writing preferably):

- a. How much leave they want
- b. Their leave start date
- c. The 'date of placement' – the expected or actual date the child is placed with them

Within 28 days the Council will write to the employee confirming their leave start and end date and the employee's rights and entitlements.

Employees wishing to change their leave dates must inform the Council at least 28 days before their original start date or the new start date, whichever is earlier.

The rules are different if it is an overseas adoption. An employee must tell the Council:

- a. The date of their 'official notification' and the expected date the child arrives in the UK – within 28 days of getting the notification and;
- b. The actual date the child arrives in the UK – within 28 days of this date and;
- c. How much leave they want and when they want it to start

The Council will respond in writing within 28 days confirming their leave start and end dates.

17. Adoption Leave Entitlement

An employee can take up to 52 weeks' statutory adoption leave. The first 26 weeks are known as 'ordinary adoption leave' and the last 26 weeks as 'additional adoption leave'.

Adoption leave ~~can~~will start:

- a. On the date the child starts living with the employee or up to 14 days before expected placement date (UK adoptions) or;
- b. When an employee has been matched with a child to be placed with them by a UK adoption agency or;
- c. When the child arrives in the UK or within 28 days of this date (overseas adoptions)

An employee is entitled to adoption leave from day one of employment; there is no service requirement for entitlement.

If jointly adopting, the main adopter will be entitled to adoption leave; the secondary adopter may be entitled to paternity or shared parental leave.

18. Adoption Pay

Statutory Adoption Pay (SAP) is payable for up to 39 weeks during adoption leave. An employee is entitled to SAP if;

- a. They have been continuously employed by the Council for at least 26 weeks by the week they were matched with the child and;
- b. Their average weekly earnings in the eight weeks up to and including the point they were matched with the child are not less than the lower earnings limit for National Insurance contributions and;
- c. They have given the Council proper notification of the pregnancy in accordance with the rules at section 16 of this policy and;
- d. They have given the Council proof of the adoption (see section 19 below)

For overseas adoptions, the conditions are the same as above except they;

- d. Must have 'official notification' (permission for a UK authority) that they can adopt from abroad and;

- e. Must fill in the declaration on online form SC6 if they are adopting with their partner (this form confirms they are not taking paternity leave or pay)

For the first six weeks of adoption leave, SAP is paid at the rate of 90% of the average weekly earnings calculated over a period of eight weeks up to and including the week they were matched with a child.

The standard rate of SAP is then paid for the remaining 33 weeks (or less if the employee decides to return to work sooner). The rate of SAP is reviewed every April by the Government. From April 2016 SAP is £139.58 per week and from April 2017, £140.98 per week. If, when calculated, 90% of an employee's average weekly earnings in the eight weeks leading up to the week they were matched with a child is less than the rate of SAP, the employee will receive the lower figure.

SAP is treated as earnings and is therefore subject to income tax and National Insurance contributions. If part of the pension scheme, contributions will be taken based on the amount of adoption pay received. The Council will continue to contribute for any time the employee is in receipt of SAP.

The Council is eligible to reclaim a percentage of SAP payments made (currently 92%).

19. Proof of Adoption

In order to qualify for SAP the employee must give the Council proof of adoption. Proof is not needed for entitlement to adoption leave unless the Council wishes to request it.

For adoption, the proof must show the:

- a. Name and address of the agency and employee and;
- b. Date the child was matched e.g. the matching certificate and;
- c. The expected or actual date of placement (e.g. a letter from the agency) and;
- d. The relevant UK authority's 'official notification' confirming the parent is allowed to adopt (overseas adoptions only) and;
- e. The date the child arrived in the UK e.g. a plane ticket (overseas adoptions only)

20. Exemptions

An employee will not qualify for either adoption leave or pay if they;

- a. Become a special guardian or kinship carer or;
- b. Adopt a stepchild or;
- c. Adopt a family member or stepchild or;
- d. Adopt privately e.g. within permission from a UK authority or adoption agency

21. Contact / KIT Days

An employee may decide they want to keep in touch during their adoption leave. Legally they are entitled to work up to 10 days without losing their entitlement to SAP. Any days worked are known as 'keep in touch' days (KIT days) and will be paid in full and will be subject to the usual tax, National Insurance and pension deductions.

There is no obligation for an employee to work during their adoption leave. Adoption leave or pay will not be extended due to the fact that work has been carried out during the leave period.

Legislation allows for the Council and the employee to make reasonable contact during the leave period to discuss such issues as the return to work. This contact does not count towards the 10 KIT days and does not bring the adoption leave to an end.

The Council will ensure that the employee is kept informed of relevant matters such as job vacancies, significant workplace developments and training opportunities.

22. Adoption Appointments

An employee is entitled to paid time off to attend adoption appointments.

Single adopters are entitled to paid time off to attend up to five adoption appointments. These must be taken in the period between the employee being notified of a match with a child and the date that the child joins the family.

In the case of joint adoptions, one of the adopters will be entitled to paid time off to attend up to five adoption appointments. The other adopter will be entitled to unpaid time off to attend up to two adoption appointments.

Where there are joint adopters, the adopter who took paid time off to attend adoption appointments may not then claim paternity leave and pay. It is usually therefore the main adopter (who is entitled to adoption leave and pay) that would take paid time off.

23. Paternity Leave with Adoption

If an employee is a secondary adopter and is seeking to take paternity leave sections 10 to 15 above apply with the amendments below.

Notification

An employee adopting a child must give the Council an SC4 form (the Council can provide this) for:

- a. Leave – no later than seven days of their co-adopter or partner being matched with a child and;
- b. Pay – 28 days before they want their pay to start

For overseas adoptions the form and notice period are different. Information on these can be found online on the www.gov.uk website.

Eligibility

An employee adopting a child must;

- a. Have worked for the Council continuously for at least 26 weeks by the end of the week they were matched with the child (UK adoptions) or;
- b. Have worked for the Council continuously for at least 26 weeks by either the date the child arrives in the UK or when they want their pay to start (overseas adoptions) and;
- c. Confirm that their partner is getting statutory adoption pay in writing and;
- d. Meet the other eligibility conditions for paternity leave and pay (as detailed in the above ‘Paternity Leave’ section of this policy)

An employee will not be entitled to paternity leave and pay when adopting a child if they have had paid time off for adoption appointments (see section 22 above).

Leave Start Date

An employee taking paternity leave because they are adopting can start their leave;

- a. On the date of placement or;
- b. An agreed number of days after the placement or;
- c. On the date the child arrives in the UK or an agreed number of days after this (overseas adoptions)

For overseas adoptions, the leave must be taken within 56 days of the placement or the child’s arrival in the UK.

Proof of Adoption

An employee must give the Council proof of adoption to qualify for paternity pay (but not paternity leave). Proof can be a letter from their adoption agency or their matching certificate.

24. Annual Leave

An employee will continue to accrue annual leave during adoption leave (ordinary and additional) and substitute days for Bank Holiday leave. The employee should discuss with their manager the options for using leave before or after adoption leave if they wish to. It is not possible to use annual leave entitlement during adoption leave.

25. Return to Work

On resuming work after adoption leave, the employee is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent. They also have the right to receive any pay rises or improvements to terms and conditions for the job as if they had not been on leave.

If however there is a reason why it is not reasonably practicable for the Council to take them back in their original job, they will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if they had not been absent.

