



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 24th September 2015** at **7.00pm**.

Present:

Councillor D Argent (Mayor) and Councillor R Hayder (Deputy Mayor).
Councillors S Adeniji, P Boorman, M Brown, D Burchett, B Burfield, C Campbell, L Freeman, O Honeyman, R Honeyman, A Latham, P Lower, A McLean, I Murray, L Wallraven and L Worcester.
Police Sergeant Stuart Mullins – Sussex Police
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, PA to the Town Clerk – Seaford Town Council (minutes)

10 members of the public.

C48/09/15 Apologies for Absence

Apologies for absence were received from Councillors R Chambers, M Lambert and D Silvey-Adam.

C49/09/15 Disclosure of Interests

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

C50/09/15 Public Participation

*Vanessa
Lawrence*

Asked whether the Council would be questioning Lewes District Council about the management of the Tourist Information Centre (TIC) as a result of the persistent closures that have been going on for some time. Asked why staff from Seaford are being utilised to ensure the Lewes TIC does not close. Expressed concerns with the District Council's Tourism Strategy.

Questioned whether the Council would look to recoup costs from members of the Council at the time that the business plan for Seaford Head Golf Clubhouse was not disclosed. The non-disclosure of which has in turn lead to an increased financial burden on the town and inaccurate budgeting.

Town Clerk

The Town Council has been in contact with Lewes District Council about the TIC and has stressed the need for the centre to be kept open. They did have a member of staff resign, which has caused the most recent staff shortage problems but are now undertaking a recruitment drive. The Town Council has voiced its concerns regarding the Tourism Strategy with the District Council and are monitoring the proposal to change to an unmanned service. Going forwards there should be very few instances of TIC being shut.

With regards to the budgeting at the golf clubhouse, the Council did ask for the project plan that a former employee had created, as this would have assisted in the budgeting process, but were informed that upon leaving it had been destroyed as it was created

on their personal computer in their own time. With necessary spends not being taken in to account during the budgeting process this has inevitably financially caused problems.

Fiona House With regards to item 22 on the agenda, Seaford Volunteer Network, asked if the Council would consider using the infrastructure that is already in place, namely through Seaford Community Events Committee and the Facebook Group 'Seaford Volunteer Emergency Team'. Offered to assist in any way she can with progressing this.

Frome has solar panels on many of its town amenities; is this something the Council has or would consider for its properties i.e. Church Street, the Salts Café, the golf clubhouse. This would bring savings on the utility bills at the sites. Again, offered assistance with this in any way.

Questioned whether the Council would be creating a Safeguarding Policy. The Council has lots of interaction with community groups, including many vulnerable people.

Town Clerk Will put forward the recommendation regarding the Seaford Volunteer Network when that item is being discussed later on the agenda.

Solar panels require an amount of capital funding to install, which at this point in time the Council does not have. With Church Street the Council pay a flat rate rent to the Police so would not benefit from solar panels and any paybacks they may bring. This is an option that will be looked at for the golf clubhouse however.

Will look in to the option of a Safeguarding Policy.

Sarah McStravick Recommended that the Council consider option 2 of agenda item 15 regarding the Neighbourhood Plan Working Group report, with an immediate start on the process. Feels the Council should look at co-opting laypeople with the necessary expertise, knowledge and background, and similarly the councillors on the steering group should have prior planning knowledge.

Sylvia Dunn Asked for an update on the actions that were set at the Special Council meeting on 19th August.

Questioned whether the removal of the painting, as per item 1.19 of the Clerk's Report, is potentially of a criminal nature and should be taken to the Police. Asked whether the Council has a policy in place regarding staff and councillors receiving gifts in an official capacity.

Asked for clarification that members travel expenses are only paid for travel outside of Seaford.

Town Clerk Due to changes in legislation members are legally entitled to claim travel expenses within the parish. Councils can however resolve not to allow expense claims of this nature; it is discretionary.

