



Seaford Town Council

Report 42/15

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| Agenda Item No: | 10 |
| Committee: | Council |
| Date: | 25 June 2015 |
| Title: | Financial Action Report |
| By: | James Corrigan, Town Clerk |
| Purpose of Report: | To suggest courses of action to address financial position of the Council. |

Recommendations

You are recommended:

- 1. To advise what action is to be taken to potentially generate income from Mobile Phone masts.**
 - 2. To advise what action is to be taken to potentially market parcels of surplus land for sale.**
 - 3. To advise what action is to be taken to potentially generate additional income from filming at Town Council sites.**
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1. Information

- 1.1** Councillors will have noted within the Annual Return and Final Accounts report, Agenda Item 9, that the total reserves of the Town Council stand at £289,201. This figure includes £224,909 of earmarked reserves.
- 1.2** Ear marked reserves are funds set aside for a specific purpose, these are detailed in Appendix G of Agenda item 9.
- 1.3** The total funds left in the General Fund at the end of the last financial year were £64,292. Ideally the Council should have a General reserve of between 25% - 50% of the usual annual turnover. This would equate to approximately £250,000 to £500,000.
- 1.4** The Council is therefore in an exposed position which is alleviated to some degree by the large ear marked reserves which have a degree of flexibility as to when they have to be spent.
- 1.5** The main reasons for the reduction in the General Fund are set out Section 2 of the above report, but can be summarised as Professional fees £87,397, VAT penalties £31,381, and a non-budgeted payment of £19,213 to Seaford Head Golf Club for membership fees.
- 1.6** Looking forward there are, as highlighted during the budget setting process, a number of financial uncertainties faced by the Council which include the costs

incurred at the pending Employment Tribunal, which currently amount to £26,000 of which approximately £12,000 is this financial year. These fees are expected to rise to approximately £35,000 by the time of the preliminary hearing on 6th July. The Council has resolved that in the event of the Council being successful at this hearing that an application is to be made to attempt to recover all of these fees. It is not guaranteed that the Court will make such an award. £21,000 of these fees will be incurred within this financial year, there is no budget for these fees so the General fund will have to be utilised.

- 1.7 If the preliminary hearing determines that there is to be a full hearing, which it is anticipated will take five days the additional cost for this will be approximately £35,000. Legal opinion is that the maximum damages that could be awarded against the Council is approximately £3000.
- 1.8 It is anticipated that the cost of the recent Town Council elections will be in the region of £20,000. This will be met with the £14,000 in the budget and £6,722 ear marked reserve for elections. However the two pending elections are expected to cost in the region of £10,000. This will again have to be met from the General Fund.
- 1.9 Similarly the pending litigation in respect of Hurdis House may incur legal fees going forward though to attempt to save these the Town Clerk is conducting the Without Prejudice discussions without additional legal support. If this were to go to litigation fees of approximately £10,000 could be expected which again will be claimed against the complainant but with no guarantee of an award.
- 1.10 Whilst there are some cost centres that are performing better than budget such as the lease for the NATS air traffic control at Seaford Head which has been negotiated up by 50% to £7500, an increase of £2500. Similarly the Golf Course appears to be heading for a better than budget performance by approximately £12,000. There are still however uncertainties over how The View clubhouse will perform this financial year though it is continuously improving, reliable predictions are difficult.
- 1.11 These main impacts on the General Fund to date will leave a net position of the General Fund at £46,792 if the preliminary hearing is successful if it is not the General fund could be reduced to less than £10,000.
- 1.12 There is also the potential of litigation against the Council in respect of a former tenant at Hurdis House which is currently being dealt with by the Town Clerk to attempt to reduce costs.
- 1.13 Close financial management of all cost centres by the respective Officers and Committees for this financial year is therefore essential. Similarly earmarked reserves should be used with caution and only after taking into account the financial development of the Council during the year.
- 1.14 The Council has previously instructed the Town Clerk to look at income generation as well as expenditure reduction. To date this has resulted in the securing increased rent for South Hill Farm and the NATS mast as well as securing a tenant for Hurdis House. Also some income generating ideas at the Golf facility.
- 1.15 The Town Clerk was also instructed to examine the Councils surplus land to evaluate if any of that is of no amenity value and could be sold. Three parcels of

land have been identified which have potential sale values of £250,000+, £400,000+, and £1,000,000 +. In the opinion of a local estate agent these are all highly marketable plots that will be sold fairly quickly. Further work will have to be undertaken before progressing to sale if the Council chooses to do so.

- 1.16** It is apparent that mobile phone signals in the town on some networks could be better, the income from a mast can be significant, in the region of £12,000 per annum. Masts in certain areas can now be disguised to make them less obtrusive. It may be that some of the Councils land could be attractive to phone companies to improve their networks, possibly alongside the existing NATS mast on Seaford Head. This would be subject to planning approval which is not normally difficult to acquire, however the National Park may have added powers which make it more difficult within its boundaries.
- 1.17** There are companies that for a fee promote potential locations to the phone companies and therefore undertake all the work, planning permission would be the responsibility of the phone company.
- 1.18** The Council currently successfully generates income from filming at Seaford Head Nature Reserve without undertaking any marketing, last financial year almost £9,000 was generated. The Council could register this and some of its other sites as potential locations for filming with various location companies, there may be some fees involved in this.
- 1.19** A report will be presented to the Community Services Committee in due course to advise that the remainder of the funds transferred to Seaford Town Council for the Seaford In Bloom efforts in Town will run out this year, and will overspend by approximately £4,000. This will be covered by reducing other budget spends. However going forward into the next financial year either funds have to be secured from a precept increase or the scheme ceased or sponsorship, or initially a combination.
- 1.20** With current financial projections it will be highly likely that a significant increase in Council Tax will have to be demanded in 2016 /17 unless action is taken imminently to address this issue.
- 1.21** The purpose of this report therefore is to seek guidance from the Council as to which potential solutions should be pursued and to what extent.

