



Seaford Town Council

To the Members of the Full Council

A meeting of the of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 21 August 2014** at **7.00 pm** which you are summoned to attend.

James Corrigan
Interim Town Clerk
15 August 2014

Agenda

1. 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 1 and Seaford Town Council Policy.

4. Past Mayor Presentation

5. Committee Minutes

To consider report 91/14 regarding the adoption of Committee Meeting minutes (pages 5 to 12).

6. Minutes

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

6.1 Planning & Highways – 26th June 2014 (pages 13 to 16)

6.2 Full Council (Special) – 1st July 2014 (pages 17 to 18)

6.3 Planning & Highways – 17th July 2014 (pages 19 to 22)

6.4 Community Services – 24th July 2014 (pages 23 to 26)

6.5 Personnel – 29th July 2014 (pages 27 to 40)

6.6 Disciplinary – 7th August 2014 (pages 41 to 42)

7. Mayor's Report

To receive any communications, as the Mayor may desire, to put before the Council and to note the Mayor's past and future engagements as in report 99/14 (pages 43 to 46).

8. Young Mayor's Report

To consider report 100/14 presenting the Young Mayor's Report (pages 47 to 48).

9. Clerk's Report

To consider report 95/14 presenting the Clerk's Report (pages 49 to 54).

10. Police Report

To receive a report from Police Sergeant Stuart Mullins on policing in Seaford.

11. Training Report

To consider report 89/14 regarding an employee's training report (pages 55 to 58).

12. Letter of Thanks

To note the attached letter of thanks from Sussex Community Rail Partnership (page 59).

13. Memorial Plaque for 36th (Ulster) Division

To consider report 98/14 regarding a request from the 36th (Ulster) Division (pages 61 to 64).

14. Break

Due to the length of the agenda a short break will be held during which any members of the public may exit the meeting should they wish to.

15. Seaford Allotments & Leisure Garden Society

To consider report 101/14 regarding the Seaford Allotments and Leisure Garden Society (pages 65 to 82).

16. Land Ownership, Leases and Licences

To consider report 77/14 regarding Chris Rolley Associates report on the Council's Land Ownership, Leases and Licences (pages 83 to 104).

17. Capital Wishlist

To consider report 93/14 presenting the Capital Wishlist (pages 105 to 116).

18. Time Off In Lieu Policy

To consider report 94/14 presenting a draft policy for Time Off In Lieu (pages 117 to 120).

19. VAT

To consider report 78/14 regarding the outcome of the recent VAT Inspection (pages 121 to 140).

20. Recording Council Meetings

To consider report 103/14 regarding filming in the Council Chambers (pages 141 to 142).

21. Christmas Shutdown

To consider report 90/14 regarding the Christmas shutdown for the Council offices (pages 143 to 144).

22. Sustainable Communities Act – Patchway Town Council

To consider report 88/14 regarding a request for the Council's support for a submission made under the Sustainable Communities Act (pages to).

23. Meals in the Community Service

To consider report 87/14 regarding the Council's response to the proposed changes to the Meals in the Community Service (pages 151 to 158).

24. Electronic Payments Policy

To consider report 92/14 presenting a draft policy for Electronic Payments (pages 159 to 162).

25. Complaints Procedure

To consider report 102/14 presenting a revised Complaints Procedure (pages 163 to 168).

26. Seahaven FM

To consider report 104/14 regarding Seahaven FM's grant application (pages 169 to 192).

27. Standing Orders

To consider report 97/14 giving an update on the development of Standing Orders (pages 193 to 194).

28. Exclusion of the Press and Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 29 and 30 on the agenda as the items concern confidential Council matters.

29. Golf Pro Shop

To consider exempt report 86/14 regarding the Golf Pro Shop (pages 231 to 238).

30. Appeals Committee

To consider exempt report 96/14 regarding the membership and delegated powers of the Appeals Sub-Committee (pages 239 to 240).

For further information about items appearing on this Agenda please contact James Corrigan, Interim Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation:

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

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Seaford Town Council

Report 91/14

Agenda Item No: 5
Committee: Council
Date: 21 August 2014
Title: Noting and adoption of Committee Minutes
By: James Corrigan
Purpose of Report: To notify the Council of failure to follow due process in adopting Committee minutes.

Recommendations

You are recommended:

1. To agree to consider for noting and adoption all Committee Minutes completed since the last Full Council Meeting at the next Council meeting as per the agenda..
 2. To note previous Committee decisions may have been beyond the various Committees delegated powers and that these be adopted save for where there is a conflict with other decisions or any issues of concern arise. In such circumstances officers are required to report this for decision at the next suitable Council Meeting.
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1. Information

- 1.1 Seaford Town Council is a corporate body and as such has a structured system for making decisions including delegation.
- 1.2 For the purpose of this report Committee will include Sub Committee.
- 1.3 Technically without delegation to Officers and Committees even for the purchase of a small item such as a pen the proposal would have to be listed on the Town Council agenda to be bought before a purchase order is issued. It is therefore essential that adequate delegation exists to enable the Council to function effectively.
- 1.4 This delegation can only legally be given to Council Officers and Committees.
- 1.5 There is a scheme of delegation in existence at present which is attached Appendix 1.

- 1.6 However it is highly likely that for example a Committee from time to time will wish to make a decision beyond its delegated, therefore legal, powers. In such an instance the Committee would ordinarily make a "Recommendation" and record this within its minutes.
- 1.7 If a Committee is making a decision where it clearly has delegated powers this would ordinarily be recorded as a "Resolution". This can be acted upon immediately without the need for the Officers to wait.
- 1.8 The next stage in the process should be that the Minutes of the Committees are presented to the Full Council meeting for Noting (of Decisions) and Adoption or not (of Recommendations).
- 1.9 You will note that this has been done this Council meeting.
- 1.10 Fortunately the Scheme of Delegation is extensive and does give a lot of delegation to the Committees to deal with a wide range of matters. Though it would be preferable if there was a caveat within the areas of delegation that in exercising this it must be within the current financial year's budget of the Council.
- 1.11 However there have inevitably been decisions taken by Committees that go beyond the delegated powers. Examples from Community Services Committee recently include setting up ear marked reserves (which has not been acted on), dealing with the Seaford in-Bloom transfer, and making decisions on the Grounds Maintenance Contract. These are just examples and not the extent of the issue.
- 1.12 There have also been decisions taken by different Committees which are at odds with one another as the membership of the Committees were not aware of what other Committees have decided upon. An example of this is the allocation of ear marked reserves by the Community Services Committee which was not reflected in decisions by the Finance and General Purposes Committee.
- 1.13 Ideally a committee should only make a decision on items over which it has delegated powers; items where delegation is not in place should be considered by the Full Council. It is appreciated that this is not always possible but it does prevent two debates on the same item.
- 1.14 To rectify this situation Councillors will note that all Committee minutes since the last Town Council meeting have been listed for adoption and noting. This will remove the need for individual committees to approve their own minutes, to do so would be a superfluous addition to workloads. Ordinarily it would be expected that the Chairman of a Committee would move the adoption of the minutes and that the Vice Chairman would second it with only Committee Members voting on the accuracy of the Committees Minutes. The whole Council would then note the decisions taken and either agree or not to any recommendations within the minutes. It is suggested that this system is adopted forthwith.
- 1.15 There remains an issue with minutes going back several years which have not been approved where necessary. It would be impractical to adopt all of these in an informed manner. In reality these only become an issue if someone was to mount a legal challenge to decisions taken. It is therefore suggested that the Council broadly agrees to approve these decisions but in cases of conflict or concern that Officers bring this to the attention of the Council for consideration.

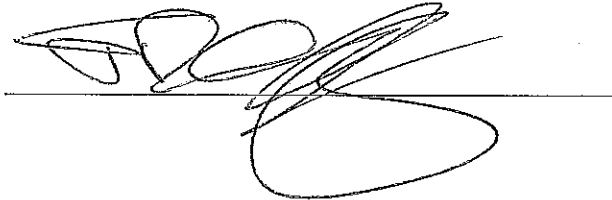
2. Financial Appraisal

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

3. Contact Officer

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

Interim Town Clerk

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

Seaford Town Council



Scheme of Delegation

1 Council Functions

The following matters are to be dealt with by the full Council:

- 1.1** Approval of Budget and setting the Precept.
- 1.2** Approval of the Annual Return and Audit of Accounts.
- 1.3** Authorisation of borrowing.
- 1.4** Adopting or changing Standing Orders, Financial Regulations or Scheme of Delegation.
- 1.5** Making of Orders under any statutory powers.
- 1.6** Making, amending or revoking By-laws.
- 1.7** Appointment of Standing Committees.
- 1.8** Matters of principle or policy not delegated to a committee.
- 1.9** Appointing Council representatives to outside bodies.
- 1.10** All other matters which must, by law, be reserved to the full Council.

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

2.1 All Committees

- 2.1.1** Appointment of Sub-Committees.
- 2.1.2** Appointment of Working Groups.

2.2 Finance & General Purposes Committee

- 2.2.1** All matters relating to finance, unless specifically reserved by Council.
- 2.2.2** Review of budget position.
- 2.2.3** Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.2.4** Review of Financial Regulations for recommendation to Council.
- 2.2.5** Grants and donations
- 2.2.6** All matters relating to personnel. (Matters which require confidentiality and have a referral to appeal **MUST** be delegated to a Sub-Committee).
- 2.2.7** Training of Councillors & staff
- 2.2.8** General day-to-day administration.
- 2.2.9** Civic & ceremonial activities.