Date of Return

Unless the Council is notified otherwise, the employee will be expected to return to work on the date in which the 52 week adoption leave period ends. ~~(subject to any adjustment for KIT days taken).~~

If the employee intends to bring forward their return to work date, they should notify the Council in writing providing at least eight weeks' notice where possible. If they fail to do so, the Council has the right to postpone their return to such a date as will give the Council eight weeks' notice, provided this is not later than their expected return date.

If the employee is unable to return to work due to sickness or injury, the Council's normal arrangements for sickness absence will apply.

Part time / changed hours

If they decide to return to work after adoption leave, an employee has a right to request changed hours if they wish, either on a temporary or permanent basis. The Council will consider this request and to look at whether this can be accommodated.

In order to allow the Council time to give full consideration to the request, such a request should be put in writing as far in advance of the return to work date as possible, with a minimum of six weeks' notice. The Council will respond in writing as soon as practically possible, within 14 days at the latest. The Council will always consider such requests in line with the operational requirements of the Council's business.

Resignation

If an employee decides not to return to work after adoption leave they should submit their resignation in the normal manner, providing adequate notice as per their terms and conditions of employment.

26. Record Keeping

For a period of three years after the tax year that it relates to, the Council must keep records of;

- a. Proof of adoption
- b. The date SAP started
- c. The payments of SAP made including dates
- d. The payments the Council has reclaimed
- e. Any weeks not paid and the reason

SHARED PARENTAL LEAVE

Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work during the first year after a child is born or placed for adoption. Parents will be able to share a pot of leave and decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

Eligible employees may take up to 50 weeks shared parental leave during the child's first year in their family.

The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave. If they decide not to take all 52 weeks' maternity/adoption leave, the remaining leave can be taken as shared parental leave.

27. Notification

An employee must give the Council at least eight weeks' notice of their entitlement/request for shared parental leave to start.

The employee will need to inform the Council;

- a. The name of the other parent and;
- b. The start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of shared parental leave available and;
- c. The date on which the child is expected to be born/the actual date of birth or in the case of adoption, the date on which the employee was notified of having been matched with the child and the date of placement for adoption and;
- d. The amount of shared parental leave the employee and their partner each intend to take and;
- e. A non-bonding indication of when the employee expects to take the leave

The employee will also need to provide the Council with a signed declaration stating;

- a. That they meet, or will meet, the eligibility conditions and are entitled to take shared parental leave
- b. That the information they have given is accurate
- c. If they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter
- d. That should they cease to be eligible that they will immediately inform the Council

In addition to the above, the employee will also need to provide the Council with a signed declaration from their partner confirming;

- a. Their name, address and National Insurance number
- b. That they are the mother/adopter of the child or they are the father of the child or spouse, civil partner or partner of the mother/adopter
- c. That they satisfy the 'employment and earnings test' and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee
- d. That they consent to the amount of shared parental leave that the employee intends to take
- e. That they consent to the Council processing the information contained in the declaration form
- f. (in the case where the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions

The Council may, within 14 days of the above notification, request;

- a. The name and business address of the partner's employer (if the partner is no longer employed or is self-employed, their contact details should be given instead) and;
- b. In the case of biological parents, a copy of the child's birth certificate or;
- c. In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date of which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

The employee must, in order to be eligible for shared parental leave, respond to the above request within 14 days.

The Council will respond in writing no later than 14 days after the initial request has been received (or in the case of further information being requested by the Council, 14 days after the employee has provided this information).

28. Eligibility

In order to be eligible for shared parental leave the employee must be:

- a. The mother/adopter, ~~and/or~~
- b. Either the father of the child or the spouse/civil partner/partner of the child's mother/adopter

In addition to this, the employee will need to satisfy all of the following criteria:

- a. The mother/adopter of the child must be/must have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/must have been entitled to SMP/SAP or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements
- b. The employee must still be working for the Council at the start of each period of shared parental leave
- c. The employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week for the child's expected due date/matching date
- d. The employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks
- e. The employee must correctly notify the Council of their entitlement and provide evidence as required

29. Leave Entitlement

The amount of leave available is calculated on the date of which the mother/adopter returns to work and the amount of maternity/adoption leave they have left remaining of the initial 52 weeks' entitlement.

Providing all eligibility and notification requirements are met by both parents, they may choose whether or not to share the remaining leave. There are various ways in which the leave can be shared and each request would have to be considered on its own merit and circumstances.

All shared parental leave must be taken with the first year of the child being born/being matched with the child.

Continuous Leave

Continuous leave is a number of weeks taken in a single unbroken period of leave e.g. if the mother/adopter returns to work after 22 weeks, a block booking of up to 30 weeks could be chosen.

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of shared parental leave available to them and the Council has been given at least eight weeks' notice.

An employee may submit up to three separate notifications for continuous periods of leave.

Discontinuous Leave

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work. An example is an arrangement is where are an employee will take six weeks of shared parental leave and work every other week over a period of three months.

The Council will consider a discontinuous leave notification but does have the right to refuse it. Upon receipt of a notification for discontinuous leave the Council will arrange a meeting to discuss this with the employee. All requests will be carefully considered, weighing up the potential benefits to the employee and the Council against any adverse impact on the Council's activities.

Where a request is refused the employee can either withdraw the request within 15 days of giving it or can take the leave in a single continuous block, providing the correct notification requirements are met.

Shared leave

Shared parental leave may be taken at the same time so both parents are taking leave together, providing they do not exceed the total amount of leave entitlement.

Variation

The employee is permitted to vary or cancel an agreed and booked period of shared parental leave, provided that they advise the Council in writing at least eight weeks before the date of variation. Any variation will be confirmed in writing by the Council within 14 days of receiving notification of the variation.

30. Statutory Shared Parental Pay

Eligible employees may be entitled to up to 37 weeks Statutory Shared Parental Pay (ShPP) while taking shared parental leave. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of shared parental leave, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for shared parental leave (section 28 above), an employee seeking to receive ShPP must also meet each of the following criteria;

- a. The mother/adopter must be/have been entitled to SMP/SAP or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period
- b. The employee must intend to care for the child during the week in which ShPP is payable
- c. The employee must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for National Insurance contributions
- d. The employee must remain in continuous employment until the first week of ShPP has begun
- e. The employee must give proper notification in accordance with the rules set out below

An employee entitled to ShPP should usually include this notification to the Council in the same notification as the leave itself.

The notification from the employee must include each of the following;

- a. The start and end dates of any SMP/SAP or maternity allowance
- b. The total amount of ShPP available and the amount of ShPP the employee and their partner each intend to claim
- c. A signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible

It must also be accompanied by a signed declaration from the employee's partner confirming;

- a. Their agreement to the employee claiming ShPP and for the Council to process any ShPP payments to the employee and;
- b. (in the case where the partner is the mother/adopter) that they have reduced their SMP/SAP or maternity allowance and;
- c. (in the case where the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions

The standard rate of ShPP is reviewed every April by the Government. From April 2016 ShPP is £139.58 per week and from April 2017, £140.98 per week. If, when calculated, 90% of an employee's average weekly earnings in the eight weeks leading up to the child's expected week of birth/week they were matched with a child is less than the rate of ShPP, the employee will receive the lower figure.

ShPP is treated as earnings and is therefore subject to income tax and National Insurance contributions. If part of the pension scheme, contributions will be taken based on the amount of shared parental pay received. The Council will continue to contribute for any time the employee is in receipt of ShPP.