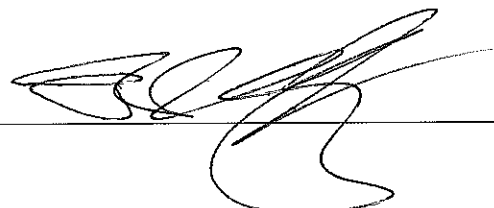
2. Financial Appraisal

There are several potential financial costs as a result of this report depending upon the instructions but these all have the potential to generate income. Cost to market and value land upfront up to £1,000, plus sale fees, cost to promote mast locations, up to £1,000, promote filming locations up to £800. These will be met from professional fees ear marked reserve.

3. Contact Officer

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

Town Clerk





Seaford Town Council

Report 31/15

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|---------------------------|---|
| Agenda Item No: | 11 |
| Committee: | Council |
| Date: | 25 June 2015 |
| Title: | Nomination for Representative on Lewes Community Safety Partnership's Joint Action Group |
| By: | James Corrigan, Town Clerk |
| Purpose of Report: | To appoint a representative from the Council to Lewes Community Safety Partnership's Joint Action Group. |

Recommendations

You are recommended:

- 1. To approve appointment of a representative on Lewes Community Safety Partnership's Joint Action Group.**
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1. Information

- 1.1** Lewes Community Safety Partnership hold Joint Action Group meetings to discuss community safety in the district, including projects and initiatives for raising awareness and reducing potential risks to residents.
- 1.2** The group meet once a month at alternate venues in Newhaven, Seaford, Telscombe and Lewes, usually on a Thursday at 2pm. There are representatives from a variety of local councils in the District, the local Police, Fire Service and other local authorities. In the past a Council Officer has managed to occasionally attend these meetings however going forwards this is proving to be a challenge with our limited resources.
- 1.3** The last meeting of the group was on Thursday 4th June; Councillor Penny Lower volunteered to attend and report back after the meeting on whether she felt permanent representation would be beneficial for the Council.
- 1.4** Councillor Lower has reported back that she has concluded that this is a group the Council should have representation on - there seemed to be a lot of pertinent issues. She is happy to attend meetings and can give a brief summary of current activities if wished.
- 1.5** The Council now need to approve the appointment of a permanent representative to this group.

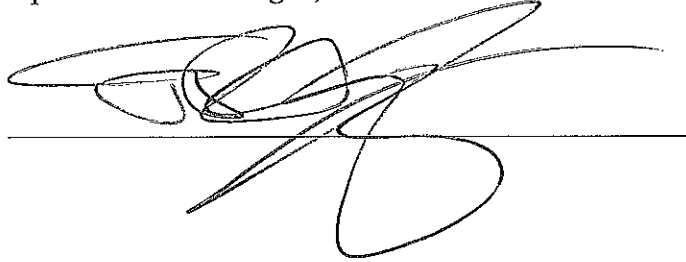
2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk

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



Seaford Town Council

Report 23/15

Agenda Item No: 12
Committee: Council
Date: 25 June 2015
Title: Adoption of Agenda and Minutes Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present draft Agenda and Minutes Policy.

Recommendations

You are recommended:

To adopt the draft Agenda and Minutes Policy with immediate effect.

1. Information

- 1.1 Seaford Town Council has to comply with the Local Government Act 1972 in producing a legally compliant agenda which must be posted at least three clear days (not including Sundays and Bank Holidays) before the meeting in a conspicuous place.
- 1.2 The agenda for the meeting must clearly state the time place and details of what will be discussed at the meeting.
- 1.3 The minutes of a meeting legally need only record who is there, where it was, apologies and the decisions taken.
- 1.4 In the past the Council has found, to its cost, that attempting to record details of what individuals say at a meeting is controversial as there can be disagreement about the accuracy, discontent by those who feel they have not been recorded whilst others have and the significant demand it makes on officer resources to reproduce and amend the minutes. This provides no value to the Council.
- 1.5 The attached policy therefore reflects current practice of not recording discussions. It also covers what will be recorded in public participation.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Seaford Town Council Agenda and Minute Policy

1 Agenda

All agenda of the Council shall be clear, succinct and will enable the reader to appreciate what will be discussed at the Council meeting and when and where that meeting will take place.

All agenda will include Public Participation except for Personnel, Grievance, Disciplinary and Appeals Committees.

The agenda will not include any other business as this can lead to illegal decisions. If Councillors wish to share information with colleagues on a matter that is not on the agenda they should ask the Chairman before the meeting if they can bring this information to the attention of the Councillors after the meeting has closed, but understand that no decisions can be taken on the matter.

The Agenda will aim to be published at least one week before the meeting is held, but may be as short notice as three working days.

2 Minutes

The Purpose of the Minutes is to record who attends and the legal decisions taken at a Council meeting.

For each item the details of any discussion or debate will not be recorded, detailed information will be recorded in the reports, but not in the minutes. The minutes will briefly record that the debate took place about a, b and c. Individuals will not be named.