- 2.2.10 Electoral matters.
- 2.2.11 37 Church Street.
- 2.2.12 Hurdis House.

2.3 Community Services Committee

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & recreation ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 CCTV.
- 2.3.12 Other open spaces.
- 2.3.13 Seating, dog & litter bins.
- 2.3.14 Events.
- 2.3.15 Community support
- 2.3.16 Tree wardens

2.4 Planning & Highways Committee

- 2.4.1 Planning applications.
- 2.4.2 Tree works applications.
- 2.4.3 Highways & traffic matters.
- 2.4.4 Bus shelters.
- 2.4.5 Street lighting.
- 2.4.6 Street naming.
- 2.4.7 Local and regional plans and planning policy.

2.5 Golf Course Committee

- 2.5.1 Seaford Head Golf Course.

2.6 Personnel Sub-Committee

- 2.6.1 Staffing matters.

2.7 Grievance/Disciplinary Sub-Committee

- 2.7.1 Consider Staff grievances.
- 2.7.2 Consider Staff disciplinary matters.

2.8 Appeals Sub-Committee

- 2.8.1 Consider Staff appeals concerning grievance or disciplinary matters.

3 Delegation to Officers

3.1 Town Clerk

The Town Clerk shall be the Proper Officer of the Council as defined in law.

- 3.1.1** Issue all statutory notifications.
- 3.1.2** Receive declarations of acceptance of office.
- 3.1.3** Receive and record notices disclosing pecuniary interests.
- 3.1.4** Receive and retain documents and plans.
- 3.1.5** Hold the Council's Seal and apply it to documents as approved.
- 3.1.6** Sign notices or other documents on behalf of the Council.
- 3.1.7** Receive copies of By-laws made by principal authority.
- 3.1.8** Certify copies of By-laws made by the Council.
- 3.1.9** Sign summons to attend meetings.
- 3.1.10** Ensure compliance with Standing Orders and Financial Regulations.
- 3.1.11** Manage all Town Council staff, either directly or indirectly.
- 3.1.12** Manage the provision of Council services, buildings, land and resources.
- 3.1.13** Incur expenditure in an emergency up to £5,000 whether budgeted or not.
- 3.1.14** Power to act on behalf of the Council in an urgent situation, subject to consultation with the Leader and Deputy Leader of the Council OR the Chairman and Vice Chairman of a Committee as deemed appropriate in the circumstances.
- 3.1.15** To consult with Seaford Head Estate Advisory Group on land management issues and spend within allocated budget and income generated from the estate outside of the golf course and farmed area.
- 3.1.16** To deal with dispensation requests from Members under the Code of Conduct.
- 3.1.17** Matters specifically delegated by Council or Committee.

3.2 Corporate Services Manager

The Corporate Services Manager shall be the Responsible Finance Officer as defined in law.

- 3.2.1** Proper administration of the Council's financial affairs.
- 3.2.2** Determine accounting policies, records and control systems.
- 3.2.3** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4** Arrange insurance.
- 3.2.5** Authorisation of expenditure within budget.
- 3.2.6** Matters specifically delegated by Council or Committee.

3.3 Projects & Facilities Manager

- 3.3.1 Day to day management of land, buildings and other resources.
- 3.3.2 Project development for consideration by relevant committee.
- 3.3.3 Management of maintenance contracts.
- 3.3.4 Matters specifically delegated by Council or Committee.

4 Other Delegation

4.1 Leader and Deputy Leader of the Council

The Leader and Deputy Leader of the Council as appointed under Standing Order 37

- 4.1.1 Act as the conduit between the majority political group and the Town Clerk.
- 4.1.2 Inform the Town Clerk of proposed policies, procedures and projects of the majority group.
- 4.1.3 Inform the Town Clerk of proposed budgetary requirements.
- 4.1.4 Discuss day to day business of the Council with the Town Clerk.
- 4.1.5 Act as day to day supervisor of the Town Clerk.
- 4.1.6 Undertake the Town Clerk's performance management on behalf of the Council.

4.2 Leader and Deputy Leader of the Minority Group

The Leader and Deputy Leader of the Minority Group as appointed under Standing Order 38

- 4.2.1 Act as the conduit between the minority political group and the Town Clerk
- 4.2.2 Discuss the day to day business of the Council with the Town Clerk.

5 Review of Delegation

Review shall normally take place on an annual basis.

Prepared by: Samantha J Shippen FCIS, Fellow ILCM, CMC

Date: MAY 2013

Adopted by Council: 9 May 2013

Review: May 2014



Seaford Town Council

Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 26th June 2014** at **5.30 pm**.

Present:

Councillor L Wallraven (Chairman) Councillor R Allen (Vice Chairman),
Councillor's G Cork, T Goodman, B Groves and S McStravick
Mrs L Clark, Supports Services Manager, Seaford Town Council.
Ms E Harvey, Finance Administration Assistant, Seaford Town Council.
3 Members of the Public.

P&H 13 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor Mark Brown,
Councillor Alan Latham and Councillor Paul Franklin (ex-officio member).

P&H 14 Minutes

The minutes of the meeting held on 5th June 2014 were **AGREED** as a correct record and signed by the Chairman.

P&H 15 Disclosure of Interests

Councillor G Cork and Councillor S McStravick declared an interest in application LW/14/0371 as defined under the Seaford Town Council Code of Conduct and Localism Act 2011.

P&H 16 Public Participation

Councillor A White Following the viewing of Edinburgh Road, along with Community Speed Watch, there was an apparent disregard to safety by drivers towards members of the public crossing this road. It is suggested a better area for the road crossing between Claremont Road & Connaught Road and a zebra crossing by the buckle.

P&H 17 Planning Applications

Planning Applications week ending 31st May 2014

Seaford LW/14/0392	42 Chyngton Road Planning Application - Erection of a single storey extension at side together with new front entrance porch for Mr V Finch
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No Objection

Seaford **44 Carlton Road**
LW/14/0405 Planning Application - Erection of a single storey extension in conjunction with part conversion of garage to form annexe for Mr A Smith

No Objection

Seaford **21 Sutton Drove**
LW/14/0412 Planning Application - Installation of front dormer windows and creation of a double width drop kerb and increased width driveway for Mr D Moore

Objection – Out of character / over development / unneighbourly to 19 & 23 and surrounding area. Will cause restriction to parking for other residents.

Seaford **2 Vale Road**
LW/14/0381 Planning Application – Loft conversion including insertion of dormer window

No Objection

Planning Applications week ending 16th May 2014

Councillor G Cork excused himself from the Council Chamber as per his disclosure of interest.

Seaford **Sutton Corner Garage Sheep Pen Lane**
LW/14/0371 Planning Application - Demolition of existing garage workshop, erection of terrace of three houses and single storey dwelling for Mr J Ridley

Objection – Un-neighbourly, overdevelopment, out of character and goes against STC policy of not to change commercial premises into residential. Due to a possible increase in traffic, highways concerns are for: - the narrowness of Sheep Pen Lane and the width of the junctions at Heathfield Road and Eastbourne Road.

Councillor G Cork re-entered the Council Chamber.

Seaford **106 Upper Sherwood Road**
LW/14/0419 Planning Application - Clear glazing to side dormer windows for Miss F Warwick

No Objection

Tree Works Applications outside South Downs National Park

Seaford	10 Juniper Close
TW/14/0048/ TPO	1 x Scots Pine (T7 of order) – Felled 1 X Birch (T8 of Order) – Pruned

No Objection

P&H 18 Exceat Bridge

Members considered report 63/14.

It was **CONSIDERED** that although the Committee agree in principal provided that there would be no major environmental impact to the area, more detailed information on the proposals would need to be brought back at a further meeting before committing to assisting East Dean & Friston Parish Council.

P&H 19 Edinburgh Road Crossing

Members consider report 64/14.

It was **AGREED** that the crossing should be located at Claremont Road & Connaught Road, instead of Edinburgh Road. Councillor B Allen will be raising at the Strengthen Local Relations Meeting on 3rd July 2014 concerning the prioritisation of the crossing.

P&H 20 Lewes District Council Local Plan Part 1, Joint Core Strategy Proposed Submission Document – Focused Amendments.

It was **AGREED** to **SUBMIT** the following responses:

The Planning & Highways Committee would like the following points included / amended in the Joint Core Strategy – Proposed Submission Document: Focussed Amendments

Page 22 – Seaford

- Unspoilt seafront with a vista of Seaford Bay.
- The town includes the ancient village of Bishopstone which has its own railway station and two caravan sites providing seasonal revenue for the town.
- Two Railway stations - Seaford and Bishopstone.

Page 24 – Improving Access to Housing

- When plans are passed for affordable housing they must be honoured.
- The property remains in the affordable bracket and not to be extended so it becomes unaffordable in the current housing market.
- Reflect all age groups and must be legally bound.

- Not allow the continue change of commercial/industrial premises into residential.

Page 30 – Seaford

- Subject to appropriate controls so it remains the character of the town.
- Maintained Seafront
- To maintain support for small businesses and not losing the historic character of the town.

P&H 21 Lewes District Council Community Infrastructure Levy (CIL) Draft Charging Schedule.