The Council is eligible to reclaim a percentage of ShPP payments made (currently 92%).

31. Contact / SPLIT Days

An employee may decide they want to keep in touch during their shared parental leave. Legally they are entitled to work up to 20 days without losing their entitlement to ShPP. Any days worked are known as 'shared parental leave in touch' days (SPLIT days) and will be paid in full and will be subject to the usual tax, National Insurance and pension deductions.

There is no obligation for an employee to work during their shared parental leave. Shared parental leave or pay will not be extended due to the fact that work has been carried out during the leave period.

Legislation allows for the Council and the employee to make reasonable contact during the leave period to discuss such issues as the return to work. This contact does not count towards the 20 SPLIT days and does not bring the leave to an end.

The Council will ensure that the employee is kept informed of relevant matters such as job vacancies, significant workplace developments and training opportunities.

32. Annual Leave

An employee will continue to accrue annual leave during shared parental leave and substitute days for Bank Holiday leave. The employee should discuss with their manager the options for using leave before or after shared parental leave if they wish to. It is not possible to use annual leave entitlement during adoption leave.

33. Return to Work

The employee will have been formally advised in writing by the Council of the end date of any period of shared parental leave. The employee is expected to return to work the next working day after this date, unless they notify the Council otherwise.

If they are unable to attend work due to illness or injury, the Council's normal arrangements for sickness absence will apply.

If the employee wishes to return to work earlier than planned, they must provide the Council at least eight weeks' notice of their early return where possible.

On returning to work after shared parental leave, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and shared parental leave amounts to less than 26 weeks. This must be on the same terms and conditions of employment as if they had not been absent.

If the employee's maternity/paternity/adoption leave and shared parental leave combined amounts to 26 weeks or more, the employee is entitled to return to the same job they held before commencing the leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate on terms and conditions no less favourable.

SURROGACY

Surrogacy is when another woman carries and gives birth to a baby for the intended parents. The woman who gives birth to the child will be treated as the mother, however, parental responsibility can be transferred by either an adoption or parental order.

Surrogate Mothers

Pregnant employees have the right to 52 weeks' maternity leave and to return to their job after maternity leave. Whatever the birth mother does with the child in a surrogacy arrangement following the birth it has no impact on her right to maternity leave.

Intended Parents

Adoption leave and pay is available to eligible employees who become legal parents following an application for adoption or parental order. Paternity leave and pay, and shared parental leave and pay may also be available to eligible employees. See the previous sections in this policy for further details.

While there is no legal right for to paid time off for intended parents, the Council understands the importance of attendance at antenatal classes and appointments and will therefore allow paid time off for these appointments alongside a birth mother, provided adequate notice is given to the employee's line manager of such a request for time off work.

If required, the Council may ask for proof of appointments.

Adopted: April 2017

Review: April 2020 (or if legislation changes)



Seaford Town Council

Parental Leave Policy

Legally, parents of young children are entitled to take up to 18 weeks' unpaid leave to care for the child. 18 weeks can be taken in respect of each child and can be taken by each parent so if the Council has both parents in its employment, both employees will be potentially entitled to take 18 weeks' parental leave.

Parental leave can be taken at any time up to child's 5th birthday or, in the case of a child who suffers from a disability, any time up to their 18th birthday.

In the case of an adopted child, leave can be taken at any time in the first five years after the child is placed with the adoptive parents however, it must be taken before the child reaches 18 years of age, even if that is before the five years are up.

Leave can only be taken in blocks of weeks unless the child has a disability, in which case shorter periods are permissible. No more than 4 weeks' parental leave in respect of each qualifying child can be taken in any one year.

1. Entitlement

In order to be eligible to take parental leave, an employee must meet each of the following requirements:

- a. Be an employee
- b. Have continuous service with the Council for at least one year
- c. Either, have parental responsibility for the child or is registered as the child's father / mother on its birth certificate

2. Notification

An employee must give 21 days' notice of the start and finish dates of the leave.

Unless the request is for days commencing with the date the child is born, the Council can refuse to grant a request for parental leave for up to six months if it considers that taking leave at the employee's requested time would unduly disrupt its business.

The Council is entitled to request proof of an employee's entitlement to parental leave and failure to provide such evidence entitles the Council to refuse to grant the leave.

3. Postponement

The Council will make every attempt to avoid postponement. In any event postponement will not be for longer than six months from the requested start date.

The Council will discuss with the employee a suitable alternative date for the leave to start; the leave will be of the same duration as requested by the employee.

The Council will confirm all arrangements in writing within 7 days of the initial request.

4. Employment Rights

All employment rights are protected and the employee shall suffer no detriment from taking parental leave.

Where an employee has taken four weeks or less parental leave, they are entitled to return to the same job on the same terms and conditions had they not taken the leave.

If the parental leave is taken in a consecutive period with additional maternity or additional adoption leave, the employee is entitled to return to the job that they were employed in before their absence or if that is not reasonably practicable, to another job that is suitable and appropriate in the circumstances.



Seaford Town Council

Appendix C

Sickness Absence Policy

Seaford Town Council is committed to maintaining the health, well-being and attendance of all its employees.

The Council's absence policy is based on the following principles:

- It undertakes to provide reasonable payments to employees who are unable to work due to sickness.
- It will support employees who have genuine grounds for absence for whatever reason. This support includes a flexible approach to the taking of annual leave and returning to work after long term sickness.
- It will respect the confidentiality of all information relating to an employee's sickness and information will be held in line with all data protection legislation.

Regular, punctual attendance is an implied term of every employee's contract of employment and the Council asks each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out in this policy.

1. Absence reporting

An employee must report their absence from work owing to illness to their line manager by telephone as early as possible and no later than one hour after they are due to commence their working day on which the absence first occurs. When possible notification of absence should be given the previous evening to allow staff cover to be arranged. When reporting their absence, the employee should give a clear indication of the nature of their illness and the likely date of their return to work.

In the case of the Town Clerk being absent, he / she should inform key department managers so they are aware of the absence. If the Town Clerk's absence is to be over one week an email should be sent by the Town Clerk (if practical) to all Councillors advising them accordingly as well as advising of contingencies that are in place.

2. Certification

Sickness certificates are required for all absences and should cover all calendar days, including work days, weekends, public holidays and any days not normally worked.

A self-certification may be made for the first seven calendar days of absence. From the 8th day onwards a medical certificate is required. A final Doctor's statement giving the date on which the employee will be fit to resume work must be given to their line manager prior to their return to work of absences where a medical certificate has been obtained.

The Council reserves the right to require an employee to attend an Occupational Health Doctor / professional where it is deemed appropriate.

If the absence is not continuously covered by a self certificate, Doctor's statement or in-patient certificate, it may be treated as unauthorised absence and dealt with using the disciplinary procedures.

3. Return to Work

On return to work the employee should complete and give to their line manager a Self-Certification Form.

A 'fit for work' certificate is required should the employee wish to return to work before their medical certificate runs out.

On return to work the line manager will have an informal discussion with the employee in order to establish: the reason for and cause of absence, the employee's fitness to return to work and whether they need any support to return to work.

4. Sent Home

If while an employee is at work they decide that they are unwell and need to go home, for health and safety purposes they must inform their line manager before they leave the building. The employee will need to discuss with their line manager how this absence is to be treated i.e. sickness absence or time off in lieu.