The resolution will then record the decision of the Council on the matter, there is no need to record proposers and seconders or who voted in favour or against unless a recorded vote is requested. If the meeting has executive power to make the decision this will be recorded as "It was resolved to.." if it does not have executive powers it will be recorded as "It was recommended..." This recommendation will then be considered by the Council when considering the minutes.

Public Participation will simply record that an individual asked a question about a, b and c and was advised x, y and z in an abbreviated format. Statements will not be recorded. Any references to individuals, political parties or organisations will not be recorded by name.



Seaford Town Council

Report 28/15

Agenda Item No: 13
Committee: Council
Date: 25 June 2015
Title: Adoption of Petition Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present draft Petition Policy

Recommendations

You are recommended:

- 1. To adopt the draft Petition Policy**
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- 1. Information**

- 1.1** The Town Clerk was requested during a past Council meeting to look in to creating a Petition Policy to assist both the Council and members of the public in understanding the process of bringing petitions to the Council's attention and how it should be subsequently dealt with.
- 1.2** The draft policy attached at Appendix A sets out in clear terms the essential criteria for a petition to be deemed valid and the process to be followed, along with an example petition template.

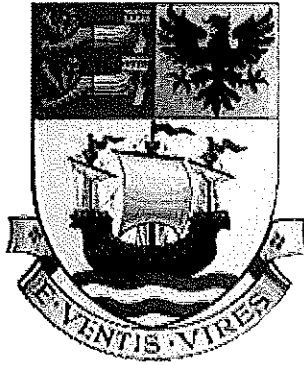
- 2. Financial Appraisal**

There is no financial implication as a result of this report.

- 3. Contact Officer**

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

Town Clerk



Seaford Town Council

PETITION POLICY

Approved by Members on..... 2015
Due for Review.....2018

SEAFORD TOWN COUNCIL

PETITION POLICY

1. INTRODUCTION

Seaford Town Council is committed to consulting with the local community to ensure it delivers the best possible and most appropriate services to the people of Seaford.

Accordingly, as part of its consultation process, the Town Council will consider petitions provided by local groups and members of the public as one means of consultation with the local community. However, a petition by itself will not be sufficient to change policy or introduce new policies as it is only one means of consultation and other means would have to be undertaken. That said a petition can be used as an indicator for a future policy and therefore can initiate the questions included within surveys undertaken by the Town Council on local service provision.

2. ESSENTIAL CRITERIA FOR A PETITION TO BE DEEMED VALID

It is essential that any petition submitted to the Town Council follows the following guidelines as failure to do so may well lead to it being declared invalid and not used as a means of consultation by the Town Council. This is to ensure that when questionnaires are completed they are completed in a clear democratic and substantive way to ensure that the Town Council in deciding its policies retains its integrity.

The essential criteria for a questionnaire are as follows:

- i) The nature of the petition should be clearly stipulated in an unambiguous format at the head of each page of the petition.
- ii) The details to be included from every single signatory are as follows; name, address, and an option to tick either in favour or against and a signature.
- iii) Additionally, the organisers of the petition are to sign a declaration at the foot of each page of the petition to state that the signatures have been collected without any form of intimidation or coercion and that the statement at the head of the petition was read out clearly to each of the persons who signed the petition before they agreed to take part and that it was made clear to the people signing the petition that they could either vote in favour or against the petition motion.
- iv) The petition should have a start date and a finish date of a maximum of 4 weeks.

A copy of a suitable petition is attached, Appendix 1.

3. PROCESS TO FOLLOW

It is recommended that before any organisation or individual embarks upon organising a petition they firstly consult with the Town Council with a draft of their petition to ensure that it meets the above criteria. Once they have done this and they begin to collect signatures and then submit the petition to the Town Council it will be received by the Town Clerk who will then submit it to the next appropriate Committee or Town Council meeting depending upon the subject matter.

The Town Council will not as a rule make the decision to change policy as a result of a petition alone but this petition may be used as evidence to decide on future policies together with other information collected by the Town Council before deciding upon new policies or amending existing ones.

NATURE OF PETITION

| NAME | ADDRESS | IN FAVOUR Initial | AGAINST Initial | SIGNATURE |
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I/we being the organiser(s) of this petition confirm that the above signatures have been collected without any form of intimidation or coercion. The statement at the head of the petition was read out clearly to each of the persons who signed the petition before they agreed to take part and that it was made clear to the people signing the petition that they could either vote in favour or against the petition motion.

Name of organiser: _____ Signed: _____

Date: _____



Seaford Town Council

Report 29/15

Agenda Item No: 14
Committee: Council
Date: 25 June 2015
Title: Adoption of Premises Hire Charge Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present draft Premises Hire Charge Policy.

Recommendations

You are recommended:

1. To adopt the draft Premises Hire Charge Policy.
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1. Information

- 1.1 Hire charges for the Council's facilities are agreed annually by the Council. In order to support local voluntary/community organisations and develop the use of the facilities, reduced hire charges or free use has been made available where certain criteria are met.
- 1.2 Previously the Projects & Facilities Manager was given delegated powers to consider each application for reduced hire charges or free use individually on a case by case basis.

While this is within the remit of the role in practice having an adopted policy in place, with clear criteria to be met in order to be eligible, will assist Council Officers in ensuring that these discounts are applied in a fair and transparent manner.