It was **AGREED** to **SUBMIT** the following response:

Page 4 – 2.14

- Delete ‘or as soon as practical afterwards’

Page 5 – 2.21

- Delete ‘or mainly’

Page 10 – 3.19

- Seaford Town Council’s Planning & Highways Committee feel aggrieved that McCarthy & Stone opinions were placed in this document when they backtracked on affordable housing in a major development in the town.

The meeting closed at 6.17pm.

Cllr Linda Wallraven
Chairman



Seaford Town Council

Extract from Exempt Minutes

MINUTES of the Special Meeting of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 1st July 2014** at **7.00pm**.

Present:

Councillor M Brown (Mayor), Councillor T Goodman (Deputy Mayor)
Councillors S Adeniji, R E Allen, B Burfield, G Cork, S Dunn, P Franklin, S Gauntlett, A Hayder, A Latham, L Lord, S McStravick and A White.
Jerry Taylor – HR Services Partnership
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council

C50 Apologies

Apologies for absence were received from Councillors B Groves, P Heseltine, R Needham, L Wallraven, B Warren and I White.

C51 Minutes

It was **RESOLVED** that the minutes of the meeting of 19th June 2014 be **APPROVED**, with the following amendments:

‘C40.7 Cllrs Adeniji and Dunn informed the meeting that as individuals, they were working with Bob Valder and Jim Skinner to look at ways to improve sea defences. They were invited along to attend the next meeting of Coastal Futures Group on 7th July from 6.00-8.00pm in the Hillcrest Centre, Newhaven.’

It was **RESOLVED** that the minutes of the special meeting of 24th June 2014 be **APPROVED**.

C52 Declaration 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.

C53 Public Participation

There was no public participation.

C54 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 6 and 7 on the agenda as the items concern personnel matters.

Jerry Taylor of HR Services Partnership remained, acting as the Council’s HR advisor.

C55 Staffing Matters

C55.1 Resignation of the Town Clerk

Members considered confidential report 61/14.

xiv. It was agreed to **NOTE** the resignation of Mrs Shippen, Town Clerk.

C55.2 Recruitment of Town Clerk

Members considered confidential report 65/14.

vi. It was **APPROVED** to delegate to the Interim Town Clerk in conjunction with the Mayor (Chairman of the Personnel Committee) to look into the options available to recruit a permanent Town Clerk and when a suitable method is found, to begin advertising the position with immediate effect.

C56 Extension to the Interim Town Clerk's Contract

Members considered confidential report 62/14.

C56.2 It was **APPROVED** to extend the Interim Town Clerk's contract for a non-specific period until a permanent Town Clerk is back in position, with an additional two weeks handover period, and an increase to the notice period for termination to the contract to one calendar month.

C56.3 It was **ACCEPTED** that the Interim Town Clerk may be required to act in his advisory role for the Society of Local Council Clerks on an ad hoc basis and that he will make up any time spent at the end of the working day.

The meeting closed at 7.34pm.

Councillor Mark Brown
Mayor



Seaford Town Council

Planning & Highways Committee

Minutes of the meeting of the **Planning & Highways Committee** held at the **Council Chamber, 37 Church Street, Seaford, on Thursday 17th July 2014 at 7.00 pm.**

Present:

Councillor L Wallraven (Chairman) Councillor R Allen (Vice Chairman),
Councillor's G Cork, T Goodman, B Groves, S McStravick and P Franklin (Ex-officio)
Mrs L Clark, Supports Services Manager, Seaford Town Council.
Miss J Pollard, Apprentice Administration Assistant, Seaford Town Council.
1 Member of the Public.

P&H 22 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor Alan Latham.

P&H 23 Minutes

The minutes of the meeting held on 26th June 2014 were **AGREED** as a correct record and signed by the Chairman.

P&H 24 Disclosure of Interests

Councillor L Wallraven declared an interest other than a pecuniary in agenda item 6 as a family member lives in this road.

P&H 25 Public Participation

There were no members of the public who spoke on general issues concerning this Committee.

P&H 26 Planning Applications

Planning Applications week ending 21st June 2014

Seaford **40 Chyngton Road Seaford**
LW/14/0436 Planning Application - Proposed single storey rear extension for Mr & Mrs Cryer

No objection

Seaford **48 Hurdis Road Bishopstone**
LW/14/0442 Planning Application - Section 73A Retrospective application for the retention of a porch for Mr R Hunnisett

No objection

Seaford **Foxhollow, Chyngton Lane**
LW/14/0434 Planning Application - Erection of infill extension to the side of the property for Mr M Hosier

No objection

Seaford **86 Marine Parade**
LW/14/0438 Planning Application - Single storey front & rear extensions and enlargement of front patio for Mr P Light

No objection

Planning Applications week ending 28th June 2014

Seaford **5 Findon Close**
LW/14/0441 Planning Application - Alterations and extensions to garage for Mr & Mrs J Cogavin

No objection

Seaford **4 Hawth Close**
LW/14/0468 Planning Application - Erection of front and rear single storey extensions and decking to side for Mr A Green

No objection

Seaford **6 Friston Close**
LW/14/0469 Planning Application - Conversion of garage into habitable room and erection of front porch and dormer for Mr T Baker

No objection

Planning Applications week ending 5th July 2014

Seaford **4 Short Brow Seaford**
LW/14/0474 Planning Application - Section 73A Retrospective application for the retention of a shed for Mr C Dunlop

No objection

Seaford **2 Dane Road Seaford**
LW/14/0480 Planning Application - Installation of a mono cassette awning to shop front for Mr R Pavey

No objection

Seaford **The Gables Cuckmere Road**
LW/14/0484 Planning Application - Erection of a two storey side extension, single storey rear extension and front entrance porch for Mr I Harrison

Deferred to next meeting

Seaford **16 Bowden Rise**
LW/14/0489 Planning Application - Conversion into two flats, erection of rear conservatory and single storey side extension for Mrs S Green

No objection

Seaford **7 Sandringham Close**
LW/14/0492 Planning Application - Erection of a two storey side extension for Mr A Dawson

No objection

Tree Works Applications outside South Downs National Park

Seaford **1 Sandore Road**
TW/14/0049/T 1 x Sycamore (T3 of order, T1 plan) Reduce crown by 1.5m linear
PO 1 x Sycamore (T4 of order, T2 plan) Reduce crown by 1m linear

No objection

7.25pm - Councillor L Wallraven left the room due to agenda item 6 and Councillor R Allen took over as chair.

P&H 27 Appeal of Proposed Stopping Up Order – North End of Antony Close

Members considered report 68/14.

It was **AGREED** by the Committee to stand by their decision from the meeting on 15th May 2014 to **OBJECT** to the proposed Stopping Up Order on the grounds that it would be a loss of a public amenity and cause a loss of parking facilities in the local area.

7.30pm - Councillor L Wallraven returned to the room and resumed her role as chair.

7.32pm - Councillor B Groves left the room and returned at 7.35pm.

P&H 28 Proposed Changes to Parking & Waiting Restriction in Broad Street, Guardswell Place and The High Street, Seaford

Members consider report 69/14.

It was **AGREED** that there was **NO OBJECTION** to the proposed changes to parking and waiting restrictions in Broad Street, Guardswell Place and The High Street.

The meeting closed at 7.43pm.

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Seaford Town Council

Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 24 July 2014** at **7.00 pm**.

Present:

Councillor B Warren (Chairman)

Councillor S Dunn (Vice Chairman)

Councillors P Heseltine, T Goodman, L Wallraven, S McStravick, A Hayder, L Lord, A Latham, G Cork, and A White.

Mr J Corrigan, Mr B King & Miss R Beard.

5 members of the public.

CS 10 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor P Franklin.

CS 12 Minutes

The minutes of the meeting held on Thursday 22 May 2014 were **AGREED** as a correct record and signed by the Chairman.

CS 13 Disclosure of Interests

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct and the Localism act 2011 in relation to the agenda.

CS 14 Public Participation

Interim Town Clerk In the statement Mr. E Hill supplied he enquired as to whether a charge will be received by Seaford Town Council from Premier Mini Soccer for their usage of The Salts, taking into account the hard working clubs already paying to use The Salts.

Interim Town Clerk They will be charged and invoiced, the figure will be reviewed shortly.

Robert Gower Brought to the Town Council's attention a news story and asked if this had implications for a councillor continuing in their post.

Interim Town Clerk Advised that for a Councillor to be disqualified they have to be sentenced to at least three months imprisonment.

CS 15 Finance Report

Members considered report 73/14.

It was **AGREED** to **APPROVE** report 73/14.

CS 16 Projects and Facilities Manager Update.

Members considered report 72/14.

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

CS 17 The Base

Members considered report 69/14.

CS17.1 It was **AGREED** to **APPROVE** that the Base Facility is leased to The Base Management Committee on terms to be agreed in line with the contents of the report with the condition that an Annual General Meeting is held by The Base Management Committee.

CS17.2 It was **AGREED** to **APPROVE** that the Base Management Committee pay the electricity and Building Insurance costs for the time that they operated the building previously.

CS17.3 It was **AGREED** to **APPROVE** that the Officers support the Base Management Committee in securing an Award for All Grant to add toilet facilities to the building.

CS 18 Seaford Head Estate Advisory Group

Members considered report 66/14.

CS 18.1 It was **AGREED** to **APPROVE** the amalgamation of the Seaford Head Estate Advisory Group with the Seaford Head Local Nature Reserve Management Committee.

CS 18.2 It was **AGREED** to **REQUEST** regular updates from the Town Clerk in a report on the Community Services agenda.