5. Medical, Dental, hearing or Optician Appointments

Where possible medical appointments should be made outside of working hours. If this cannot be arranged they should disrupt the working schedule as little as possible, e.g. made early or late in the day. Employees will be required to use TOIL to cover such absences.

Where attendance for a medical or hospital appointment necessitates a complete day's absence from work, this will be treated as sick leave (unless annual leave is utilised) and the procedure for self-certification should be followed.

6. Use of Leave

The Council recognises that some employees choose to take annual leave or allocate time off in lieu (TOIL) on days or periods where they are ill. This should be discussed with the employee's line manager, who will consider the request for alternative leave instead of sickness absence.

There may be occasions where it is possible for an employee to work from home despite not being fit enough to attend work, an example may be post-operation/ injury recovery or in the circumstances of contagious illnesses, that physically means they cannot attend the workplace but may still be able to carry out work functions from home.

The Town Clerk will have to consider and approve any requests to work from home and the employee will have to evidence the work done afterwards. The principle consideration when making this decision will be the employee's wellbeing.

7. Absence during pregnancy

Pregnancy related absence will be dealt with separately from sickness absence in accordance with the Council's Maternity Policy.

8. Sick Pay

An employee will be paid their agreed basic remuneration in line with the scale of payment for any one year that runs from 1st April to 31st March.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

The Council operates the Statutory Sick Pay scheme and the employee is required to co-operate in the maintenance of necessary records. For the purposes of calculating entitlement to Statutory Sick Pay 'qualifying days' are those days on which an employee is normally required to work. Payments made to an employee by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to an employee under the Statutory Sick Pay scheme.

The Council reserves the right to require an employee at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

Whilst on absence due to sickness or incapacity or for any other reason under this policy, the employee is not permitted to undertake any paid work for another employer or for any business established by the employee without express permission from the Council.

The scale of payment is set out in all employee's contracts of employment, subject to meeting the conditions of the scheme.

9. Sickness Levels

Where an employee's levels of sickness absence are causing concern, the Town Clerk will investigate the matter; checking for any patterns in absence or recurring reasons for absence, and looking at whether any adaptations may be needed within the workplace to assist an improvement in absence levels.

Where there is belief that absence levels are at an unacceptable level or unjustified, this may be dealt with initially through informal meetings with the employee or if felt necessary, through the Council's Disciplinary Procedure.

The Council will reward employees with a small annual bonus within the December pay for those employees with low sickness records for prior 12 months (1st December to 30th November) on the following basis;

Zero day's sickness absence	=	£100
Up to one day's sickness absence	=	£75
Up to two day's sickness absence	=	£50
Up to three day's sickness absence	=	£25
More than three day's absence	=	£0



Seaford Town Council

Equal Opportunities Policy

Seaford Town Council's aim is to ensure that all its employees, councillors, job applicants and individuals and organisations worked with, are treated equally. The Town Council will ensure that every aspect of its governance and operation promotes equality of opportunity.

1. Legislation

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds, which are known as 'protected characteristics':

- ∂ Age
- ∂ Disability
- ∂ Gender reassignment
- ∂ Marriage and civil partnership
- ∂ Pregnancy and maternity
- ∂ Race
- ∂ Religion or belief
- ∂ Sex
- ∂ Sexual Orientation

In addition, the Council will not discriminate on the grounds of:

- ∂ Ethnic or national origin
- ∂ Political views and/or trade union membership
- ∂ HIV/AIDS status or other chronic illnesses
- ∂ Personal family circumstances
- ∂ Socio-economic status

This list is not intended to be exhaustive but reflects the intention of this policy.

2. Responsibilities

The Council, its councillors and employees all have a duty both morally and legally not to unfairly discriminate against individuals. They all hold a personal responsibility for the practical application of the equality of opportunity across the Council.

The Equal Opportunities Policy is a key element of all aspects of the Council including recruitment, recruitment advertising, training, promotion, benefits, facilities, procedures, terms and conditions of employment and services to users.

The Council recognises that training and development are crucial to ensure that councillors and officers have the knowledge and appropriate behaviour to implement its Equal Opportunities Policy.

3. Employees

All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

4. Breaches

If there is any doubt about appropriate treatment under the Council's Equal Opportunities Policy, employees should consult their line manager or the Town Clerk. Members of the public should refer to the Council's Complaints Procedure.

Breaches by an employee of the Council's Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings.

Adopted: April 2017

Review: April 2020 (or if legislation changes)



Seaford Town Council

Appendix E

Training & Development Policy

Seaford Town Council is committed to the ongoing training and development of all councillors and employees. From this the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

1. Identification of Training Needs

There are various circumstances in which training needs may arise, such as:

- ∂ Legislative requirements e.g. first aid, fire safety, manual handling etc.
- ∂ Changes in legislation
- ∂ Changes in systems
- ∂ New or revised qualifications become available
- ∂ Accidents
- ∂ Professional error
- ∂ Introduction of new equipment
- ∂ New working methods and practices
- ∂ Complaints to the Council
- ∂ A request from a member of staff or councillor
- ∂ Devolved services / delivery of new services

Officers

An employee ~~that~~ who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee is in need of training, the line manager will discuss this with the employee.

Training needs should not be left to be identified during the annual appraisal process; they may arise at any point of the year and should be addressed as soon as possible. That said, as per the Council's Annual Appraisal Policy, individual training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

Councillors

If a councillor feels they have a training need they should discuss this in the first instance with the Town Clerk.

The Town Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are members of following the Annual Meeting. This is particularly important with regards to the Personnel, Appeals and Finance & General Purposes Committees and Disciplinary/Grievance Sub-Committee.

On completing the training needs analyses, the results will be collated and reviewed by the Town Clerk. The Town Clerk will then take steps, to arrange any training required.

Below is a list of examples of internal training councillors may wish to seek:

- ∂ Code of conduct
- ∂ Chairmanship
- ∂ Conduct at meetings
- ∂ Standing Orders
- ∂ Mayor / Deputy Mayor role and responsibilities
- ∂ Council's Strategic Objectives
- ∂ Specific Council projects
- ∂ Budget setting
- ∂ Finances and cost centres
- ∂ Disciplinary and Grievance procedures
- ∂ Appeals procedures
- ∂ Social media

2. Training Methods

There are different ways in which training and development can be achieved.

- Internally* - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes the likes of general computer training, training on specific work procedures or Council specific practices and legislation.
- Partnership* - The Council has links with other partners where training can be sourced, such as through the Sussex Association of Local Councils and East Sussex County Council.
- Day Workshops/Seminars* - When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
- Conferences* - Details of conferences are shared with employees and councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as with the Lewes District Association of Local Council's annual conference.
- Professional Qualifications* - Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
- External Training Providers* - There are countless numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

Upon identifying a training need, the employee/councillor and their line manager/Town Clerk should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analyses will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

This does not apply to employees in apprenticeship pc 6 2 ns.

Travel Expenses

Employees or councillors attending training outside of Seaford may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

4. Time Off Work

The Council will grant paid time off work for one-off training courses lasting one day or less, providing these are approved with the line manager.

Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences. The only exception here is with NVQ qualifications for trainees sponsored by the Council for which paid leave from work will be granted, providing this is approved in advance by the Town Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

5. Evaluation

It is vital that any training undertaken is evaluated for effectiveness. With the exception of internal/on the job training, upon completing a training session/course/workshop, the employee or councillor should complete a Training Report Form and return this to the Town Clerk.