- 1.3 The draft policy for Premises Hire Charges is attached at Appendix A.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Appendix A
Report 29/15

Premises Hire Charge Policy

1. INTRODUCTION

Seaford Town Council operates a scale of charges for the hire of its premises, covering:

- ∂ 37 Church Street meeting rooms
- ∂ Arts@theCrypt gallery
- ∂ Seaford Head Golf Clubhouse
- ∂ Open spaces; Martello Fields, Salts Recreation Ground, Crouch Gardens and others.

The hire charges are agreed annually by the Finance & General Purposes Committee. Hire charges for the 2015/16 Financial Year are attached at Appendix A.

Differing rates of hire are operated for voluntary groups with Council representation, Seaford based voluntary groups and commercial organisations or voluntary groups outside of Seaford.

2. DISCOUNTED HIRE CHARGES

2.1 Rules

- a. In order to support local groups/organisations the Council is committed through this policy to offer discounted fees where possible of its facilities as set out in the scale of hire charges, providing certain criteria in section 2.3 are met.
- b. The Council reserves the right to redeem the full rate for the hire of facilities where it is identified that statements made or reasons given in written requests were fabricated or misleading.
- c. The Council reserves the right to charge the full rate for the hire of facilities where it is considered applicable.
- d. Reduced hire charges or free use cannot be granted retrospectively.
- e. The giving of reduced hire charges or free use does not automatically set a precedent for future bookings.
- f. Individuals, businesses, religious groups or political parties **are not** eligible for free use however depending on the organisation a request may be put in for reduced fees providing the criteria at 2.3 can be evidenced as being met.
- g. In addition to the above, there are separate terms and conditions which must be met when hiring an open spaces for an event or activity. These will be discussed with the applicant during the booking procedure.

2.2 Venues

37 Church Street

Applications for free use or reduced rates for the meeting rooms within 37 Church Street will only be considered where the organisation meets the criteria set out at 2.3.

Charges are not made for meetings that are either conducted or convened by Seaford Town Council, for the purposes of Town Council business i.e. a Council employee or Councillor is present.

Arts@theCrypt

Applications for free use or reduced rates for Arts@theCrypt are not ordinarily considered unless the event or activity provides a direct benefit to the venue either financial, through publicity for the gallery or to generate further volunteer support for the gallery.

Seaford Head Golf Clubhouse

Applications for free use or reduced hire rates will not be considered for Seaford Head Golf Clubhouse. Charges are not made for meetings that relate to conducting Seaford Head Golf Course business.

For information on fees for the hire of clubhouse facilities please contact the Business Manager on 07714 245 839 or oliver.stanyard@seafordtowncouncil.gov.uk

Open Spaces

Applications for free use or reduced rates for any of the Council-owned open spaces will only be considered where the organisation meets the criteria set out at 2.3, there will be an administration fee.

Charges are not made for open spaces bookings that are either conducted or convened by Seaford Town Council, for the purposes of Town Council business or events.

2.3 Who Can Apply

To be eligible to apply for discounted use the applicant must meet the following criteria:

- a. DISCOUNTED FEES: The applicant is a voluntary/community/not for profit group providing a service or activity for the benefit of the residents of Seaford;
- b. FREE USE: in the case of 37 Church Street the applicant is a voluntary/community/not for profit group with an appointed Council representative or officer present;
- c. The majority of the individual aspects of the event are based upon free entry, and any restrictions relating to visitor numbers are only enforced in order to meet health and safety or licensing regulations.

In addition to the above, where an application is relating to a community event, a request for discounted fees will only be considered where the proceeds from the event (after costs) are used for:

- d. Charitable causes (donated to a chosen charity or to provide charitable services);
- e. Fundraising to support not-for-profit services delivered to Seaford residents;
- f. Supporting the continuation of annual (free entry) community events.

2.4 How to Apply

- a. All applications for reduced hire rates or free use should be in writing addressed to the Projects & Facilities Manager either by email to admin@seafordtowncouncil.gov.uk or via post to 37 Church Street.
- b. Successful applications will be notified upon confirmation of the booking.
- c. Any booking with a 'pending' application will be considered reserved until a decision is made.
- d. Organisations that are found to be ineligible will be notified accordingly and offered the opportunity to proceed with their reserved booking at the relevant fee.
- e. The Projects & Facilities Manager, or in their absence for a period of five days or more other member of the Management Team, will review each application as directed by this policy.

3. CONDITIONS OF AWARD

The applicant may be requested to provide a copy of their accounts relating to the event/s or activities and how the proceeds have been distributed.

4. REPRESENTATIONS and APPEALS

Any representations or appeals relating to the application process, evaluation or the decision relating to discounted rates, must be addressed in the first instance to the Town Clerk.



Seaford Town Council

Report 30/15

Agenda Item No: 15
Committee: Council
Date: 25 June 2015
Title: Adoption of Noticeboard Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present draft Noticeboard Policy.

Recommendations

You are recommended:

1. To adopt the draft Noticeboard Policy.
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1. Information

- 1.1 Seaford Town Council owns four notice boards throughout the town the main purpose of which is to allow members of the public to display details on community events and activities, public services and council business.
- 1.2 The draft Noticeboard Policy, attached at Appendix A, has been written to clarify the Council's rules regarding the use of the noticeboards, where none have previously been in place, and better inform those using the noticeboards.
- 1.3 The attached policy reflects current practice. Unusually this allows for the placing of commercial adverts on the noticeboards, but community notices take precedence.
- 1.4 The current locations of the Noticeboards will be reviewed in the future as will the increased use of them by STC to promote its own activities.
- 1.5 It should be noted that a local volunteer Mrs Jenny Wright has maintained the noticeboards for a number of years and continues to tidy them up and remove old posters every month.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Noticeboard Policy

Appendix A
Report 30/15

Seaford Town Council currently owns four noticeboards within the town that are open to general public use. If you would like to use any of them to display information we ask that you follow the given rules.