CS 19 Tour of Britain - Update

Members considered report 70/14.

It was **AGREED** to **NOTE** the report 70/14.

CS 20 Reusable Seagull-Proof Sacks

Members considered report 67/14.

It was **AGREED** that a report be brought back to the Committee with more detail and addressing the concerns raised.

CS 21 Eric Slater Trail – Notice Board

Members considered report 71/14.

CS21.1 It was **AGREED** to **APPROVE** the installation of a notice board displaying the Eric Slater Trail to be fitted to the outside of Martello toilets subject to no maintenance commitments being accepted by Seaford Town Council.

CS21.2 It was **AGREED** to **DELEGATE** authority to the Projects and Facilities Manager to approve the final location.

The meeting closed at 8.10pm

Councillor B Warren (Chairman)

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Seaford Town Council

Minutes of a Meeting of the Personnel Sub-Committee held at the Council Chambers, 37 Church Street, Seaford on Tuesday 29 July 2014 at 7.30pm.

Present:

Councillor M Brown (Chairman)

Councillors S Adeniji (Vice-Chairman), R E Allen, S Dunn, P Franklin (ex-officio) and A Latham.

Mr James Corrigan, Interim Town Clerk – Seaford Town Council

Miss Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

Two members of the public.

P1 Apologies

No apologies were submitted.

P2 Disclosure of Interests

There was no Disclosure of Interests as defined under the Seaford Town Council Code of Conduct or the Localism Act 2011, in relation to the agenda.

P3 Public Participation

There was no public participation.

P4 Appointment of New Town Clerk

Members considered report 74/14.

Terms and Conditions of Employment

P4.1 It was confirmed that the Sub-Committee would need to be careful not to make the contract less favourable than the national model due to the risk of affecting the Council's Quality Status.

P4.2 It was felt that the Council would come under Profile 4 of the job evaluation scheme document due to the Council's income and matching other criteria for the profile.

P4.3 The Council would likely struggle with a less experienced Clerk due to the above profile identification and also need to work with some inexperienced members of staff within the team.

P4.4 Members considered the Model Contract of Employment thoroughly and **AGREED** that it be amended as now attached at Appendix A.

P4.5 The Interim Town Clerk was asked to check with Elizabeth Skinner from the Society of Local Council Clerks, to ensure that by increasing the probationary period to a maximum of 26 weeks', the Council would not be seen to be making the contract less favourable than the national model.

(a break was taken from 8.45pm to 8.52pm)

Appointment Process

P4.6 Members were given verbal details of the two quotes received from Chris Rolley Associates and the Sussex Association of Local Councils (SALC) as external agencies to facilitate the appointment process from advertising through to interviews and appointment.

- a) SALC – around £400.00 for distance/phone support throughout the process
- b) Chris Rolley Associates – around £3,000.00 for face-to-face support and management of the process, to include head hunting

P4.7 The methodology supplied by Chris Rolley Associates for the process incorporates; a preliminary debriefing meeting to discuss the process and necessary documentation, advertising, selection of applications received and evidence-based recommended shortlisting, arrangement of interviews, advice on interview questions and process, referencing of candidates and support with offer of employment.

P4.8 The Interim Town Clerk will negotiate with Chris Rolley Associates on price as some of the aspects of the methodology have already been completed.

P4.9 The Sub-Committee discussed a provisional timescale for the process:

Advertisement	1 st September	
Closing Date	26 th September	
Selection	w/c 29 th September	
Interviews	w/c 13 th October	
Approval of candidate by Full Council		23 rd October

P4.10 The aim will be to send the advert for the post to the Society of Local Council Clerk's, the local press, job centre, relevant magazines, the Association of Town Centre Managers, Linked In and SALC to name a few.

P4.11 The interviews would be conducted by a panel of the Personnel Sub-Committee and Chris Rolley.

P4.12 It was **AGREED** to appoint Chris Rolley Associates to facilitate this process on the Council's behalf.

(9.20pm - the Interim Town Clerk exited for the remainder of the meeting)

SALARY RANGE

P4.13 Members discussed the four Profiles included in SLCC's Job Evaluation Scheme.

P4.14 It was **AGREED** that the post of Clerk be advertised on scale LC4 (profile attached at Appendix B).

P4.15 The Sub-Committee did not feel equipped to agree a spinal column points range for the post and will seek the advice of Chris Rolley Associates for this.

JOB DESCRIPTION

P4.16 Members considered the Specimen Job Description thoroughly and **AGREED** that it be amended as now attached at Appendix C.

P4.17 The Sub-Committee asked that a request be made to the Interim Town Clerk to arrange for a draft Time Off In Lieu policy to be written and presented to Full Council for consideration.

The meeting closed at 10.18pm.

Cllr Mark Brown
Chairman

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SEAFORD TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, and manage the work of a designated other officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and ensure draft minutes are prepared for approval, other than where duties have been delegated to another Officer.
5. To attend all appropriate meetings of the Council and appropriate meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
6. To oversee the process for dealing with correspondence and documents on behalf of the Council and to deal with the correspondence or documents appropriately in accordance with Council policies and procedures.
7. To manage and report on invoices for goods and services received by the Council to be paid for by the Council and to ensure such accounts are met. To ensure invoices

are issued on behalf of the Council for goods and services provided by the Council and to ensure payment is received.

8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To act on proposals submitted by Councillors for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise relevant members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure annual appraisals of all staff are undertaken at the appropriate time.
11. To oversee the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Annual Town Forum: to attend the Town Forum and to implement the decisions made that are agreed by the Council.
14. To prepare, in accordance with the Council's Press and Media Policy, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council and as part of your continuous professional development.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of your professional body, The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
18. To provide a written report detailing priorities, actions completed and actions outstanding to be included on the agenda at each Full Council meeting.
19. Any other duties as reasonably requested.



Society of
Local Council Clerks
Professional Supportive Innovative

CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Seaford Town Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Seaford Town Council

THE EMPLOYEE: _____

DATE OF ISSUE: 2014



1. COMMENCEMENT DATE

- 1.1 Your employment with Seaford Town Council Council began on ??? ("the commencement date").

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period that will be a maximum of 26 weeks. A formal review will be held 12 weeks into the probationary period. Other interim reviews throughout the period may be held.

5. JOB TITLE

- 5.1 You are employed as Town Clerk for Seaford Town Council.

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.



7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

- 8.1 Your usual place of work will be 37 Church Street, Seaford, East Sussex, BN25 1HG.

9. SALARY

- 9.1 Your salary is £???? per annum being the current salary point ??? within the ??? range in scale ??? as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- 9.2 Subject to satisfactory performance following your annual appraisal you will progress through the range ??? in salary scale ??? by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2016 and thereafter on the 1st April each year until you reach the maximum of the scale. Following an annual appraisal the Council may withhold an increment if it is considered that performance fell below the level expected or award an additional increment for exemplary performance if it chooses to do so.
- 9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:
- The Certificate in Local Council Administration
 - Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
 - the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
 - the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
 - BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.
- 9.4 Your salary will be paid to you by bank transfer to your bank or Building Society by the 25th day of each month.



10. EXPENSES

- 10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

11. APPRAISAL

- 11.1 You will receive an annual Appraisal, usually in February. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

12. HOURS OF WORK

- 12.1 You are required to work 37 hours per week.

13. ADDITIONAL HOURS

- 13.1 If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu in accordance with the Council's policy.

14. ANNUAL LEAVE

- 14.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).
- 14.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days (the timing of the extra statutory days will be at Christmas).
- 14.3 If you join the Council from another authority or other qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.
- 14.4 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 14.5 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement. Any leave entitlement owing to you upon termination will be

allocated to be used within your notice period where possible.

- 14.6 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.
- 14.7 In the event that you fall sick during your period of annual leave you will be regarded as being on sick leave from the date of your self or medical certificate and further annual leave will be suspended from that date.

15. SICKNESS ABSENCE

- 15.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than 9.30am of the working day on which the absence first occurs.
- 15.2 In respect of absence lasting up to seven calendar days, you are required to inform the Mayor and self-certificate your absence.
- 15.3 In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 15.4 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.
- 15.5 While on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

16. SICK PAY

- 16.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service

- one month's full pay and (after completing 4 months' service) 2 months' half pay

- | | |
|--|--|
| during 2 nd year of service | • 2 months' full pay and
2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and
4 months' half pay |
| during 4 th & 5 th year of service | • 5 months' full pay and
5 months' half pay |
| after 5 years' service | • 6 months' full pay and
6 months' half pay |

16.2 You will be paid your 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 of the above is subject to notification of absence and production of medical certificates as required by the Council's sickness policy.

16.3 For the purposes of calculating 'half pay', the rate of pay for the agreed salary month will be used.

17. MATERNITY /PATERNITY /ADOPTION LEAVE

17.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

18. INJURY OR ASSAULT

18.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

19. PENSIONS

19.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. There is in force a contracting out certificate for the purposes of the Pensions Scheme Act 1993 stating that the employment is contracted-out employment.

19.2 In the event of your death, any pension benefits will be paid to your nominated beneficiary, spouse or children in accordance with the provisions of the Local Government Pension Scheme.



20. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

- 20.1 Either party may terminate the contract by giving one week's notice in writing.
- 20.2 Your probationary period will be a maximum of 26 weeks from the commencement date with a formal review held at 12 weeks.

