



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Tuesday 21<sup>st</sup> June 2016** at **7.00pm**.

### **Present:**

Councillor L Freeman (Mayor) and Councillor C Campbell (Deputy Mayor).  
Councillors S Adeniji, D Argent, P Boorman, M Brown, B Burfield, R Hayder, R Honeyman, O Honeyman, A Latham, P Lower, D Silvey-Adam, L Wallraven and L Worcester.  
Jessica Batchelor, Young Mayor of Seaford, and 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.

### **C25/05/16 Apologies for Absence**

Apologies for absence were received from Councillors D Burchett, M Lambert and A McLean.

### **C26/05/16 Disclosure of Interests**

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

### **C27/05/16 Public Participation**

*Christine Brett*

*Thanked the Councillors she had contacted for their responses regarding the invitation from the NHS for an officer to attend a future Council meeting.*

*Questioned whether there was a new procedure in place for public gaining access to the Council and Committee meetings.*

*Asked when the Social Media Training for Councillors had taken place, who carried out the training and which Councillors had attended.*

Town Clerk

Confirmed that the Council has approached East Sussex County Council to give quotes for providing Social Media Training; this has not yet taken place.

Confirmed that the doorbell is now being tested ahead of each meeting but that he would be looking in to the venues available for meetings and reporting back to the Council.

*Anthony White*

*Questioned the method of seafront bins only being emptied once a day in the mornings at weekends and expressed his concerns about this.*

*Made comment on the role of being Councillor, the responsibility this carries and commitment required, and Councillors being happy to fulfil these demands.*

Councillors

Councillors held a discussion on this item and the requirements and demands of the position of Town Councillor.

*Sylvia Dunn*

*Asked for clarity on the £52,000 potential unexpected expenditure relating to utilities at 37 Church Street as mentioned in item 1.16 of the Clerk's Report and whether there was any course of regress for*

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*loss incurred or if it could be looked in to as a civil matter.*

*Made comment on the item regarding voluntary donations for parking at South Hill Barn and any change this may have on the Council's unwritten policy of not charging for parking at its sites.*

Town Clerk

Clarified that Officers still need to establish how the utility bill breakdowns have been calculated and look at floor space within 37 Church Street; once this is done, this can then be moved forwards.

*Julie Davies*

*Speaking as Chair of the Seaford Neighbourhood Plan Steering Group.*

*Raised questions regarding the working relationship and status of the Steering Group and the Town Council; how these intertwine and reminding the meeting that the Group operates separately from the Council.*

Town Clerk

Confirmed that it is important that the Steering Group and Town Council operate as two distinct bodies.

Mayor Freeman

Announced that the elections for Deputy Young Mayor of Seaford had taken place and introduced Tom Exley, Deputy Young Mayor for 2016-2017, to the meeting.

#### **C28/05/16 Minutes**

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

**C28.1** Council (Annual Meeting) – 12<sup>th</sup> May 2016

**C28.2** Council (Ordinary Meeting) – 12<sup>th</sup> May 2016

**C28.3** Planning & Highways – 19<sup>th</sup> May 2016, with an amendment to update the minute references and page number to those for the new Municipal Year.

#### **C29/05/16 Mayor's Report**

The Mayor provided a verbal update alongside report, outlining the engagements she has attended over her last month in office and the planned engagements coming up. The Mayor gave thanks to those that have supported her in the early stages of her time in office.

The Council considered report 25/16 and **RESOLVED** to **NOTE** the contents of the Mayor's Report and details of engagements.

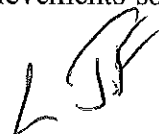
#### **C30/05/16 Young Mayor's Report**

Young Mayor, Jessica Batchelor, provided a verbal update on her time in office since May. This focussed around her chosen project for the year, to fundraise £3,000 for three public access defibrillators for the town.

Jessica has been in contact with numerous local groups and organisations, many of whom have shown great generosity in donating money or offering to hold an event or activity to help raise the funds. Jessica will be speaking about her project at Youth Parliament in London in the hope that other towns may look to start similar projects.

Jessica has also started a petition for new sports centres, schools and similar such new builds to have public access defibrillators as a requirement.

Councillors thanked Jessica for her update and congratulated her on her achievements so far, with many pledging to support her project.