The main purpose of the boards is to display community events and activities, public services and council business.

Locations: (as shown on map – see other side)

1. Buckle Car Park
2. Blatchington Pond
3. East Street
4. Seaford Cemetery

Rules of Use:

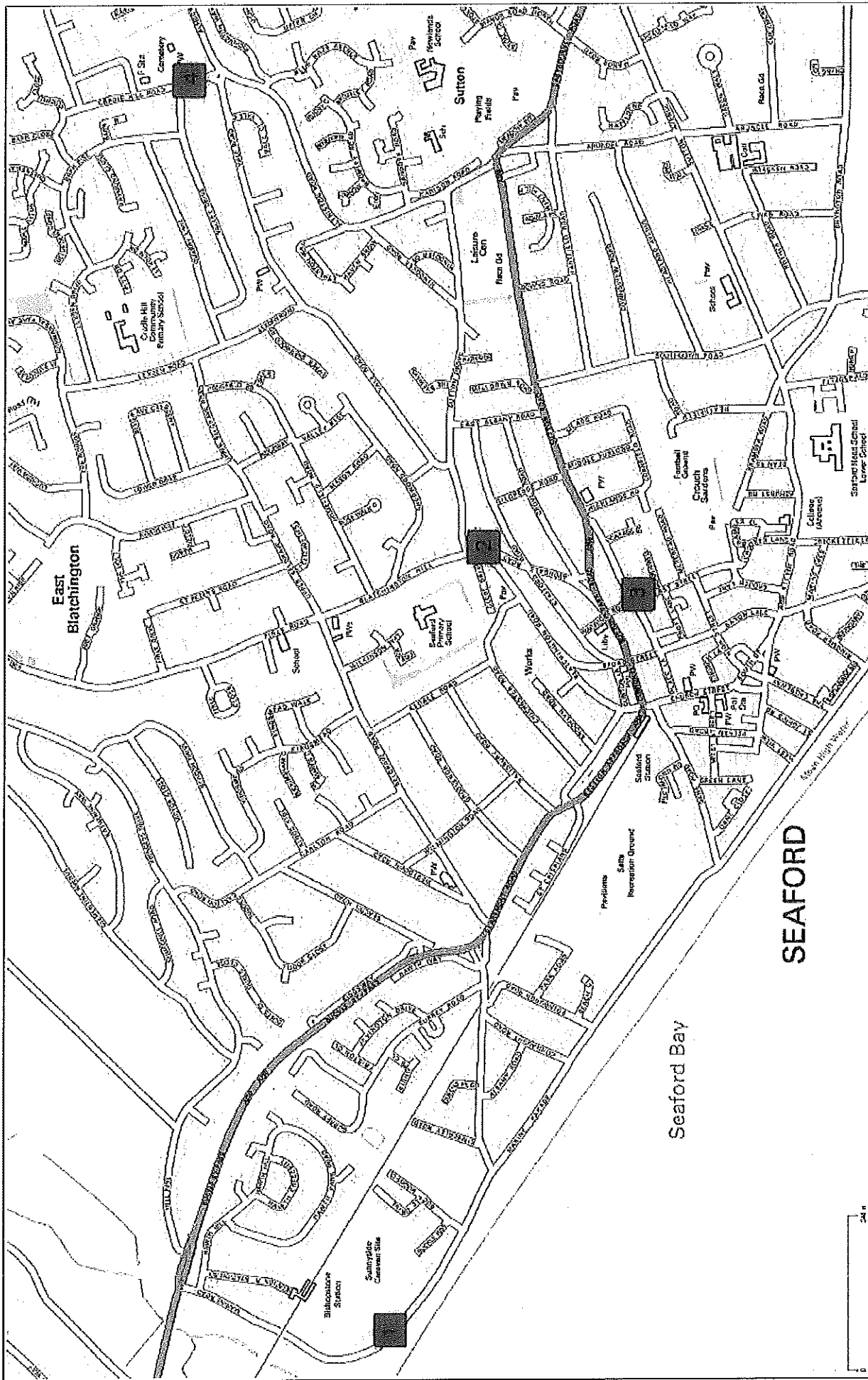
- 1) The above mentioned noticeboards are free to use for anyone that would like to display information providing it does not contain offensive material.
- 2) Please be considerate of documents already on the board. We ask that you only remove documents/posters that are out of date. (Keep in mind how far in advance you are publicising your event)
- 3) Community matters have priority over businesses and for profit activities and therefore have the right to remove a document/poster displayed by a business and replace it with their own if there is no space.
- 4) If you do remove documents please dispose of them responsibly and where possible remove and dispose of any redundant pins and staples.

If you observe any misuse, vandalism or other damage to the noticeboards please report this to:

Seaford Town Council, 37 Church Street, Seaford

Tel: 01323 894870 Email: admin@seafordtowncouncil.gov.uk

The noticeboards are checked every first day of the month and cleared of any remaining old posters, pins and staples.