Report forms will be reviewed and collated annually as part of a report to the Personnel Committee.

The completion of these forms will also help assess whether or not the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

6. Recordkeeping

Each employee and councillor has a Training Log which is held securely by the Town Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Town Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Adopted: April 2017

Review: April 2020 (or if legislation changes)



Seaford Town Council

Report 144/16

Agenda Item No:	11
Committee:	Council
Date:	20th April 2017
Title:	Proposal for Solar Panels at The View
By:	James Corrigan, Town Clerk
Purpose of Report:	To present a proposal to install solar panels on the land to the rear of The View building to generate an income and reduce electricity costs at the venue.

Recommendations

You are recommended:

- 1. To agree to the exclusivity contract with Renewable Energy Investments being entered into;**
 - 2. 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.**
-

1. Information

- 1.1** Unfortunately, the original design for The View did not include solar panels for electricity supply. There are however two panels there to support the heating of water in the building.
- 1.2** Officers have been working with a supplier of solar panels who would provide the panels at no cost to the Council in return for a percentage of the income generated. Several location options have been investigated including placing panels on the roof of The View, which is not possible as they cannot be anchored due to the water insulation of the roof and weighted ones would be too heavy for the structure. The new barn was also looked at but is not suitable due to the amount of shade in that area.
- 1.3** The only remaining alternative, taking into account where the electricity supply is at present, was therefore the waste land to the rear of The View which is mostly overgrown gorse bushes. Appendix A depicts this area. Councillors will note on the plan that a space has been reserved immediately behind The View as it is planned to place a log cabin there in the future to relocate the office from The View when funds permit.
- 1.4** The format of the scheme that it is proposed to enter into is a lease with the owner of the solar panels for the land detailed on Appendix A for 25 years. The tenant will secure all relevant planning permission and deliver the project at their cost as detailed in Appendix B.

- 1.5 The signing of the agreement means that the Council is committing to work exclusively with this supplier. Previously other suppliers were invited to meet to discuss proposals but this supplier was the only one to seriously follow up the lead.
- 1.6 It is noted the agreement as it stands needs amending to reflect Seaford Town Council's details on, not Seaford Head Golf Club.
- 1.7 It is expected that the final proposal will result in a return / saving to the Council in excess of £15,000 per year, with no outlay or expense being incurred. It is therefore also suggested that if the terms are at least as favourable as this, that officers are authorised to enter into a lease as soon as possible to enable installation to take place before the winter if planning permission is secured in good time. This will also allow the revenue stream to commence as soon as possible.

2. Financial Appraisal

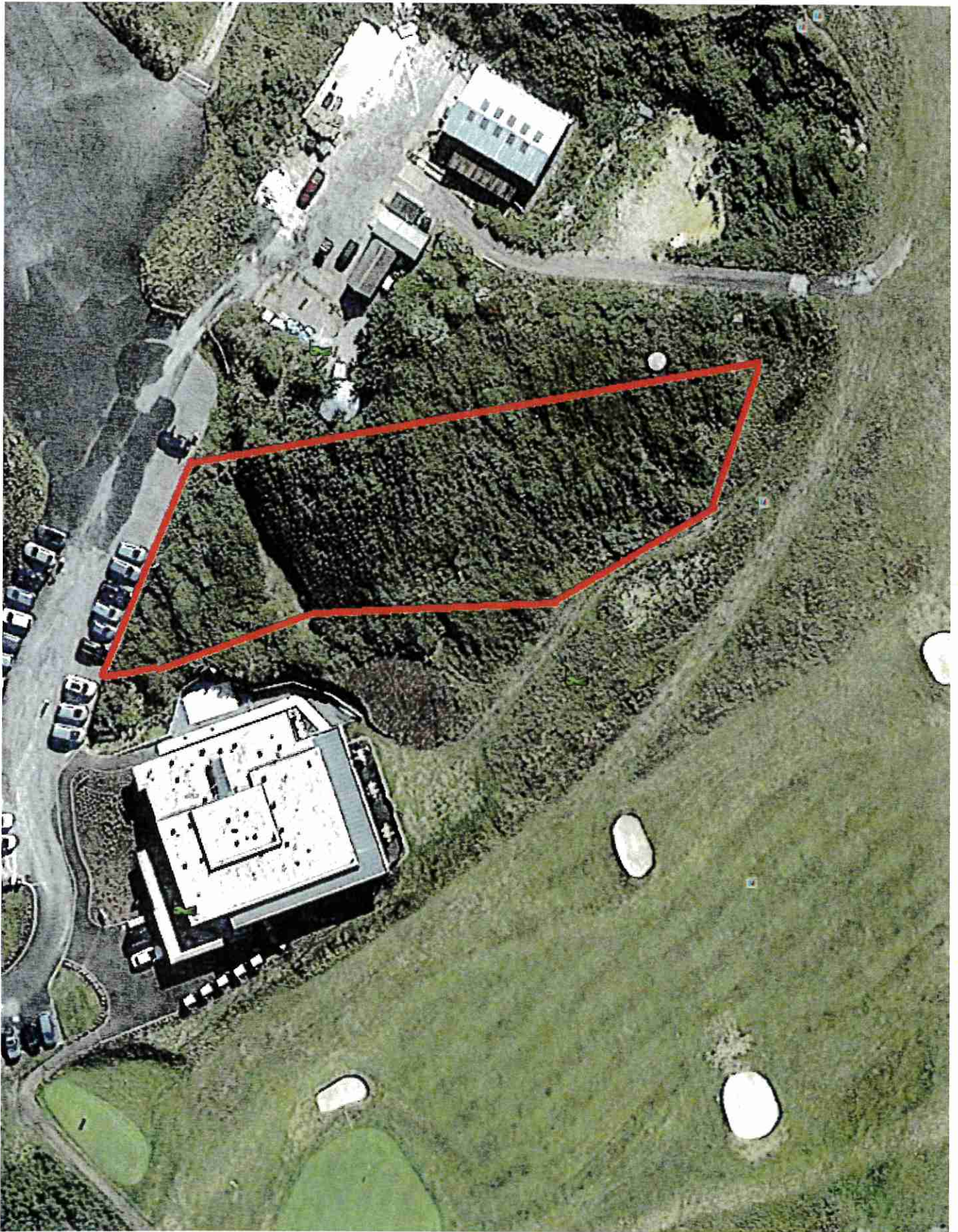
There are no financial expenses as a result of this report but a financial income of at least £15,000 per annum for 25 years will be created.

3. Contact Officer

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

Town Clerk

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



Mr. Craig Williams
Seaford Town Council,
37 Church Street,
Seaford,
East Sussex,
BN25 1HG

Date of Agreement: 20 March 2017

THE HEADS OF TERMS AGREEMENT IS
VALID FOR 30 DAYS FROM THE DATE OF
THIS AGREEMENT

Dear Mr. Williams

HEADS OF TERMS AGREEMENT

Further to your recent discussions with **Green Energy International Ltd.** regarding the possibility of installing a fully funded solar PV system at **SEAFORD HEAD GOLF CLUB, Southdown Road, Seaford, BN25 4JS** (the premises) under our Power Purchase Scheme, this Agreement describes the key terms of the offer and the basis on which we intend to work together to bring the project to a successful implementation.