### **C31/05/16 Clerk's Report**

The Clerk provided a verbal update and responded to questions on report 30/16 including; the seafront bins to be emptied twice daily at the weekends over the Summer period on a trial basis, it is hoped that this should address the main issues with litter on the seafront; the possibility of having recycling bins on the seafront, this would form part of the Seafront Development Plan; Action in Rural Sussex currently having around 10% of the Neighbourhood Plan Housing Surveys returned; the contractor work carried out at Hurdis House; the funding bid being considered by the Joint Action Group to help with sourcing an improved CCTV system for the seafront; surface water flooding at Steyne Road and Brooklyn Road; staff targets at The View and the iconic café at the Salts.

It was **RESOLVED** to **NOTE** the contents of the Clerk's Report and details of engagements.

### **C32/05/16 Annual Governance Statement**

The Council considered report 20/16.

**C32.1** It was **RESOLVED** to **NOTE** that the Council is happy with the findings of the effectiveness of the system of internal control, as at Appendix A of report 20/16.

**C32.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2016, as at Appendix B of report 20/16, and **AUTHORISE** the Mayor and Town Clerk to sign on behalf of the Council as required.

### **C33/05/16 Annual Return - Accounting Statements (Section 2) and Final Accounts 2015-2016**

The Council considered report 21/16 and raised questions regarding the election costs incurred by the town in 2015.

It was **RESOLVED** to **APPROVE** the Accounting Statements for the Year Ended 31<sup>st</sup> March 2016 and **AUTHORISE** the Mayor to sign and date the Accounting Statements on behalf of the Council as required.

### **C34/05/16 Internal Audit Report Year Ended 31<sup>st</sup> March 2016**

The Council considered report 24/16 and discussed the thoroughness of the report and the actions taken and planned by Officers to rectify those areas highlighted within the Audit Report.

**C34.1** It was **RESOLVED** to **NOTE** the Internal Auditor's Report.

**C34.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in Appendix B of report 24/16.

**C34.3** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co as the Internal Auditor for 2016/17.

### **C34/05/16 General Power of Competence**

The Council considered and **RESOLVED** to **NOTE** the contents of report 14/16.

### **C35/05/16 Voluntary Charge at South Hill Barn**

The Council considered report 10/16 discussing the option of charging at car parks, amount of signage on site, security of the money receptacle, the use of the proceeds and the Seaford in Bloom scheme.

**C35.1** A **PROPOSAL** was put forward and it was subsequently **RESOLVED** to **AGREE** to the introduction of voluntary donations at South Hill Barn for the upkeep of the site whilst reaffirming Seaford Town Council's policy of not introducing parking charges at any of its venues.

**C35.2** It was **RESOLVED** to **AGREE** to the introduction of new considerate signage to promote sympathetic activities at South Hill Barn as well as an appropriate receptacle for voluntary donations.

**C36/05/16 Centenary Fields Programme**

The Council considered report 26/16.

It was **RESOLVED** to **INSTRUCT** Officers to apply to designate the War Memorial site on Sutton Park Road as a Centenary Field under the programme.

**C37/05/16 NHS East Sussex Healthcare Public Engagement**

The Council considered report 26/16 and discussed the offer from East Sussex Healthcare to attend a future Council meeting to give a presentation the quality of care from the NHS and patient experience

It was **RESOLVED** to **INSTRUCT** Council Officers to accept the offer from East Sussex Healthcare but enquire as to whether the Clinical Commissioning Group (CCG) can also attend the same meeting. If both bodies are able to attend, an extraordinary Council meeting is to be arranged during August or September to accommodate this presentation.

**C38/05/16 Staff Pension**

The Council considered report 28/16.

**C38.1** It was **RESOLVED** to **APPROVE** giving new and existing staff who have not already joined the Local Government Pension Scheme the option of entering in to the alternative pension scheme, NEST.

**C38.2** It was **RESOLVED** to **APPROVE** sourcing the new Pension Scheme, NEST, in time for the auto-enrolment date of 1<sup>st</sup> October 2016, and that this will be the default scheme for employees who do not opt in to the Local Government Pension Scheme.

**C39/05/16 Neighbourhood Plan Update Report**

The Council considered report 29/16.

**C39.1** It was **RESOLVED** to **NOTE** the update reports from the Neighbourhood Plan Steering Group and Action in Rural Sussex.

**C39.2** It was **RESOLVED** to **APPOINT** Councillors C Campbell and A Latham to the Seaford Neighbourhood Plan Steering Group.

The meeting closed at 9.12pm.



Councillor Lindsay Freeman  
Mayor of Seaford