After completion of probationary period

- 20.3 The length of notice which you are obliged to give to the Council to terminate your employment is three months in writing.
- 20.4 The length of notice which you are entitled to receive from the Council to terminate your employment is three months in writing.
- 20.5 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

21. DISPUTE RESOLUTION

- 21.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.
- 21.2 Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.
- 21.3 If you have a grievance arising from your employment, you should raise it with the Mayor in the first instance. If you are dissatisfied with any disciplinary decision made against you, you should raise it with Chairman of the Appeals Sub-Committee.



22. HEALTH AND SAFETY REGULATIONS, OTHER LEGISLATION & COUNCIL POLICIES

22.1 You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

23. TRAINING AND DEVELOPMENT

23.1 It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties. To this end the Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

24. INDEMNITY

24.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: _____ **Dated:** _____

Name: _____

Signed for and on behalf of Seaford Town Council

Signed: _____ **Dated:** _____

Name: _____

Signed by Employee



Seaford Town Council

MINUTES of the meeting of the **Disciplinary Sub-Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 7th August 2014** at **10.00am**.

Present:

Councillor B Burfield (Chairman)

Councillors S Adeniji and M Brown.

James Corrigan, Interim Town Clerk – Seaford Town Council

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

No members of the public.

D022 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors S McStravick and R Needham.

D023 Declaration 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.

D024 Public Participation

There was no public participation.

D025 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item /s (no/s) on the agenda as the items concern employment matters.

D026 Disciplinary Matters

Members considered exempt report 81/14.

D026.17 It was **RESOLVED** to **AGREE** that having reviewed the report, the Disciplinary Sub-Committee think it fit and appropriate to call the employee in to an investigatory discussion with the committee to address three concerns, after which the Committee will formally meet to discuss possible actions.

The meeting closed at 10.40am.

Councillor Barry Burfield
Chairman

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Seaford Town Council

Report 99/14

Agenda Item No: 7
Date: 21 August 2014
Committee: Council
Title: Mayor's Report and Engagements
By: James Corrigan
Purpose of Report: To receive the Mayor's Report and details of Engagements.

Recommendations

You are recommended:

- 1. To approve the Mayor's Report and Mayor's Engagements report.**
-

1. Information

- 1.1** Attached at Appendix A is a report from the Mayor for the period June to August 2014.
- 1.2** The Mayor will have attended 27 functions as a representative of this Council during the 2014-15 municipal year to date. A schedule of engagements not previously reported is attached at Appendix B. Please note that this report also details the events attended by the Deputy Mayor as well.

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, Interim Town Clerk.

Interim Town Clerk

Mayors Report August 2014

It has been a very hectic time since the last council meeting and I have attended as many events as possible. The attached list shows the results.

I took an active role in the Seaford Head School sponsored "Elect a Young Deputy Mayor" election which required me to give four presentations to assemblies at the school. The winner was Gabrielle Edwards who has now been elected and has taken up office.

My aim is to work with both the Young Mayor and her Deputy to enhance co-operation with the young people of Seaford. They have a lot to offer this town and we need to tap into their ideas and enthusiasm.

I am trying as hard as possible to re-connect the Council with the residents of Seaford and think I am making some headway at last. I recently attended a breakfast meeting with the Seaford Chamber of Commerce and through this was able to promote the merits of working with Seaford Town Council.

I have managed to get quite a bit of press coverage with the help of the Council's Admin Apprentice, Jasmine Pollard, who has proved to be a very able "Mayors Secretary".

My latest initiative is to set up a "Community Events" committee to be formed and run by the residents of Seaford and Bishopstone. The aim is to get the committee to initiate and run Seaford based events and to act as co-ordinators with as many Seaford based organisations as possible to enable better support for events and to find ways of promoting and running new ones. Support to date has been very positive. Recently I was able to obtain an evening spot on Seahaven Radio to promote this committee.

I am also working hard to promote my two charities, The Seahaven Storehouse and Waves, to get as much publicity as possible and to make our residents more aware of what both charities do.

Mark Brown

Mayor of Seaford

Mayor's Engagements 2014-2015

Mayor Elect M Brown 2014-2015						
Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Sunday	22.06.14	11.00am	Mayors open gardens	Mayors Open Gardens	Open to All Councillors	4 Marine Drive, Seaford BN25 2RS
Sunday	29.06.14	1:30pm-5pm	Mr and Mrs M Logan	Annual Garden Party	Invite only	31 Sutton Avenue, Seaford
Saturday	26.07.14	11.00am	Macmillan Cancer Support	Garden Trail	Open to All Councillors	4 Marine Drive, Seaford BN25 2RS
Sunday	27.07.14	10.00am	WAVES	Church Service		Seaford Baptist Church
Saturday	02.08.14	12noon	St Andrews Church	Fete	Open to All Councillors	St Andrews church
Sunday	03.08.14	10:45am	Seaford Museum and Heritage Society	Summer Extravaganza	Invite only	Martello Tower
Monday	04.08.14	6:30pm	Peacehaven Town Council	Service to Commemorate WWI	Open to All Councillors	War Memorial, Meridian Park
Thursday	07.08.14	7:00am	Seaford Chamber of Commerce	Breakfast Meeting	Invite only	Seaford Head Golf Clubhouse
Sunday	10.08.14	10:00am	Wave Leisure Trust	Seahaven Para Games 2014	Invite only	Downs Leisure Centre
Tuesday	12.08.14	7:20pm	Seahaven Lioness Club	Club Business Meeting	Invite only	The Old Plough
Friday	22.08.14	6:00pm	Brighton City Council	Mayor's Reception	Open to All Councillors	Brighton Town Hall
Saturday	23.08.14	10:15am	Seaford Photographic Society	Annual Show Opening	Invite only	The Crypt Gallery
Monday	25.08.14	12:15pm	Seaford Lions Club	Donkey Derby	Invite only	Martello Fields
Wednesday	10.09.14	7:00pm	Seaford Musical Theatre	Singers and Swingers jazz musical	Invite only	Barn Theatre
Thursday	24.09.14	7.30pm	LIFE	Exhibition opening	Invite only	St Leonards Church
Saturday	27.09.14	10.30am	Macmillan Cancer Support	Coffee Morning	Invite only	Seaford Constitutional Club

Appendix B

Friday	12.12.14	10:25am	St Peters Church	Festival of Christmas Crib	Open to All Councillors	St Peters Church
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Deputy Mayor's Engagements 2014-2015

Deputy Mayor Elect J Goodman 2014-2015

Day	Date	Time	Organisation	Event	Invite Only/Open	Venue
Friday	04.07.14	6.30pm	ESAB	Drinks reception	Invite only	Ringmer Park, Lewes
Saturday	05.07.14	11:45am	Newhaven & District Lifeboat Society	Lifeboat Fete	Open to All Councillors	Huggets Green, West Quay Lawns, Newhaven
Monday	04.08.14	6:30pm	Peacehaven Town Council	Service to Commemorate WWI	Open to All Councillors	War Memorial, Meridian Park



Seaford Town Council

Report 100/14

Agenda Item No: 8
Date: 21 August 2014
Committee: Council
Title: Young Mayor's Report
By: James Corrigan
Purpose of Report: To receive a report from the Young Mayor.

Recommendations

You are recommended:

1. To approve the report of the Young Mayor as attached at Appendix A.
-

1. **Information**

The Young Mayor, Millie Hemsley, has submitted a report attached as Appendix A to this report.

2. **Financial Appraisal**

There are no financial implications in this report.

3. **Contact Officer**

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

Interim Town Clerk

Young Mayor's Report – August 2014

Since the last council meeting a few important events have taken place! The most important event to me has got to be, eventually finding out who my deputy was and knowing that I have someone who is also very chatty to bring along to all the exciting events in the future!

Another event was Seaford Fun Day, the event was very well attended and many enjoyed the day! The gymnastics and trampolining were popular activities that many liked to watch. The public could try: roller skating, curling and line dancing- I took part in a few of these myself and really enjoyed them! There were meant to be two competitions: fancy dress and cake making! We were proud to have a Pirate and a Princess, however no body turned up for the cake competition which was a shame because Mark and I were looking forward to the tasting!

Millie Hemsley

Young Mayor of Seaford



Seaford Town Council

Report 95/14

Agenda Item No:	9
Committee:	Town Council
Date:	21 August 2014
Title:	Clerks update report
By:	James Corrigan, Interim Town Clerk
Purpose of Report:	To inform Councillors of key developments and priorities.

Recommendations

That the contents of the report are noted and the priorities agreed to.

1. Information

- 1.1 Golf Club Development.** The clubhouse construction is progressing well and is still scheduled for completion by the 7th November 2014. Wherever possible savings are being made such as for example the removal of electric gates to the entrance from the contract which it was decided would not only be expensive but impractical. There is an ear marked reserve for the golf club of £66,351. It is thought that this is for furnishings and fittings in the clubhouse. Further research of all the files on the clubhouse will take place to clarify this is the situation. Other areas that have been progressed include the S.278 Highway agreement and the Transport Plan for the venue, both essential to have in place prior to opening.
- 1.2** The appointment of a **Business Manager** for the clubhouse has not progressed as planned due to the many items that have arisen in the past few weeks which have required the Clerks time. These items appear elsewhere on the agenda.
- 1.3 Martello Tower lease.** The lease is now entirely complete from Seaford Town Councils perspective there is no further work for STC to do. The only remaining issue is the registration of the museum as a Charity which they are progressing now. Once this is in place the new lease will be signed by all parties.
- 1.4 Property records review.** This review has now been completed and appears elsewhere on the agenda as a separate item.
- 1.5 Outstanding Freedom of Information Act requests and complaints,** there have been two new complaints since the last meeting. These have both been dealt with one was a historical loss of data the memorial waiting list which has now been rectified. The other was a resident who objected to the closure of roads for bonfire night which is an issue for the bonfire society.
- 1.6** The long outstanding complaint regarding access to documentation for a partially sighted resident has now been dealt with in its entirety. All office PC's have been

installed with Daisy software which enables conversion of Word files to MP3 audio files. The first run of this system will take place for the meeting where all agenda and report documents will be converted onto a memory stick for Mr N who will collect it from TIC. There have been several Freedom of Interest requests for financial details on the construction costs of the Golf Club all have been supplied with the necessary information that to date the project is on budget.