In this document we highlight:

1. The key clauses within the lease relating to air-space above the relevant roof(s).
2. The terms of the Power Purchase Agreement through which you will be charged for the use of the solar PV electricity consumed on-site.
3. A collaboration agreement that gives us the confidence to commit expenditure to the project with the objective of formally agreeing the Lease and Power Purchase Agreement and completing the installation.

We also attach:

1. Outlines of the relevant roof and associated buildings, as defined by Ordnance Survey. Please confirm that these outlines are accurate.
2. Distribution Network Operator (DNO) Application Authority Form. Both REI and our installation partner need access to the local DNO to gain permission to connect your solar PV installation to the network. We need your authority to make contact with the relevant DNO on your behalf.
3. Lender Consent Authority Form (*if applicable*). This allows us to contact any registered lender on your behalf to seek their consent to the solar lease.

Once you have read this document and are happy to proceed, please sign below as confirmation of your acceptance of these terms. We can then commence the planning process with them for your solar PV installation.

Thank you - REI Operations

Does the property have any charge (eg mortgage) registered against it?
Is the property leased?

Yes No
Yes No

To REI: Please accept this signature as confirmation of our commitment to progress with a solar PV installation at the premises mentioned above according to the terms highlighted in this document.

Signed:

Name:

Position:

Date:

Authorised signatory for
SEAFORD HEAD GOLF CLUB

Signed:

Name:

Position:

Date:

Authorised signatory for
GREEN ENERGY INTERNATIONAL LTD.

LEASE

1. Parties

You will be the Landlord and we will be the Tenant.

2. Location

The premises are as defined on page 1 of this Agreement.

3. Size and type of installation

The Equipment will be defined in Schedule 2 of the lease, but in summary, it will consist of:

- Technology: Solar Photovoltaic
- System capacity: 50 kWp
- Estimated output: 1,095.45 kWh/year

4. Area to be leased

The demised area will extend to the air space on the roof above a defined plan area, plus reasonable ancillary areas for the Equipment.

The Tenant, REDS Investments Ltd, will be required to verify Title details for completion of the Lease.

Please provide the relevant Land Registration Title Number **ESX272527**

In the event that the Title Number is not provided or that the Registered Title highlights that you are not the Registered Owner of the property, establishing the appropriate leasing structure may take considerably longer and delay your project.

5. Planning & Building Regulations

The Tenant is to obtain planning permission and building regulations approval, if required. The Landlord must obtain any other third party consents.

6. Installation date

The expected installation date would be within three to six months of the receiving this document.

7. Duration of Lease

The Lease of the roof space will be granted for a duration of 25 years and six months.

8. Rent

No rent will be payable directly, but the Landlord is to have the benefit of the Power Purchase Agreement terms.

9. Feed-in Tariffs

The Tenant is to have the right to generation and export FITs throughout Lease term and any other "Renewables Benefits" including any LECs and REGOs.

10. Repairs

The Tenant is responsible for Equipment so that it remains in good working order. The Landlord will remain responsible for the fabric of the building. The Tenant shall, at its own cost, be

responsible for removal and re-installation of the Equipment as required in order to allow the Landlord to undertake repairs to the fabric of the building.

11. Insurance

The Tenant is responsible for the Equipment; Landlord for the building, each to full reinstatement cost for specified risks, with an obligation to reinstate.

12. Access rights

The Tenant is to have reasonable rights of access to specified areas for reasonable purposes (including maintenance, repairs and meter reading).

13. Ancillary rights

The Landlord is to provide structural support for the generating equipment; access to the Equipment from the public highway over the Landlord's property; rights to install and access cables and ancillary equipment; right to access and connect into other service media.

14. Security of tenure

Statutory rights will be excluded, so that the Tenant may not extend at end of term.

15. Transfer of Equipment on expiry

After the full Lease term, ownership of the Equipment will pass to the Landlord, free of charge. The Tenant will have no obligation to remove the Equipment.

POWER PURCHASE AGREEMENT (PPA)

Please note that the PPA must be signed on behalf of a commercial entity who will consume the solar PV electricity and may not be used for domestic purposes. Under certain circumstances, this need not be the same entity that signs the Solar PV Lease.

1. Duration

The duration of the Power Purchase Agreement will be 25 years.

2. Beneficiary of PPA

The proposed commercial entity who will benefit from the PPA is **Seaford Head Golf Club**

3. Pricing

An initial tariff of 7.4 p/kWh will be charged for solar PV electricity consumed on-site, until 01 April 2017 .

4. Indexation

The initial tariff will be increased on 1st April, annually, by reference to the average change in Retail Prices Index over the 12 months to 31 December of the immediately preceding year.

5. Payment Terms

Power consumed will be charged monthly in arrears by reference to remotely read metered consumption, payable within 10 business days.

6. Early Termination

If the Landlord expects to transfer its interest in the building to a third party or otherwise cease to occupy the building, so that it will not require an electricity supply, the PPA contains provisions under which REI may ask the Landlord to assist in the negotiation of a new PPA with the in-coming occupant or new owner of the building.

COLLABORATION AGREEMENT

Further to the recent discussions about the possibility of installing solar PV panels to generate electricity (the **Project**) at the **Premises**, REI has requested a period of exclusivity, during which our aim is to:

- Evaluate the technical and legal aspects of the Project in more detail
- Draw up and enter into a Lease and Power Purchase Agreement (the **Formal Documents**) which will govern the implementation of the Project

In reliance on these exclusivity arrangements, we will be incurring significant costs. You and we agree as follows, in relation to the Project:

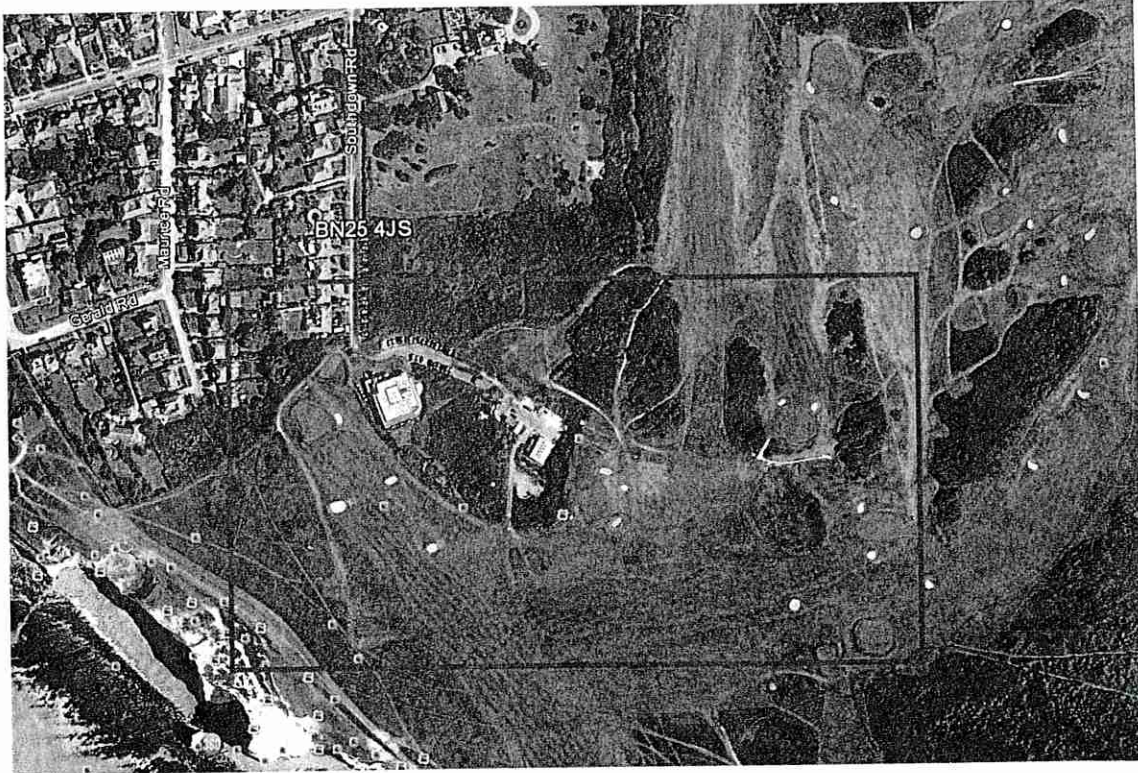
During the six months commencing on the date of this Agreement (the **Exclusivity Period**):

