



Seaford Town Council

To Members of the Seaford Town Council

A meeting of the Seaford Town Council will be held at the Council Chamber, 37 Church Street Seaford, on Thursday 24 April 2014 at 7.00 pm, which you are summoned to attend.

Cllr M Brown
Mayor of Seaford
16 April 2014.

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Minutes

To approve the minutes of the meeting held on 11 February 2014 and the non-exempt items from 10 April 2014.

3. 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.

4. 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.

5. Mayor's Appointments and Communications

To receive any communications, as the Mayor may desire, to put before the Council and to note the Mayor's past and future engagements, report 179/13 (pages 3 to 5).

6. Police Report

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

7. East Sussex Fire & Rescue Service Report

To receive a report from Garry Collins, Borough Commander of East Sussex Fire & Rescue Service.

8. Filming of Committee Meetings in the Council Chamber

To consider report 182/13 regarding the filming of meetings in the Council Chamber (pages 6 to 8).

9. Application of Seal to Rugby Club Lease

To consider report 181/13 requesting the authorisation to apply the Council seal to the Lease with the Seaford Rugby Club (page 9).

10. Notification of Leader and Deputy Leader of the Minority Group

To note the UKIP Minority Group notification of Councillor A Latham as Leader and to further note Councillor R Needham as Deputy Leader as set out in Standing Order 38 for the remainder of the 2013/14 municipal year.

11. Committee Vacancies

To consider report 194/13 regarding membership on Committees for the 2014/15 municipal year (pages 10 to 11).

12. Representation on Great War Commemoration Committee

To consider report 195/13 regarding representation from the Council on the Great War Commemoration Committee (pages 12 to 13).

13. Rescheduling of Finance & General Purposes Meeting

Further to the cancellation of the Finance & General Purposes meeting due to be held on 17 April 2014, a motion is put to the Council to approve the meeting being rescheduled for 1 May 2014 at 7.00pm.

14. Appointment of Proper Officer Duties

In the temporary absence of a Proper Officer, a motion is put to the Council to propose and approve temporary reassignment of the Proper Officer duties to ensure the Council administration can continue to operate.

For further information about items appearing on this agenda, please contact Councillor Mark Brown, Mayor of Seaford, 37 Church Street, Seaford, East Sussex, BN25 1HG. Telephone 01323 894870, fax 01323 872976.



Seaford Town Council

Report 179/13

Agenda Item No: 5
Date: 24 April 2014
Committee: Council
Title: Mayor's Engagements
By: Lucy Clark, Support Services Manager
Purpose of Report: To report the Mayor's engagements.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

The Mayor will have attended 13 functions as a representative of this Council during the 2013-14 municipal year to date. A schedule of engagements not previously reported is attached at Appendix A.

2. Financial Appraisal

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

3. Contact Officer

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

Support Services Manager

The Mayor

Mayor's Engagements 2013-2014

Mayor M Brown 2013-2014						
Day	Date	Time	Organisation	Event	Open to All Councillors	Venue
Sunday	02.02.14	15.00	Lewes District churches HOMELINK	Service of thanksgiving	Closed	The Church of St. Thomas More 54 Sutton Rd Seaford BN25 1SS
Thursday	13.02.2014	17.30	High Sheriff of E-Sussex	Justice Service	Closed	St. Michael-in-Lewes church BN7 1YB
Sturday	08.03.14	10.00	Seaford Fairtrade Group	Market and Tasting	yes	Clinton Centre Seaford
Saturday	15.03.14	9.00	Costcutter	Shop Opening	Closed	29-31 Claremont Road BN25 2PF
Friday	21.03.14	19.45	Seaford Music Society	Concert	Closed	Cross Way Steyne Road
Saturday	22.03.14	15.30	ESCC VIP Concerts	South Downs Youth Orchestra Walk & Play Concert	Closed	Alfriston Church
Friday	18.04.14	19.00	Seaford Choral Society	Good Friday Concert	Closed	St Leonards Church
Wednesday	23.04.14	18.00	Royal Society of St George	Church service and meal at Deans Place Hotel	Closed	Alfriston Church and Deans Place Hotel
Friday	25.04.14	19.3	Peacehaven Town Council	Mayor of P/Haven Civic Reception	Closed	Main Hall, Community House, Meridian Centre, Peacehaven

Mayor's Engagements 2013-2014

Mayor M Brown 2013-2014						
Day	Date	Time	Organisation	Event	Open to All Councillors	Venue
Wednesday	7.05.14	19.3	Lewes Town Council	Swan Song Dinner	Closed	Corn Exchange Town Hall Lewes BN7 2QS
Saturday	10.05.14	19.3	Seafod Choral Society	Spring Concert	Closed	St Leonards Church
Saturday	02.08.14	12	St Andrews Church	Fete	Closed	St Andrews church Filed The Egg
Thursday	24.09.14	19.3	LIFE	Exhibition opening	Closed	St Leonards Church



Seaford Town Council

Report 182/13

Agenda Item No: 8
Committee: Council
Date: 24 April 2014
Title: Filming in the Council Chambers
By: Lucy Clark, Support Services Manager
Purpose of Report: To consider allowing the recording and filming of Council and Committee Meetings following the Local Government Audit and Accountability Act 2014.