- 1.7 **Staff development.** Weekly staff meetings continue and prove to be of benefit to all. Georgia has attended a one day CILCA course recently which has been very useful, a report appears elsewhere on the agenda. Lucy passed the stage 1 of her AAT Qualification and has now enrolled onto stage 2. Well done to both.
- 1.8 **Press releases.** Sixteen press releases have been issued since my last report. These not only increase the profile of the Council but also let the local residents know what Seaford Town Council does. Some press releases have received significant coverage, including local TV and radio.
- 1.9 **Town Council Newsletter.** Georgia and Jasmine took ownership of the newsletter and did an excellent job of creating a very informative and useful newsletter. There has been a lot of positive feedback. Only after completion of the draft did I learn that STC usually only produces 40 copies of its newsletter, 20 for Councillors and 20 for TIC. Arguably this does not meet the standards required to be a Quality Council. A decision was therefore taken to print 1000 locally for £650. These have been distributed to many local points such as various service waiting rooms, cafes and public houses. An item will appear on the next Council agenda to discuss funding of this publication and delivery methodology onto the future. A big thank you to those Councillors who were able to assist in the distribution of the Newsletter, in particular Councillor Goodman who has delivered to numerous locations.
- 1.10 **Splashpoint.** The work was completed last Friday the 8th August 2014. C J Thorne & Co Ltd, the appointed contractor appear to have done a first class job and a press release has just been issued.
- 1.11 **Devolution of Grounds Maintenance from Lewes DC.** Following recent meetings the tender for the Grounds Maintenance Contract for the whole District has been advertised. This is being managed by LDC. It is proposed to submit a report on possible alternatives for Seaford Town Council, new systems and also consideration of taking on additional open spaces to the next Full Council meeting.
- 1.12 **Leases / Licences, Hurdis House,** it was expected that the mediation meeting with the tenant would have been completed by now. However before paying the £1500 for this to occur I asked that both sides detail what they want from the mediation as a settlement to see if settlement can be reached prior to paying this fee. This is in the process of being done. I have also managed to secure confirmation that the tenant agrees to the Town Council advertising the building for let to mitigate both / one parties losses going forward.
- 1.13 **The South Hill Farm tenant** has agreed to enter into a new lease for £10,000 per annum and increase from the current £3750. As will be noted this lease was due for renewal six years ago but was not progressed. There has been a loss of in the region of £43,750 as unfortunately the Council have to serve a year's notice on an

agricultural tenancy before it comes into effect. The new lease is with the Councils Solicitor for completion presently.

- 1.14 Analysing budgets and accounts to highlight cost saving opportunities.** Some work has continued in this area, further work will be undertaken soon in particular the area to be reviewed is the grounds maintenance. Following the decision to devolve the running of the Base to The Base Management Committee I have had an exchange with LDC in which it appears they are now accepting that charitable organisations as opposed to registered charities can qualify for Business Rate relief. This will save £600 plus every year for The Base but more significantly will save £5000 plus per annum for The Crypt. This is subject to the Crypt management Committee taking over the running of the facility.
- 1.15 Introduction of office information file,** this has recently been completed by Jasmine and will improve efficiencies. Well done Jasmine. There is a manual and an electronic version. The Councillor Information File will be developed now, though there is probably more work to do in some areas such as collating a comprehensive list of all policies.
- 1.16 Completing new website,** it is anticipated that this will be substantially complete by the time of the Town Council Meeting on the 21st August 2014. A link to the draft will be sent to all Councillors on this date to give Councillors a chance to comment prior to the going live date of the 1st of September 2014.
- 1.17 Undertaking staff Appraisals,** some appraisals will have been completed by the time of the council meeting on the 21st August. The remaining appraisals will take place immediately after. It has come as a surprise to learn recently that no staff other than the Town Clerk, have received an appraisal in at least the last three years.
- 1.18 Collating and reviewing policies,** this is a significant piece of work and will progress more policy reviews prior to the next Council meeting. Also the development of an inventory of policies including scheduled review dates will be created to assist in going forward. Please note the policy will now be to include an adoption date and a review date on each policy as is the case with the Electronic Payments Policy on this agenda.
- 1.19 Developing a Councillors information pack,** this will follow the completion of office information pack and some of the other tasks such as the collating of all land ownership data.
- 1.20 Developing capital wish list,** a lot of time has been put into developing this by Ben and myself, however the Council now has a reasonable idea of the extent of its capital needs. The details of this appear elsewhere on the agenda.
- 1.21 CCTV for chamber,** the legislation regarding the filming of meetings has only come out in the past few days and will be analysed with a view to getting a report on the Council agenda for decision.
- 1.22 Sea front bins,** The Council has been in dispute with the supplier of the seafront bins for over a year now since the wrong size bins were delivered. Following a deadline given to the supplier I am pleased to advise that today the correct size ones which are larger are being installed. These will hopefully reduce the amount of litter left at the side of the bins on a busy weekend. We continue our negotiations

with LDC about the number of these bins which we believe if increased will eradicate the problem. But let's see how the new larger bins cope first. Well done to Ben on all his efforts to get this situation resolved. Also to our contractor John Spicer for his support in getting the new bins in situ.

- 1.23 Sea Front shelter,** This shelter has been in need of a complete overhaul for some time. It was recently taken away at our request for refurbishment by the original supplier David Ogilvie. It has returned and he has done a magnificent job in refurbishing it after the brunt of the Atlantic had taken its toll. It looks brand new. We are aware one pane of glass is missing this will be replaced very soon. We waited until it was returned to measure up to ensure the correct size was purchased.
- 1.24 Tourist Information signs,** The Council has had a project outstanding for some time to introduce some additional tourist information signs around town to assist in finding the attractions for visitors. The budget was £6000 but the quoted cost from ESCC is £12,000. At a recent Seaford Impact meeting attended by Councillors Franklin, Dunn as well as myself and Ben the Leader of LDC, Councillor Blackman agreed to look into getting some support funding for this via LDC. I am pleased to advise that £6000 has now been pledged. The project will therefore be progressed as soon as possible.
- 1.25 Inspections,** I recently undertook a site visit of various sites with Ben to assess conditions of some facilities. Following this a maintenance log has been created by Ben. In addition Brian Dunn has recently volunteered to give some of his time to provide the Council with a Inspector. This will ease the burdens on Ben and will mean that more time can be dedicated to doing a more structured and programmed scheme of inspections. Work will be done to develop a full annual plan of inspections and supporting documentation for each site. My thanks to Brian for his unsolicited volunteering to fulfil a very important role for the community. .
- 1.26 New footnotes,** Councillors may have noticed all the staff have started to use new footnotes with a banner on all emails advertising an up and coming event in the Town. At the moment it's the tour of Britain, in the future it will be the opening of the new golf club and Seaford Christmas Magic events for example. All part of selling the Town and what Seaford Town Council does.
- 1.27 Invoice payments,** we have recently changed the system of paying invoices and now process and prepare all cheques every Thursday. This ensures everything is paid on time and the Council keeps its contractors happy which means it has more chance of being their customer of choice and getting a good deal as the Councils reputation for being a good payer develops. Well done to Liz and Lucy for getting this in place and delivering a good service.
- 1.28 Neighbourhood Planning training evening,** a training session was recently organised with two external experts in the field of Neighbourhood Planning which was very informative and gave some indicators of the amount of effort required to create a Neighbourhood Plan.
- 1.29 Camping and motorhomes on Town Council land,** There have been a number of recent instances of unapproved use of Council land to camp on or park motorhomes overnight resulting in concerns from local residents. I am currently working with Ben to find a reasonable solution to these issues which has involved discussions with LDC, and will include discussions with the Police and potentially an external security firm.

- 1.30 Football facilities on Town Council land**, the Council will recall that recently it was able to support the rescue of local youth club Premier Mini Soccer by use of land at The Salts. I have had additional meetings with Gary McKenzie the Manager to see how we can continue to develop into the future. This is ongoing and will be reported back in more detail in due course.
- 1.31 Street Trading Licences**, following the recent adoption of a Street Trading Policy by LDC there have been some issues with the concessions STC has. I have met the officer from LDC together with Ben. As a result a solution may have been found which will be presented to the Community Services Committee in due course.
- 1.32 Impact Seaford project**, the proposed “iconic Facility” at the Salts is still being investigated and recently I met with LDC and Wave Leisure together with Ben to discuss this further. I have been asked to a further meeting to discuss the issues outstanding prior to submitting a report to the Council for decision.
- 1.33 Work Experience**, it would be amiss of me not to mention a recent work experience employee we had for a week. Rob Hargreaves was outstanding and was a real asset to the Council whilst with us. Hopefully Rob will be returning in the future as he furthers his education at Seaford head Sixth Form.