SEAFORD



Seaford Town Council

Report 34/15

Agenda Item No: 16
Committee: Council
Date: 25 June 2015
Title: Adoption of Public Participation Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present the draft Public Participation Policy

Recommendations

You are recommended:

1. To adopt the draft Public Participation Policy.
-

1. Information

- 1.1 The previous Public Participation Policy was adopted in 2010, setting out the rules for public participation during meetings and was a reflection of the Council's Standing Orders.
- 1.2 The adoption of revised Standing Orders in November 2014 and the high profile change in legislation allowing members of the public to record or film public meetings meant that the policy as it stood was out of date.
- 1.3 The policy has now been amended to accurately reflect the revised Standing Orders, potential introduction of the Petitions Policy (being considered elsewhere on this agenda) and the right of the public to record or film public meetings.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Public Participation Policy

Appendix A
Report 34/15

Public participation is welcomed at all Council, Committee and Sub-Committee meetings.

Set out below is guidance, reflecting the Council's Standing Orders, surrounding participation by members of the public at meetings:

- Public participation will be included in all Council agendas except for Personnel, Grievance, Disciplinary and Appeals (sub) committees; it is at this time in the meeting where members of the public may speak;
- An exception to the above rule is when members of the public are wishing to make comments on a specific planning application being considered by the Planning Committee, in this instance they are invited to do so immediately before each application is considered.
- Members of the public will be given a maximum of four minutes each to speak. Public participation shall take no longer than 20 minutes in total;
- Only one person is permitted to speak at any time. The member of public should raise their hand when wishing to speak; the Chairman will decide the order in which members of the public speak. When speaking they should stand (unless they have a disability or are likely to suffer discomfort from doing so);
- To take part in public participation you must be present at the meeting to ask your question or make your statement
- Any comments made or questions asked should be directed at the Chairman;
- Every effort will be made to give a response; this may however be in writing and would be done as soon as practically possible after the meeting;
- Where it is necessary to exclude the press and public from a meeting this shall be done by resolution with a reason for the exclusion given.

Please note that audio and video recording of Council meetings is welcomed providing that the Council's guidelines are observed. Said guidelines can be found on the seats reserved for recording at the front of the public gallery.

Any member of public wishing to submit a petition should refer to the Council's Petition Policy which is available on its website at www.seafordtowncouncil.gov.uk

Standing Orders 3 sets out the Council's rules regarding public participation at meetings; this policy is a reflection of these rules.

Ultimately, the Chairman controls and has order over the meeting.



Seaford Town Council

Report 38/15

Agenda Item No: 14
Committee: Council
Date: 25 June 2015
Title: Adoption of Twinning Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present the draft Twinning Policy and consider a request to twin with another town

Recommendations

You are recommended:

1. To recognise and support the existing twinning association and agree not to look to form the Council's own twinning arrangements outside of these;
 2. To adopt the draft Twinning Policy as presented.
-

1. Information

- 1.1 Seaford Twinning Association were approached by a town in Northern France that was looking to extend on its twinning links.

The Association rejected the invite due to a few reasons, one being that it is beyond their capabilities financially and also that they could not identify why the town had an interest in Seaford other than to add to its large number of twinned towns.

- 1.2 The invite has been passed to the Town Clerk by the Association should the Council wish to consider it. However, having reviewed the invite and the Association's reasons for rejection, the Clerk would recommend that the Council do not accept this invite.

It is hard to identify the benefits of twinning with this particular town, as it is unlikely to be an area that people would want to visit (with the exception of the battlefields).

Similarly, the Association have already stated that they do not have the resources to arrange and support another twinning relationships; Council Officers do also not have adequate time to be able to support a project of this nature.

- 1.3 The draft policy attached at Appendix A sets out Seaford's twinning history and incorporates the above recommendation to not look to form twinning arrangements outside of the current links. Having an adopted policy will strengthen the presence of the working partnership between the Twinning Association and Council, and

provide clear guidance to enable officers to deal expeditiously with any future requests to twin with Seaford.

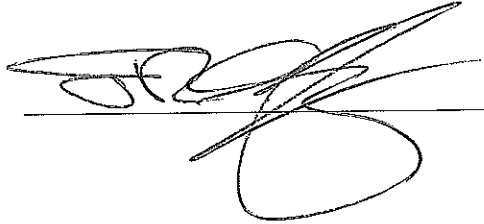
2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk





Seaford Town Council

Twining Policy

Appendix A
Report 38/15

Town Twining:

Town twinning was developed in Europe after the Second World War as a way of building strong links and friendships with communities in other countries to avoid another war and to bring unison across Europe.

The idea is to pair towns and cities in different countries with the focus of fostering human contacts. Twin towns often, but not always, have similar populations and characteristics.

Seaford:

In 1984 Seaford twinned with Bönningstedt in Germany after talks originally began on the subject in 1979. The twinning was a result of Bönningstedt's quest to find a twin within East Sussex; an interest which began with the Royal Sussex Regiment's 'occupation' of that area of Germany in 1945 and the good relations which grew out of that.

Initially a group called The Friends of Bönningstedt formed with monthly social gatherings, a visit to Bönningstedt every other year and welcoming visitors from their twin town in the intervening years. The group is more recently known as Seaford Twining Association and also have friendship links with Bönningstedt's other twins, Crivitz in the former East Germany and Crivitz in Wisconsin.

Seaford Twining Association:

The aims of the Association are to promote and foster friendship and understanding between the peoples of Bönningstedt, Crivitz and Seaford and to encourage visits by groups and individuals of all three towns with the aim of broadening the understanding of the cultural, recreational, educational and commercial activities of the towns and to promote a network of Citizens within the European Community which will enhance the understanding of European Citizenship.