1. You and your advisers will not enter into or continue discussions with any other provider, installer, supplier, developer or other third party in connection with the provision of solar energy at the Property, and will deal exclusively with us in relation to the Project.
2. You will use reasonable endeavours to provide us promptly with information that we may request in order to carry out our evaluation of the technical and legal aspects of the Project.
3. You will allow us to have access to the Property (including its grounds) to facilitate our evaluation of the Project at reasonable times and on reasonable notice, having regard to the need to avoid disruption to activities at the Property and to ensure the safety of employees and visitors at the Property.
4. We will carry out such evaluation and feasibility studies as we deem in good faith to be appropriate and provide you with reports of such studies.
5. Each of us will collaborate and negotiate in good faith and acting reasonably with the objective of agreeing the Formal Documents (subject to satisfactory results from the technical and legal evaluation) based on this Heads of Terms Agreement. Once we reach an appropriate point in our technical evaluation, we will provide you with drafts of the Formal Documents, tailored to the Project.
6. You confirm that you do not require consent from any other party (for example, a superior landlord, freeholder, secured lender or adjacent owner) before committing to these arrangements.
7. Subject to further agreement, each of us will bear our own costs incurred in connection with the Project.
8. Nothing in this letter establishes any partnership or joint venture between us, and this letter does not permit either of us to act as the agent of the other, or to make or enter into any commitments for the other.

Paragraphs 7 to 8 above shall continue to bind each of us following the expiry of the Exclusivity Period, and a breach of paragraphs 1 to 6 shall remain actionable, notwithstanding the expiry of the Exclusivity Period.

APPENDIX 1 – AREA IMAGE [GOOGLE EARTH]

Enter the property postcode into Google Earth. Then, pan out (if necessary) until the original Google orange marker and the property are visible in the one image. In this final image, please ring the property with a red circle.



APPENDIX 2 – SITE MAP (REDLINE & BLUELINE)

We strongly recommend using UK Planning Maps (<https://www.ukplanningmaps.com/>) scale 1:1250 to ensure adequate detail is supplied. The roof which is to receive the solar PV system should be outlined in red whilst the building should be outlined in blue.



D.N.O AUTHORITY REQUEST

To:

Date: 20/3/17

RE: Authorisation for DNO / Electricity Supplier to deal with Green Energy International Ltd.

To whom it may concern;

I/we as the owner or leaseholder(s) hereby grant authority to the above on behalf of Reds Investments Limited (Trading as REI) and their employees or agents to act on my/our behalf in matters relating to the connection of power to the following premises;

The MPAN for the premises

Full Site Address: *Seaford Head Golf Club,
 Southdown Road, Seaford,*

S	00	845	550	
	19	0009	1188	110

County: *East Sussex*
 Postcode: *BN25 4JS*

Should you have any queries regarding the validity or extent of this authorisation you should call:

Telephone 01323 894870 or email craig.williams@seafordtowncouncil.gov.uk

Kind Regards

.....

Please PRINT name:

Signature:

Date:

LENDER LETTER OF AUTHORITY

To (Mortgage Lender)

Mortgage/ Lender Reference or Roll Number(s)

Date: _____

Dear Sirs

Please accept this letter as my/our authority to give REDS Investments Limited (Trading as REI), or their solicitors (Ellis Jones LLP), any information it may require in regard to the proposed installation of solar panels on the roof of our above mortgaged property.

From (The Mortgagee(s))

Name	Address
	Signature

Name	Address
	Signature

Name	Address
	Signature

Corporate Relationship Manager *(This must be completed in full)*

Name:	Email Address:
Mainline No:	Mobile No:



Seaford Town Council

Report 147/16

Agenda Item No: 12
Committee: Council
Date: 20th April 2017
Title: Coat of Arms
By: James Corrigan, Town Clerk
Purpose of Report: To present a report submitted by three Councillors regarding Seaford Town Council's Coat of Arms and trademark registration.

Recommendations

You are recommended:

1. To consider the attached report.
-

1. Information

- 1.1 Attached at Appendix A is a report submitted by Councillors Burfield, Latham and White presenting the findings from their research in to Seaford Town Council's Coat of Arms and their subsequent recommendations to the Council.
- 1.2 Officers have not contributed to the production of this attached report.

2. Financial Appraisal

The financial implications of the report are detailed within Appendix A, namely being the £370 fee for the registration of a trademark.

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to be 'James Corrigan', written over a horizontal line.

Agenda Item No: 12

Committee: Council

Date: 20th April 2017

Title: Seaford Town Council Coat of Arms Registered Trade Mark

Proposed by: Cllr Alan Latham

Seconded by: Cllr Cheryl White, Cllr Barry Burfield

Recommendations

You are recommended:

1. To agree to protect the Seaford Town Council Coat of Arms through Trade Mark registration in the name of Seaford Town Council.

1. Information

- 1.1 Intellectual Property, such as the Coat of Arms formerly adopted by Seaford Urban District Council and now used by Seaford Town Council, has potential intrinsic value. Such value could be financial through licenses granted to third parties in return for a fee or through minimising risk of misuse or misrepresentation which could discredit Seaford Town Council.
- 1.2 Use of Coats of Arms is granted by Her Majesty the Queen through the College of Arms and Seaford Town Council was granted a license and authority to bear and use the Coat of Arms shown in Annex 1 per a Certificate dated 30th May 2001 (Annex 2).
- 1.3 Authorisation per Annex 2 does not in itself provide exclusivity of use or ownership which requires further protection through registration of the Coat of Arms as a trademark belonging to Seaford Town Council.
- 1.4 Only following such trademark registration would the Council be able to manage third party use or misuse of the Coat of Arms described in 1 above.
- 1.5 At its meeting on 10th November 2016 the Council agreed that a working party comprising Cllrs Cheryl White, Barry Burfield and Alan Latham should research further the current use of the Seaford Town Council Coat of Arms by third parties and the process and cost of trademark registration.

1.6 Twenty-five mostly non-commercial organisations have been identified as displaying the exact Coat of Arms and 2 the Coat of Arms with some modification. Of those, twenty-three do so as direct reference to Seaford Town Council, with only Seaford Museum and the privately owned 'Seaford Town Website' (seafordtown.co.uk) displaying the crest as if by right. This is work in progress, furtherance of which will depend on Council's agreement to this proposal. Any such further work, amongst other things, upon registration of the trademark could involve negotiation of licenses for continuing third party use.