2. Progress on previous meetings priorities.

- | | | |
|--------|--|--|
| (i) | Completion of the museum Lease | Completed (will be signed once Museum is a Charity) |
| (ii) | Resolving issues with Hurdis House | Negotiating settlement currently |
| (iii) | Analysing budgets and accounts to highlight cost saving opportunities | Commenced, concentrating on Grounds maintenance, leases, and allotments. |
| (iv) | Creating an office information file to improve efficiency | Complete |
| (v) | Completing new website, | Complete by 1 st September |
| (vi) | Reviewing staffing workloads and looking for efficiencies to save time | Progressing |
| (vii) | Completing review of Seaford Head Farm lease | Completed, lease with solicitor |
| (viii) | Undertaking staff appraisals | Underway, complete within four weeks |
| (ix) | Reviewing procedures to streamline where possible | |

Reviewing ideas put forward by staff

- | | | |
|--------|--|---|
| (x) | Collating policies and undertaking a policy review to improve understanding and efficiency | Progressing, Standing Orders, Complaints Policy, Electronic Payments and TOIL Complete. |
| (xi) | Developing a Councillors information pack to improve understanding and efficiency | Progressing |
| (xii) | Developing a capital wish list | Complete |
| (xiii) | Resolving issues at The Base | Complete |
| (xiv) | Deal CCTV for chamber | Progressing |
| (xv) | Appoint business manager | Priority over next few weeks |

3. Priorities going forward.

3.1 There are a number of priorities to deal with over the coming weeks these include;

- (i) Appoint Business Manager for Golf Club
- (ii) Progress Base lease and Grant Application
- (iii) Advertise the availability of Hurdis House to let
- (iv) Complete Councillor Information Pack
- (v) Complete Staff Appraisals
- (vi) Completion of all documentation for the HLS grants at Seaford Head.
- (vii) Complete schedule of policies and review timetable
- (viii) Complete review of Financial Regulations
- (ix) Review Grounds maintenance provisions with a view to making efficiency savings not effecting quality of service levels.

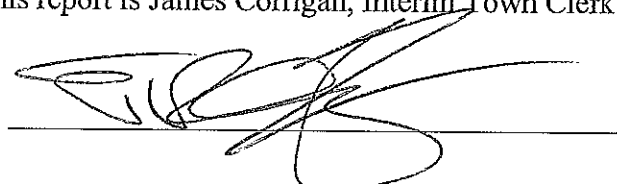
4. Financial Appraisal

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

5. Contact Officer

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

Interim Town Clerk





Seaford Town Council

Report 89/14

Agenda Item No: 11
Committee: Council
Date: 21 August 2014
Title: Training Report
By: James Corrigan
Purpose of Report: To submit a training report in connection with a recently attended event.

Recommendations

You are recommended:

1. To review the staff recommendations as a result of the training course which are included in Appendix A; recommendations f and g need discussing by the Council.
-

1. Information

1.1 Certificate in Local Council Administration

1.2 The PA to the Town Clerk attended the Fast Track CiLCA training day held at the SALC offices in Lewes on 24th June 2014.

1.3 The course is run as an introduction to the portfolio required to obtain CiLCA and to facilitate an in depth discussion between the trainer and trainees as to the information required and criteria to be met in order to pass.

1.4 The course is aimed primarily at Town Clerks but equally suitable for other Council employees who have access to the relevant material.

1.5 The training report form is attached at Appendix A. The recommendations to be considered by Council are f and g. Recommendations a, c, and e directly affect the Councillors and the rest are in hand with Council employees to implement.

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, Interim Town Clerk.

Interim Town Clerk

Seaford Town Council

Training Report Form

Subject of Training: Certificate In Local Council Administration (CILCA)

Date: 24th June 2014

Venue: SALC offices, Sackville House, Brooks Close, Lewes

<p>Training Aim</p>	<p>To provide attendees with enough information/guidance to complete their portfolio required to obtain CILCA.</p>
<p>Brief Details</p>	<p>The day was run by Linda Butcher, a very experienced Clerk and former president of SLCC. Linda facilitates all those present to share thoughts and guidance on how to complete the portfolio required to obtain CILCA.</p> <p>The portfolio is designed for Town Clerks but can be completed by anyone who has access to the relevant material. In order to pass, the portfolio should show an understanding in the principles of local council administration and how to implement these.</p> <p>The portfolio covers 24 topics under six headings: roles and responsibilities, law, procedures, finance, planning and community action.</p>
<p>Recommendation (if any to STC)</p>	<p>During the day there were a few points raised:</p> <ul style="list-style-type: none"> a. Reasons for apologies must be given, as during the meeting the members are actually accepting the reasons for non-attendance. *only on odd occasion is no reason given* b. In order for another meeting of Full Council or a Committee to take place, the minutes from the previous meeting must be ready for approval. This includes special/extraordinary meetings. *to bear in mind for future meetings although rarely an issue* c. Exclusion of Press and Public: when there is an exclusion of press and public from a meeting this should be resolved i.e. voted on. This should still happen even if there are no press or public present at the meeting. If the vote goes against excluding press and public then they must be allowed to stay for the remainder of the meeting. *Chairmen of meetings to ensure vote is taken* d. Following on from the above, minutes from the confidential/exempt part of the meeting should be published. This would likely include just the resolutions but not necessarily the discussion, unless it is felt that the discussion/full minutes are fine to be released. *now being done*

- e. It is advisable that councillors/officers have a business signature for security reasons, especially with documents that appear on the internet signed e.g. agendas, minutes etc. If not, it would be good practice to redact the signatures on documents that are being made available online. *Individual choice if wish to change signature being used*
- f. It is good practice to invite District and County Councillors to Full Council meetings and have an item on the agenda for them to provide a report/update if available. While we have multiple District Councillors at the meetings, as Town Councillors, we ought to still have a separate agenda item for updates from a District level. *Council to discuss and agree whether to start doing*
- g. It is considered good practice to have minute references that include the month and year e.g C40/07/14 (committee minute ref/month/year). *Council to discuss whether they wish their minutes referenced in this way*
- h. The minutes from Committee meetings (Finance & General Purposes, Community Services, Planning & Highways and Golf) must be brought to the following Full Council meeting for approving. While Committees have delegated powers, as per the Scheme of Delegation, it is necessary that the minutes of Committee meetings go back to Full Council for 'Receiving and Accepting' or in some cases for 'Approval' if the Committee is recommending something outside of its delegated powers.
- In the case of Sub-Committees their minutes should be taken to the Committee to which they come under; in STC's case they all fall under the Finance & General Purposes Committee. *now being done*
- i. The Town Forum should not have anything that would make it appear to be a Town Council meeting e.g. no coat of arms/STC formatting and style for the poster or other documents, no summoning of councillors to attend and no agenda or minutes. *need to bear in mind at the next Town Forum*
- j. The Council ought to have a Grant Awarding Policy in place so as to ensure and evidence that a fair process has been followed. *work has started on a draft policy, also to include Grants in Kind*
- k. The Council needs to ensure that they have the original references for the Town Clerk in the personnel file in order for the Fidelity Guarantee to stand. *will be done *

Signed:



Date:

25.06.14

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16 JUN 2014



Sussex Community Rail Partnership

Lewes Station, Station Street, Lewes, East Sussex, BN7 2UP

10th June 2014

Dear Cllr Mark Brown and all at Seaford Town Council

Re: Seaford 150th Event

I am writing to say a massive thank you to Councillors and Staff of Seaford Town Council for supporting the Seaford 150th events.

Your generous financial support along with allowing us to use a room at the Town Hall, amongst other things were of real help in making the event the success it was.

Special thanks must go to Councillors Adeniji, Brown and Dunn for all their support and efforts in planning and on the day. I hope all managed to enjoy the day.

Everyone involved, who attended and who has heard about the events since has commented on what a success it was. At Seaford it was amazing how many people turned out both to volunteer and to visit the events, it feels like the event has really drawn people together and gave them something to celebrate collectively.

I thank you again and look forward to working with you in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read "Sam Bryant".

Sam Bryant
Community Rail Development Manager
Sussex Community Rail Partnership
07891 556897

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Seaford Town Council

Report 98/14

Agenda Item No: 13
Committee: Full Council
Date: 21 August 2014
Title: Memorial Plaque for 36th (Ulster) Division
By: James Corrigan
Purpose of Report: To discuss the Council giving their permission and support for the 36th (Ulster) Division Memorial Lodge to install a memorial plaque within Seaford.

Recommendations

You are recommended:

1. To approve the Council giving their permission and support for the 36th (Ulster) Division Memorial Lodge to install a memorial plaque on Bönningstedt Parade in Seaford.
-

1. Information

- 1.1 Attached at Appendix A is a letter received seeking permission and support from the 36th (Ulster) Division Memorial Lodge for installing a lasting memorial in Seaford.
- 1.2 It is recommended that the Council grant their permission and support for such a project and recommend that the plaque be located on Bönningstedt Parade, as a popular walkway for Seaford's residents and visitors and also demonstrating Seaford's important links with other towns and nations

2. Financial Appraisal

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

3. Contact Officer

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

Interim Town Clerk

36th. (ULSTER) DIVISION MEMORIAL L.O.L. No.977

(DISTRICT No. 3 BELFAST)



A living memorial to the brave men of the 36th (Ulster) Division

Secretary: Darek Parkhill, 36 Innisfayle Gardens, Belfast, BT15 4GJ

The Right Worshipful the Mayor of Seaford
Mark Brown
Seaford Town Council
93 Princess Drive, Seaford,
East Sussex, BN25 2QT.