Further to the Special Council meeting, a letter has been written to Lewes District Council; we are told to expect a response by 30th

September. A letter has also been written to the Secretary of State; a response is awaited. Liaison has started with other local Clerks to look in to what can be achieved by working together. Some meetings have also been held with local community groups that are keen to get involved as well.

The item regarding the Council property will need to be dealt with under an exclusion of the press and public due to being a confidential personnel matter.

- Fiona House* *Questioned whether members can only claim travel expenses when they have been required to attend an engagement in an official capacity.*
- Town Clerk Confirmed that this is the case. Pointed out that any members expenses claimed must legally be published at the end of the Council's Financial Year.
- Bob Gower* *Raised a question regarding East Sussex County Council's Parking & Waiting Restriction Consultation and whether the Town Council had intentions to enquire about the parking permits proposed for the Esplanade. These permits would replace 38 parking spaces that are currently 12 hour waiting spaces.*
- Town Clerk The Council considered a response to the consultation at its last Planning & Highways Committee meeting on 10th September.
- Roger Foxwell* *Expressed his dissatisfaction with the way in which the Salts play area is progressing, the manner and method in which the contractors are undertaking the work and the management of the contract. He has read the specification and quote from the contractor and is concerned that parts of these are not being adhered to; including the bark not being removed from the site, which may be causing the turf to not take properly, and lumps of hardcore and wood being put inside the mounds when they too should be removed off site. Feels strongly that the Councillors need to discuss the situation on the site and decide how to rectify this. He also has concerns with the safety of the site, having seen a fencing pin sticking out at an angle across a footpath.*
- Questioned whether the Councillors have done enough research in addition to the documents forming the agenda item to put them in a position to make a decision on the Neighbourhood Plan item on the agenda. Concerned that 18 months if using a specialist organisation is an unrealistic timeframe.*
- Town Clerk Council Officers are on site most days monitoring the work and are in contact with the contractors continually. No payment for the works is being made to the contractors until the work is done according to the contract. At the end of the work an independent investigation will be carried out, at the expense of the contractor, to see if the finished product is in line with the contract. If it is deemed not to be then the Council will refuse to make payment.
- Safety is part of the reason why Council Officers are attending the site most days. Rospa (The Royal Society for the Prevention of



Accidents) did sign the site off as safe to be opened. The Council will however continue to monitor the safety of the site.

It was confirmed that there has been two formal complaints in writing regarding the Salts.

Debbie Ward

Thanked those councillors who assisted after the flooding along Brooklyn Road last month.

Questioned whether Central Ward Councillor, Debbie Silvey-Adam, legally had to attend a certain number of meetings.

Seaford Residents Voice wishes to formally ask the Town Council to get legal advice to assess whether there is an option to challenge on legal grounds the proposals by the District Council for the Buckle Car Park site.

Town Clerk

Councillors must attend at least one meeting in a six month period or they are automatically disqualified. Councillor Silvey-Adam last attended a meeting on 2nd June 2015. The Council can make a resolution to extend the absence of a Councillor upon a written request being received but this must be resolved before the end of the six month period.

The actions from the Special Meeting have been carried out and at this stage there are no plans for the Council to discuss this further. Talks are happening with other Town Clerks, which will include discussions on any legal challenge. The cost implications however of a legal challenge are vast. There are other avenues to consider, such as the site being registered for consideration as a community asset, thanks to the voluntary assistance of Fiona House, and the implications if the Environment Agency does not give up the lease for its part of the site.

C51/09/15 Minutes

It was **RESOLVED** to **ADOPT** the following minutes:

C51.1 Planning & Highways – 18th June 2015

C51.2 Full Council – 25th June 2015

C51.3 Finance & General Purposes – 2nd July 2015

Amendment to draft minutes on page 5, ref F07.3.

C51.4 Planning & Highways – 9th July 2015

Amendment to draft minutes with updated page numbers.