1.7 Preliminary work for trademark registration of the Coat of Arms shows (i) the Coat of Arms is not the property of anyone else, (ii) 5 Classes of protection are recommended and (iii) a fee of £370 is payable (not recoverable in the event the trademark is not granted) and registration is renewable every 10 years.

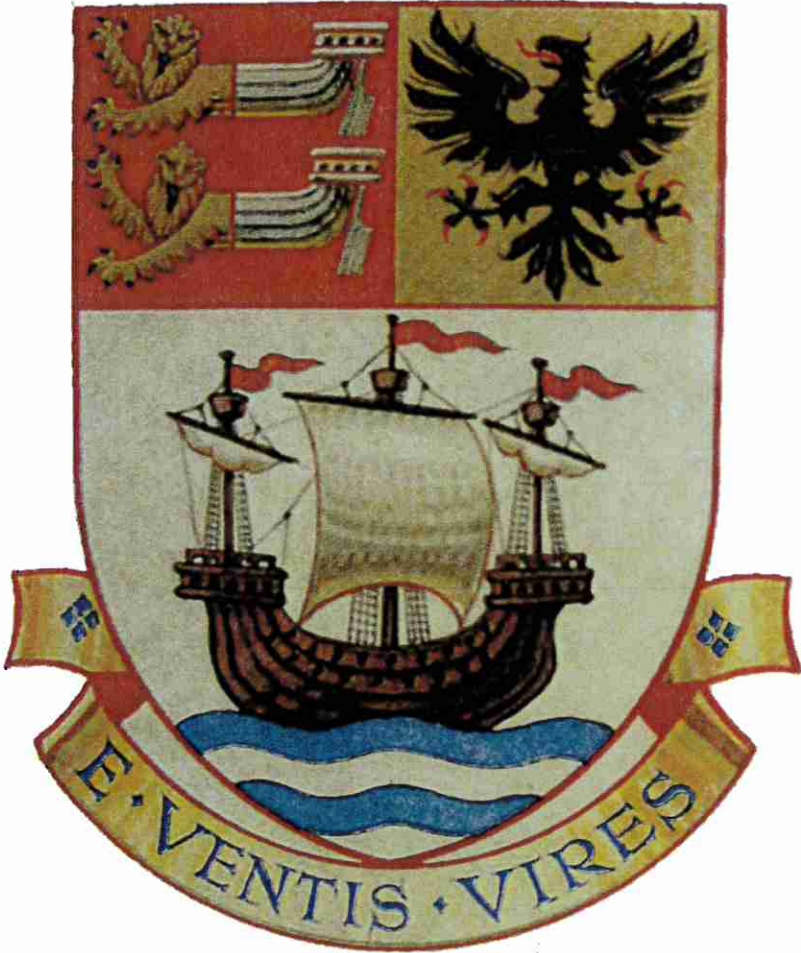
2. Financial Appraisal

The trademark registration cost is £370 (no VAT).

ANL 11th April 2017

Annex 1

Seaford Town Council Coat of Arms



Whereas by Warrant under Her Royal Signet and Sign Manual bearing date the Twenty-sixth day of April 2001 Her Majesty The Queen has been graciously pleased to give and grant unto SEAFORD TOWN COUNCIL Her Royal Licence and Authority that it may bear and use the Arms of the former Seaford Urban District Council And forasmuch as the Deputy to the Earl Marshal did by Warrant under his hand and the Seal of the Earl Marshal bearing date the Eighteenth day of May 2001 authorize and direct Us to exemplify the said Arms We do hereby exemplify unto SEAFORD TOWN COUNCIL the Arms following that is to say: Argent on Water batty many a Lynphad sailing to the sinister proper pennons flying Gules a Chief per pale of the last and Or thereon to the dexter two demi Lions passant guardant Gold conjoined with as many Sterns of Ships of the field in pale and to the sinister an Eagle displayed Sable which Arms are duly recorded in Her Majesty's College of Arms

In witness whereof We have hereunto subscribed Our Names this Thirtieth day of May 2001

P. H. Gwynne
Garter

Hubert Chesshyre Thomas Woodcock
Clarenceux Norroy and Ulster



Seaford Town Council

Report 146/16

Agenda Item No:	13
Committee:	Council
Date:	20th April 2017
Title:	Salts Cottage
By:	James Corrigan, Town Clerk
Purpose of Report:	To consider an offer from Lewes District Council to transfer ownership of the Salts Cottage to Seaford Town Council.

Recommendations

You are recommended:

- 1. To advise officers what action the Council would like to take.**
-

1. Information

- 1.1** Council Officers were contacted by Lewes District Council in January 2017 with regards to the Salts Cottage in the Salts Recreation Ground.
- 1.2** The Cottage, a three bedroom residential property, was previously owned by Seaford Urban District Council. However, when this was devolved under the Local Government Act 1972 all of its assets were transferred to the newly formed Lewes District Council (LDC) as part of the legal transfer that was put in place. The cottage at that time was part of the Salts recreation area. It is presumed that as with many similar cottages in parks it was resided in by a park keeper employed by Seaford Urban District Council to provide security and support to the area.
- 1.3** Since the transfer in 1972 it appears it has been used by LDC as social housing. There is a slight legal technical issue over whether it is owned by LDC itself or the LDC Housing account which are two separate legal entities. This does have some implications legally but primarily to transfer from the LDC ownership to the Housing account, public notice should have been given and advertised. If this has not been done then it technically remains within LDC ownership, which has some relevance below.
- 1.4** The property is currently vacant and in need of refurbishment. Having been assessed it is not felt to meet the profile of housing stock by LDC, therefore LDC has decided to dispose of it on the open market with the funds being used for new social housing.
- 1.5** A valuation was carried out and the guide price is £350,000. Before putting the property on the market, the District Council made contact to see if Seaford Town Council would be interested in buying the property. It was decided that this was not financially viable for STC at this time. However, Councillors did raise several issues during this discussion and asked that the Town Clerk contact LDC to request the return of the property to the town of Seaford.

- 1.6 Factors which were taken into account in making this request included the following;
- a. The property was originally purchased by Seaford taxpayers alone so should be returned to the Town's taxpayers free of charge now that the wider District no longer has a use for it;
 - b. The property would be ideal to provide on-site security for The Salts by offering it at a reduced rent to employees in return for being on site security. Returning it to its original use. It would also provide a lower paid worker with a property in the Town so proving a social need as well.
 - c. The property is fully integrated within The Salts sharing for example the same water supply. It is a concern if a private owner is to take ownership this could cause conflict problems for the use of the park with for example gate security, complaints of activities in The Salts which are increasing all the time and issues relating to contribution towards maintenance of the access road.
- 1.7 Councillors may recall from original correspondence that LDC previously argued that the cottage could not legally be transferred to STC free of charge. However LDC has now conceded the legal argument put forward by STC that it can be transferred at no cost.
- 1.8 LDC has today advised that officers do not agree to the request to devolve the property free of charge to STC.
- 1.9 It is therefore a matter for the Council to decide if it wishes to accept this position or formally request that LDC considers this matter at the next available Cabinet / Council meeting whichever is the most appropriate.

2. Financial Appraisal

There are no financial implications of this report at this point in time.

3. Contact Officer

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

Town Clerk

A handwritten signature in black ink, appearing to be 'James Corrigan', written over a horizontal line.