6th August 2014

Sir.

WORLD WAR1 COMMEMORATIONS IN THE SEAFORD AREA

As secretary of the 36th (Ulster) Division Memorial Lodge, Belfast, I am writing to ask if the Council plan to mark the departure of British and Commonwealth regiments from Seaford and Bordon during September and October 1915 with events in the area? Our Lodge would be particularly interested in anything relating to the departure of the 36th (Ulster) Division from 3rd until 6th October 1919.

The 36th (Ulster) Division Memorial Lodge has very close links with Seaford; being first formed there as a military lodge. Military warrant 862 was obtained from the Grand Orange Lodge of England and meetings were regularly held near the camp with many new candidates being initiated into the Orange Order.

As you might know, the Ulster Division got on very well with the people of Seaford and the men had many happy memories of the place. There was a lot of kindness shown to the soldiers by the people of Seaford and that will never be forgotten.

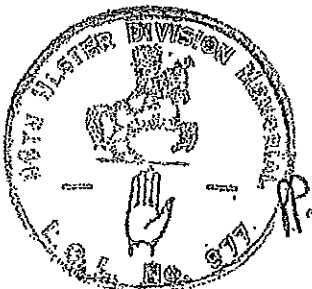
Sadly the 36th (Ulster) Division moved for a short time to Bordon and Bramshott before marching to Liphook Station for the train to Folkstone and then to France where many gave their lives at the Battle of the Somme; we know that some were killed even before the 1st July 1916. We also know that a few died in a tragic sea accident at Seaford, where they are buried.

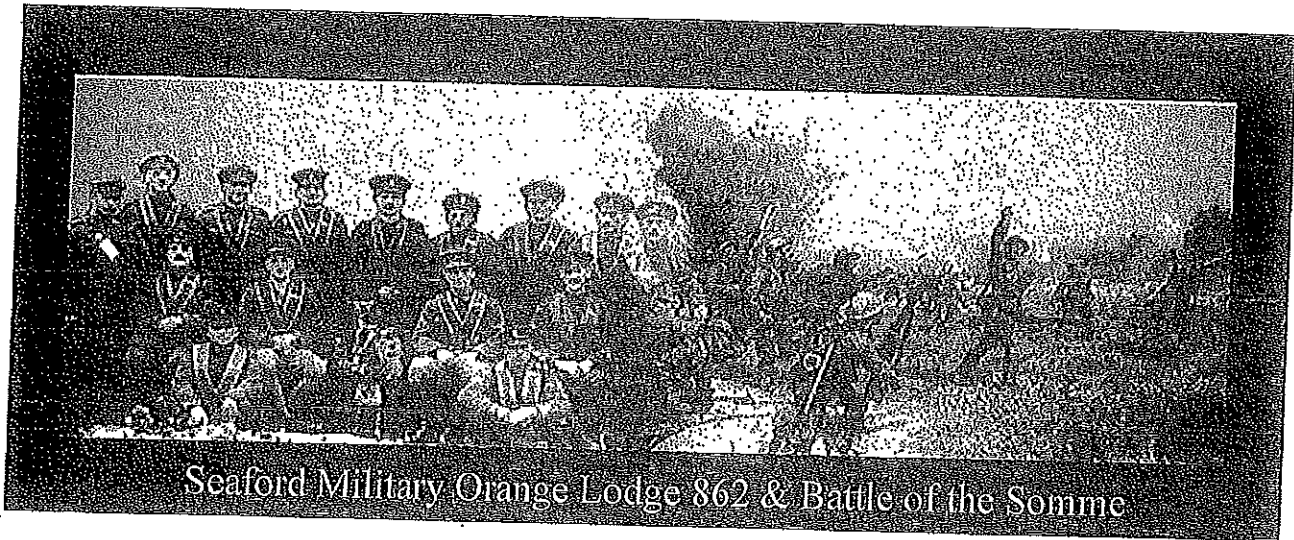
We are keen to leave a lasting memorial in Seaford to mark the departure of the 36th (Ulster) Division and in appreciation of the kindness shown to the Division during their stay at the camp in Seaford. We are considering designing and producing a suitable memorial plaque to be placed in the Seaford area. We are going to put this suggestion to the County Grand Lodge of Belfast, but first we would need to get permission and cooperation from the Lewes District Council and Seaford Town Council.

We are pleased that Lewes Martyrs Memorial Lodge 389 and other lodges in the Sussex District No: 88 are planning a parade and possibly other events for and around 3rd October 2015. Our own lodge in Belfast has sent them a list of our own suggestions. A similar letter to this has been sent to Lewes District Council.

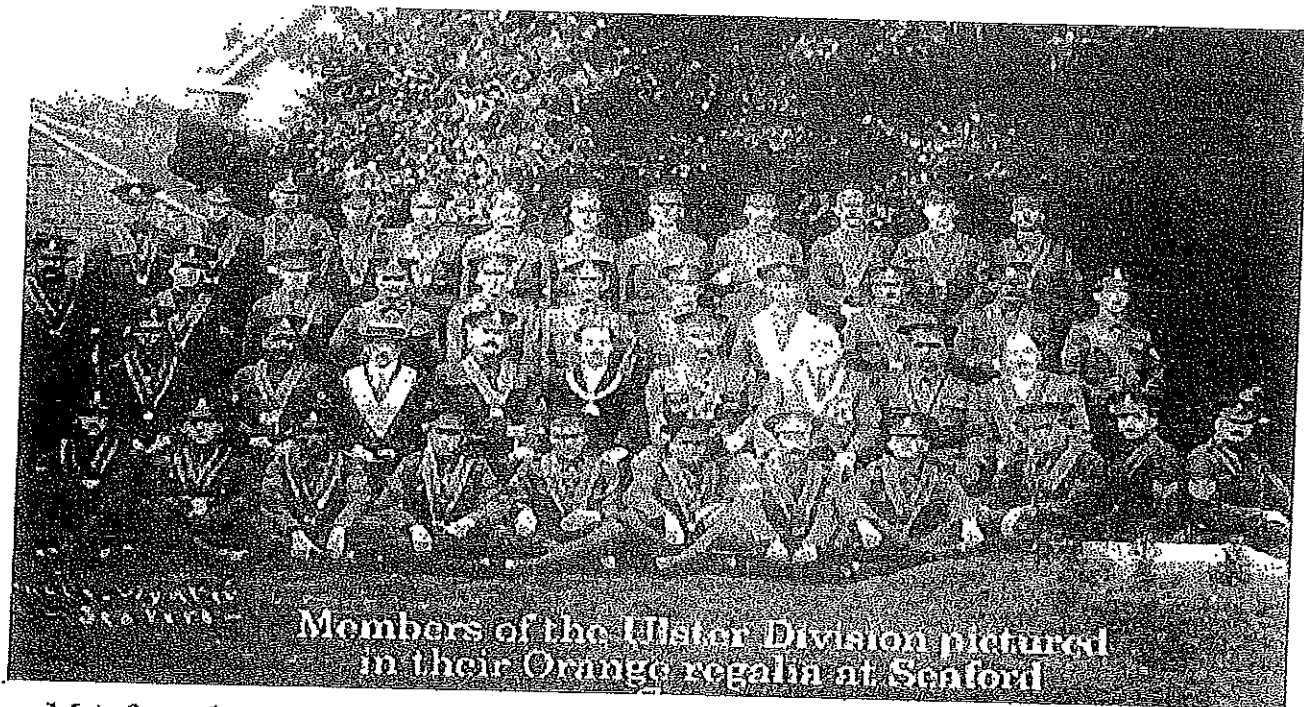
I remain, Sir,
Yours faithfully.

Darek Parkhill
Secretary





Seaford Military Orange Lodge 862 & Battle of the Somme

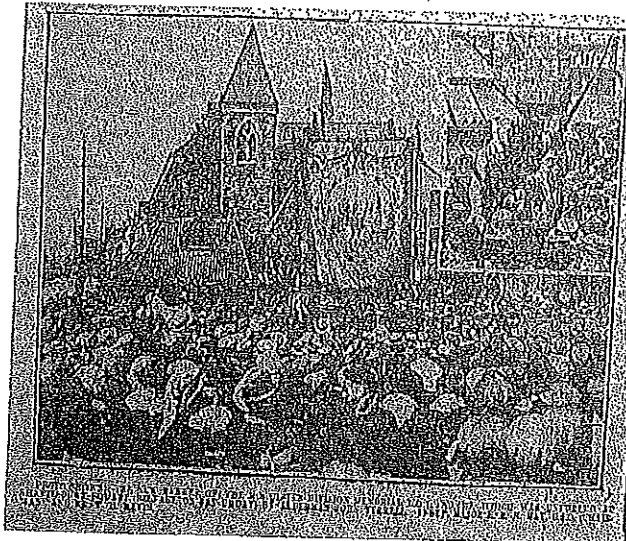


Members of the Ulster Division pictured in their Orange regalia at Seaford

Men from the former Seaford Military Lodge 862 form the 36th (Ulster) Division Memorial L.O.L. 977 in Belfast 1919.



Recent photo of 36th (Ulster) Division Memorial L.O.L. 977 Colour Party in Belfast.



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