C51.5 Planning & Highways – 30th July 2015

C51.6 Full Council (Special) – 19th August 2015

Amendments to draft minutes as follows:

Page 24, para 12, ‘alternative sites’

Page 25, para 4, ‘Alfriston Road area with the petition launched by the’

C51.7 Planning & Highways – 20th August 2015

C51.8 Golf – 1st September 2015

Amendment to the draft minutes on page 3, ref G11 para 1; it was a birthday party cancelled not a Christmas meal.

C52/09/15 Mayor's Report

It was **RESOLVED** to **NOTE** the contents of the Mayor's report and details of the Mayoral engagements as per report 79/15.

C53/09/15 Young Mayor's Report

It was **RESOLVED** to **NOTE** the contents of the Young Mayor's report as per report 80/15.

C54/09/15 Clerk's Report

C54.1 The Clerk confirmed that it would not be possible for the Council to consider closing the Salts play area to allow works to be expedited, as this was not a matter for decision informed on the agenda as required by the Local Government Act 1972. That said, the contractors have been informed that when they carry out their risk assessments, if they feel it necessary they may close the site. Council Officers also continue to monitor the site daily. The Council has suggested the contractor work on the whole site at once, having more staff carrying out the work to get it finished sooner, but this suggestion cannot be enforced.

C54.3 Members discussed the figure of litigation at section 1.28, the priorities set to the Clerk, the procedure for taking bookings for The View at Seaford Head, having a new report to the Golf Committee detailing any customer concerns/queries/feedback received from The View and arranging for the councillors to have a look around Hurdis House to familiarise themselves with the building once the work has been completed.

C54.3 It was **RESOLVED** to **DEFER** consideration of recommendation 1 of the report, concerning item 1.19 (not 1.26 as stated in the report), under an exclusion of press and public at the end of the meeting, along with a discussion on the request to have a briefing session arranged for all councillors on item 1.28 of the report.

C54.4 It was **RESOLVED** to **NOTE** the content of the report and to **AGREE** to the Clerk's priorities, with the following additions:

- i. Progressing the actions set during the Special Council Meeting on 19th August 2015 regarding the Buckle Car Park site.
- ii. Creating a procedure for staff and councillors to refer to when flooding occurs in the town.

C55/09/15 District & County Council Update

Councillor Olivia Honeyman (Lewes District Council)

Work is being looked at for the chapel at Seaford Cemetery, which will include refurbishing all the pews, and possibly the toilet facilities; however there is no budget for any work on the toilets. They may look at putting in a portacabin which would have disabled access.

Seaford is included in an article regarding Impact Seaford in the most recent District News edition.



Councillor Sam Adeniji (Lewes District Council)

Has received a copy of the New Homes contract from Lewes District Council; this is a confidential document so he is unable to share this. The Chief Executive of the District Council has agreed to meet with him to go through the contract in more detail and answer any questions he may have.

Confirmed that he has been given assurance that the Impact Seaford group will continue despite the change in Leader of Lewes District Council.

C56/09/15 Police Report

Police Sergeant Stuart Mullins gave a verbal presentation from his written report that had been supplied to members in advance of the meeting.

Sergeant Mullins will look in to whether any Halloween safety initiatives are being run this year i.e. stickers for properties not wishing to take part in trick or treating.

(Sergeant Mullins exited the meeting.)

C57/09/15 Committee Membership

Members considered report 60/15.

It was **RESOLVED** to **APPROVE** amendments to Committee Membership as set out below:

Community Services: Councillor I Murray has joined.

Finance & General Purposes: Councillor R Hayder has joined.

Councillor P Lower is appointed as Vice-Chair.

Golf: Councillor L Worcester has joined.

C58/09/15 Christmas Shutdown

Members considered report 62/15.

It was clarified that any members of staff wishing to work on their usual contracted days of work during the above period may do so however the offices will remain closed to the public. If members of staff are working a whole day in this period they will be requested to send an email to let councillors know in case there is any non-emergency support they need.