Regular exchange visits are organised by the Association between Bönningstedt and Crivitz, and Seaford on alternate years. The Association also host the Seaford German Conversation Group once a month.

The Seaford Association receives no funding from corporate bodies in England so fund raising activities are regularly held to ensure it can meet its monetary commitments.

The Association is run by a small committee that work hard to promote the group, which currently has 95 correspondents on its email list.

Seaford's Town Crier who became Town Crier of Bönningstedt in 1982, also sits on the Committee as Honorary Chairman and Publicity Officer.

Working in Partnership:

Seaford Town Council supports the twinning of its town and the work of the Seaford Twinning Association. As one of the first towns to twin with a German town post-war and having part of the promenade named in honour of its twin in 1993, the relationship between towns is held dearly.

In order to continue the working partnership it was agreed that the Mayor of Seaford be the Honorary President and Treasurer of the Association, should they wish to take on the role.

Seaford Town Council is committed to supporting the Association where possible.

Policy:

Seaford is twinned with Bönningstedt and has close links with Crivitz. It is felt by the Council that the existing twinning relationships should be focussed on and remain a priority. The Council therefore does not look to form any further twinning arrangements.

DRAFT



Seaford Town Council

Report 33/15

Agenda Item No: 18
Committee: Council
Date: 25 June 2015
Title: Adoption of Appraisal Scheme Policy
By: James Corrigan, Town Clerk
Purpose of Report: To present the draft Appraisal Scheme Policy.

Recommendations

You are recommended:

1. To adopt the draft Appraisal Scheme Policy and associated documents.

1. Information

- 1.1 During the review of all Council policies earlier in the year it became apparent that the Council is lacking in Personnel Policies or a staff handbook. Work has begun on a staff handbook but this will be a lengthy project to produce such a document. In the interim it will be necessary to bring some key policies to the Council for adoption.
- 1.2 Therefore attached at Appendix A is a draft Appraisal Scheme Policy, including the appraisal form and appraisal guidelines as appendices.
- 1.3 Performance appraisals form a key aspect of the overall performance management of staff within a workplace and are vital to aligning the needs and objectives of both staff members and the Council as a whole.
- 1.4 The draft policy has been written to ensure that the Council is aware of the appraisal scheme that its workforce takes part in and to assist staff members with what the Council expect with regards to the appraisal process.
- 1.5 It is envisaged that the appraisal process will be begun in August, with appraisals meetings taking place in September.
- 1.6 The exception being the Town Clerk who is contractually due an appraisal following six months in post. It is noted there are special arrangement put in place for this to include external support for the Mayor and Chairman of Personnel.

2. Financial Appraisal

There is no financial implication as a result of this report.

3. Contact Officer

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

Town Clerk



Appendix A
Report 33/15

Seaford Town Council

Appraisal Scheme Policy

Purpose:

Performance appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed in to business planning.

Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives, delegation of responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.

Performance appraisals are important for staff motivation, attitude and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between management and staff.

Performance appraisals form part of the performance management of employees. The performance management system aims to improve performance, develop individuals and manage behaviour. Line managers are crucial in this system in ensuring that their team members know and understand what is expected of them, they have the skills to undertake the role, that the Council will support their development, regular feedback is given on performance, and employees have the opportunity to contribute to the team aims and objectives.

Scope:

This policy applies to all employees of the Council with the exception of casuals who work on an ad hoc basis, but are performance managed in other ways.

Appraisal Process:

Formal performance appraisals are conducted annually for all permanent staff in the Council, usually in August. Each member of staff is appraised by their line manager. The Town Clerk is appraised by the Mayor and Chairman of the Personnel Sub-Committee with external CIPD professional support.

The Council's aim is to have an appraisal process that is people, not paper driven and that aligns employees development and skills to the Councils objectives .

In order to be effective, it is important that both appraisee and appraiser are comfortable with and have bought in to the appraisal process and purpose. Training in conducting appraisal meetings will be made available to line managers or the aforementioned councillors should they wish to do so to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser.

Each member of staff will complete an appraisal form (as attached at Appendix A) and submit this to their line manager by a pre-agreed time. Staff and line managers are issued with a guidance document on preparing for the appraisal meeting and the skills needed and techniques to get the most out of the appraisal process (as attached at Appendix B).

The line manager will arrange an appraisal meeting at a suitable time and date, in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views is exchanged.

Key Elements of the Appraisal Process:

- ▲ **Measurement** – assessing performance against agreed targets and objectives, and behaviour and attitudes against espoused values;
- ▲ **Alignment** – with Seaford Town Councils Strategic Objectives and Aims.
- ▲ **Feedback** – providing information to individuals on their performance and progress and on what is required to continue to perform well in the future, particularly in view of any change programme and evolution of job roles;
- ▲ **Positive Reinforcement** – emphasising what has been done well and making only constructive criticism about what might be improved, and drawing out the importance of how things are done, as well as what is done, and ensuring effort is directed at value-adding activities;
- ▲ **Exchange of Views** – a frank exchange of views about what has happened, how appraisees can improve their performance, the support they need from their managers to achieve this and their aspirations for their future career;
- ▲ **Agreement** – jointly coming to an understanding by all parties about what needs to be done to improve and sustain performance generally and overcome any issues raised in the course of the discussion.