Recommendations

You are recommended:

- 1. To agree to allowing members of public to film at Council and Committee meetings.**
 - 2. To agree to the draft protocol on the recording and filming of Council and Committee Meetings.**
 - 3. To consider the installation of filming equipment in the Chamber to enable STC to film Council and Committee Meetings.**
-

1. Information

- 1.1** Councillors will recall that a request by a member of the public to film meetings was refused by the Council on the basis that Standing Orders needed to be reviewed to accommodate recording and filming.
- 1.2** Since that time the Local Audit and Accountability Act has become law and provides for the public to have the right to record and film meetings. Detailed regulations are expected to be issued by the Secretary of State during May 2014.
- 1.3** In order for this to be managed properly it is essential that the Council has a protocol in place setting out the way filming and recording should be carried out and you will see attached a suggested protocol drafted by SSALC's solicitor for the Council to consider (Appendix A).
- 1.4** It is recommended that Seaford Town Council install its own system to have a definitive recording of events which could then be published upon request.

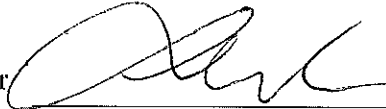
2. Financial Appraisal

Quotations have been obtained for the installation of filming equipment which ranges from £1,660 to £3,645.00

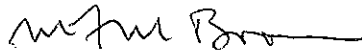
3. Contact Officer

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

Support Services Manager



The Mayor



Protocol on the recording and filming of Council and Committee Meetings

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.,

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

SSALC

March 2014



Seaford Town Council

Report 181/13

Agenda Item No: 9
Committee: Council
Date: 24 April 2014
Title: Application of Seal to Rugby Club Lease
By: Ben King, Projects & Facilities Manager
Purpose of Report: To request authorisation to apply the Council seal to the Lease with Seaford Rugby Football Club.

Recommendations

You are recommended:

1. To authorise the application of the Council Seal to the lease with Seaford Rugby Football Club, in accordance with Standing Order 14.
-

1. Information

- 1.1 The extension of the lease for the Rugby Clubhouse at The Salts with Seaford Rugby Football Club was approved by the Community Services Committee at its meeting of 21 March 2013.
- 1.2 A new 10 year term was approved starting from 1 September 2022; the supplemental agreement, containing the same conditions as the existing lease now requires signing and sealing by the Proper Officer in the presence of two Councillors, subject to the approval of this Council.

2. Financial Appraisal

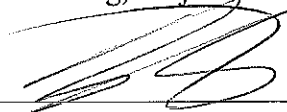
There are no financial implications as a result of this report.

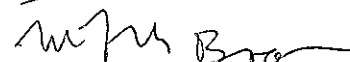
3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager

Mayor







Seaford Town Council

Report 194/13

Agenda Item No: 11
Date: 24 April 2014
Committee: Council
Title: Committee Vacancies
By: Lucy Clark, Support Services Manager
Purpose of Report: To approve the deadline for nominations of membership on committees for the municipal year 2014-15.

Recommendations

You are recommended:

1. To approve the deadline date of 2 May 2014 to submit nominations to the Support Services Manager for individuals membership on committees.
-

1. Information

- 1.1 Standing Order 15 a iv requires that Committee membership is allocated on a proportional basis to as closely as possible reflect the same proportion of political and other members as the Council as a whole.
- 1.2 There are four main Committees each requiring ten members be appointed. There are therefore a total of forty places to be allocated to twenty Members, resulting in an average of two committee places available per Member.
- 1.3 This results in a total of twenty committee places allocated to the majority group, eight to the Liberal Democrat group, eight to the UKIP group and leaving four places allocated to other members outside of the three main political groups within the Council.
- 1.4 In addition to the four standing Committees, appointments also have to be made to the Personnel Sub-Committee (5 Members), the Grievance/Disciplinary Sub-Committee (5 Members) and the Appeals Sub-Committee (5 Members).
- 1.5 The Personnel Sub-Committee is comprised of the Leader and Deputy Leader of the Council, the Mayor and the Leaders of the Liberal Democrat and UKIP Groups.
- 1.6 An up to date report will be presented on the individuals proposed for membership of each Committee at the meeting on 8 May 2014.

1.7 Nominations for membership of each Committee must be submitted to the PA to the Town Clerk by a date to be approved by the Council. The recommended date is Friday 2 May 2014.

2. Financial Appraisal

There are no financial implications in this report.

3. Contact Officer

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

Support Services Manager



The Mayor





Seaford Town Council

Report 195/13

Agenda Item No:	12
Committee:	Council
Date:	24 April 2014
Title:	Representation on the Committee for the Commemoration of the Great War, in Seaford
By:	Ben King, Projects & Facilities Manager
Purpose of Report:	To request the appointment of a Member to represent the Council on the Committee for the Commemoration of the Great War, in Seaford.

Recommendations

You are recommended:

- 1. To appoint a Member to represent the Council on the Committee for the Commemoration of the Great War.**
-

1. Information

- 1.1** A Committee was formed at the beginning of 2014, comprising members from a number of local organisations; Royal British Legion, Seaford Museum, Seaford Quakers, Sussex Archaeological Society, St Leonards Church, Chamber of Commerce, Seaford Community Partnership and Royal Society of St George, Seaford Town Council have also been invited to provide representation on the Committee.
- 1.2** The Town Clerk attended the first meeting of the Committee on 10 February 2014 and the second on 11 March 2014, accompanied by the Mayor.
- 1.3** The Committee's aim will be to act as a co-ordination and liaison group for Seaford in the commemoration of the Great War. The group will meet when required over the next four years covering the Centenary years of World War One.
- 1.4** It is recommended that a representative be appointed to sit on the Committee; considering the Mayors involvement in the process so far members may consider it suitable for this arrangement to continue.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Ben King, Projects & Facilities Manager.

Projects & Facilities Manager



Mayor