Operations at The View and the Golf Course at Seaford Head will continue uninterrupted with the exception of Christmas Day.

It was **RESOLVED** to **APPROVE** the closure of the Council offices from 5pm on Wednesday 23rd December 2015 to Sunday 3rd January 2016 inclusive.

C59/09/15 Council Meeting Date

Members considered report 66/15.

It was **RESOLVED** to **APPROVE** changing the date of the next Full Council meeting to Thursday 29th October 2015.

C60/09/15 Co-operative Bank – Change of Signatories

Members considered report 65/15.

C60.1 It was **RESOLVED** to **AGREE** the resolution set out in 1.3 of the report (below) to comply with the Co-operative Bank requirement for the change of account signatories and authorisation:

- The Co-operative Bank p.l.c. (“the bank”) shall continue as our bankers in accordance with our original application.
- The bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of new account(s), the arranging of facilities and creation of security)
- The bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such a payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b.
- The bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the account signatories Section 4b.
- The bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
- The bank shall be sent a copy of any changes in our Memorandum and Articles of Association /Regulations constitution, rule book or byelaws.
- The bank shall be notified in writing of any change of Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list.
- The bank shall be notified in writing of any change of official authorised to sign on our behalf.
- The bank shall otherwise continue to operate our account(s) in accordance with the business account mandate.
- The bank shall be notified in writing of any overall change of control in the business.
- All signatories to the account are aged 18 or over.
- In the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft

being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for Additional Named Individual to draw on account

We authorise and request that until you receive written notice from any one of us to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by us and on our behalf:

- To draw, sign and endorse cheques and other orders for payment on our account(s) with you.
- To draw, sign, accept and endorse bills of exchange and promissory notices on our account(s) with you.
- To receive cheques, statements and other vouchers relating to our account(s) with you.
- To withdraw all or any of our securities, documents or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on our account(s).
- To arrange terms with you for the negotiation or discount of any documents.
- To negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security.
- To charge, pledge and deposit with you any of our property upon such terms as you may require to secure the payment or discharge to you on demand all monies and liabilities which shall for the time being (and whether on or at any time after such demand) be due owing or incurred to you by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges.
- Generally to act on our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with our account(s) with you now or in the future.
- To act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as abovementioned notwithstanding that any such payment may cause our said account(s) to be overdrawn or may increase any existing overdraft.

C60.2 It was **RESOLVED** to **AGREE** the removal of previous signatories that remain on the bank account as follows: Mr P Franklin, Ms M Buck, Ms S McStravick, Mr B Warren, Mr I White, Mr A Hayder, Mr A Hamilton, Mr S Gauntlet, Mr RW Allen, Ms M Scarfe, Mr B Groves, Mr A Campbell, Ms S Dunn, Mr T Goodman, Mr P Heseltine and Mr A White.

C61/09/15 Outside Bodies Review

Members considered report 61/15.

- C61.1** It was **RESOLVED** to **ADOPT** the draft Council Representation on Outside Bodies policy with an amendment to section 4 of the policy to state that the minutes of the outside body's meeting will only be shared where the body is in agreement with this.
- C61.2** It was **RESOLVED** to **NOTE** the contents of the Outside Bodies Review and the removal of East Sussex Association of Local Councils.
- C61.3** It was **RESOLVED** to **APPOINT** the following representatives to additional outside bodies:
- i. Christmas Magic Committee: Councillor S Adeniji
 - ii. Community Exchange Project: Councillor P Boorman*
 - iii. Crouch Bowling Club: Councillor A Latham
 - iv. Seaford Allotment & Leisure Garden Society: Councillors P Lower
 - v. Seaford Cricket Club: Councillors S Adeniji
 - vi. Seaford Head Golf Club: Councillors L Freeman
 - vii. Seaford Football Club: Councillor R Honeyman*
 - viii. Seaford Musical Theatre/Barn Theatre: Councillors M Brown and C Campbell (will share the representation)
 - ix. Seaford Rugby Football Club: Councillor A McLean*

Those marked with an asterisk are still awaiting a response from the club/organisation as to whether they are willing to have a Council representative.

- C61.4** It was **RESOLVED** to **APPROVE** Council Officers no longer allocating time to attend and produce minutes of two liaison meetings as per section 1.11 and 1.12 of the report.

C62/09/15 Neighbourhood Plan Working Group Report

Members considered report 72/15.

- C62.1** It was **RESOLVED** to **PROCEED** with option 1 of the report in appointing a specialist organisation to control and facilitate the plan, asking Action in Rural Sussex to go out to tender to get a suitable contractor to carry out the creation of a Neighbourhood Plan, drawing up a specification to do so, and ensuring the tender process adheres to the Council's Financial Regulations.
- C62.2** It was **RESOLVED** to **AGREE** to commence the project immediately.
- C62.3** It was **RESOLVED** to **APPOINT** Councillors M Brown and L Freeman to the steering group and that the current Neighbourhood Plan Working Group would continue to operate with its current membership: Councillors S Adeniji, M Brown, R Chambers, L Freeman, R Hayder, R Honeyman and P Lower and the addition of L Worcester.



C63/09/15 Freedom of Information & Data Protection Request Procedure

Members considered report 74/15.

It was **RESOLVED** to **ADOPT** the revised Freedom of Information & Data Protection Request Procedure as presented.

C64/09/15 Council's Publication Scheme

Members considered report 73/15.

It was **RESOLVED** to **ADOPT** the revised Publication Scheme as presented.

(a short break was taken from 9.00-9.07pm)

C65/09/15 Coastal Communities Bid

Members considered report 81/15.

It was **RESOLVED** to **NOTE** the report providing an update on the Coastal Communities Bids.

C66/09/15 Data Protection Policy

Members considered report 83/15.

It was **RESOLVED** to **ADOPT** the Data Protection Policy with an amendment to Appendix A of the policy, final paragraph; removal of the final sentence and replacement with 'Such notes must be shredded or disposed of in the confidential waste paper bags within the office.'

C67/09/15 Planning & Highways Policy

Members considered report 84/15.

It was **RESOLVED** to **ADOPT** the Planning & Highways Policy with the following amendments:

- i. Clarity on whether it refers to the Town Council or District Council where it states 'the Council', and
- ii. The removal of the list of priorities at section 3.3.i as the list will be recorded in Appendix B, which will be a working document that the Planning & Highways Committee use and can make recommendations to Council to amend going forwards, furthermore amending the wording at 3.3.i, ii & iii to reflect the above change.

C68/09/15 Members Allowance Policy

Members considered report 82/15.

It was **RESOLVED** to **ADOPT** the Members Allowance Policy with the following amendments:

- i. Inclusion of no travel expense claims being made for travel within the town boundaries;
- ii. Inclusion of public transport and accommodation expense claims, where the most reasonable price has been sourced and upon receipts being produced.

C69/09/15 Seaford Volunteer Network

Members considered report 85/15.

It was **RESOLVED** to **INSTRUCT** Council Officers to look at options for an online volunteer 'marketplace' in line with the suggestions in report 85/15 and liaising with existing networks where possible.

C70/09/15 Exclusion of the Press & 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 deferred item 7 on the agenda as the item concerns confidential personnel matters.

(All remaining members of the public exited the meeting at 9.42pm)

C71/09/15 Clerk's Report

C71.1 Members considered item 1.19 of report 78/15.

It was **RESOLVED** to **INSTRUCT** the Chairman to follow up on Council Officers emails with regards to the Council property.

C71.2 Members considered item 1.28 of report 78/15.

It was **RESOLVED** to **AGREE** that the Town Clerk provide members with a briefing session on the timeline and facts leading up to and including the recent successful defence at Employment Tribunal.

The meeting closed at 10.15pm.

Councillor Dave Argent
Mayor of Seaford