Follow Up:

After the meeting the appraisee will write up their appraisal form with notes from the meeting, showing their understanding of the conversation that has taken place. The form will detail the objectives set and timescales. The form is then agreed and signed off by both appraisee and appraiser.

It is important to remember that performance appraisals are not just a review of the staff member's ability to carry out and meet the needs of their role; it is a chance to look at personal development too, not just job specific development.

The Town Clerk will review all appraisals carried out and produce a report for the Personnel Sub-Committee with a generic overview of the appraisals and training needs identified.

Training will be arranged in accordance with the Council's Training & Development Policy, and reviewed afterwards for effectiveness. Consideration of any incremental pay awards due will take into account performance of the employee against objectives and general performance when deciding if an incremental award will be made.

Both the appraisee and appraiser will be expected to review performance against objectives on an ongoing basis as part of the ongoing performance management of employees.

It is vital to remember that an appraisal process will be most effective when regular one-to-one discussions take place between managers and staff throughout the year.



Seaford Town Council Appraisal Guidelines

Preparing for the Appraisal Meeting:

Both parties should prepare for the review meeting beforehand if a successful outcome is to be achieved.

Points for appraisers and appraisees to consider include:

- ♣ How well the individual has performed since the last meeting and what they have achieved, with examples or other evidence;
- ♣ How successfully objectives and development plans from the last meeting have been implemented;
- ♣ Factors that have helped or hindered performance;
- ♣ How the appraisee has responded to challenges;
- ♣ How the appraisal helps the Council achieve its objectives;
- ♣ Current learning and development and support needed;
- ♣ Potential actions that could be taken by either party to develop or improve performance;
- ♣ Potential directions the individual's career might take;
- ♣ Potential objectives for the next review period.

It may also help for the appraisees to consider what they most enjoy about the job and how they might want to develop the role. For appraisers it will also help to consider what feedback, positive as well as negative, that they would like to give.

In some instances it may be helpful to guide appraisees through a self-assessment process encouraging them to assess and analyse their own performance as a basis for discussion and action. This can improve the quality of the appraisal discussion as individuals will feel more actively involved in the process.

What a Good Appraisal Looks Like:

A constructive appraisal meeting is one in which:

- ♣ Achievement is recognised and reinforced;
- ♣ Appraisers listen actively to what appraisees say;
- ♣ There is scope for reflection and analysis;
- ♣ Performance and behaviour analysed, not personality;
- ♣ The whole period is reviewed and not just recent or isolated events;
- ♣ The meeting ends positively with agreed action plans to improve and sustain performance in the future.

A bad appraisal meeting:

- ♣ Focuses on a catalogue of failures and omissions;
- ♣ Is controlled by the appraiser;
- ♣ Ends with disagreement between appraiser and appraisee;
- ♣ Leaves the appraisee feeling disengaged or demotivated by the process.

Appraisal Skills:

All managers expected to carry out performance appraisal should have some training. Ideally this should not just include the skills of performance appraisal but also the reasons for it, in particular how the process aligns with business strategy and value creation and fits into the wider strategic process of performance management.

Nonetheless, the skills to carry out an effective appraisal are crucial. In particular, this means that appraisers need to ask the right questions, listen actively and provide constructive feedback.

Asking the right questions:

It is important for appraisers to ask both open and probing questions.

Open questions are general rather than specific; they enable people to decide how they should be answered and encourage them to talk freely. Examples include:

- ∅ How do you feel things have been going?
- ∅ How do you see the job developing?
- ∅ How do you feel about that?
- ∅ Tell me, why do you think that happened?

Probing questions dig deeper for more specific information on what happened or why. They should indicate support for the individual's answer and encourage appraisees to provide more information about their feelings and attitudes, while they can also be used to reflect back to the individual and check information. Examples would be:

- ∅ That's very interesting. Tell me more about ...?
- ∅ Why do you say that?
- ∅ Have I got the right impression? Do you mean that?

Listening:

To be good listeners during the review meeting, appraisers should:

- ∅ Concentrate on the speakers and be aware of behaviour, body language and nuances that supplement what is being said.
- ∅ Respond quickly when necessary but not interrupt.
- ∅ Ask relevant questions to clarify meaning.
- ∅ Comment on points to demonstrate understanding but keep them short and not inhibit the flow of the speaker.

Giving Feedback:

Feedback should be based on facts, not subjective opinion, always focusing on evidence and examples.

The aim of feedback should be to help employees understand the impact of their actions and behaviour. Corrective action may be required where the feedback indicates that something has gone wrong, but wherever possible, appraisees should be given the opportunity to shape this and it should not be dictated. Feedback should be used positively to reinforce the good aspects and identify opportunities for further positive action, as much as to discuss weaknesses.

Giving feedback is a skill and those without training should be discouraged from doing so. Feedback will work best when:

- ∂ Individuals are given access to readily-available information on their performance and progress
- ∂ Feedback is related to actual events, observed behaviours or actions
- ∂ events are described rather than judged
- ∂ Feedback is accompanied by questions soliciting the individual's opinion why certain things happened
- ∂ Individuals are encouraged to come to their own conclusions about what happened and why
- ∂ There is understanding about what went wrong and an emphasis on 'putting things right' rather than censuring past behaviour.

Setting Objectives:

Individuals achieving their agreed objectives will help the Council achieving its own Strategic Objectives. Both appraisee and appraiser will need to have considered the specific job role and how it contributes to the overall performance of the Council. Objectives must be discussed and mutually agreed with each person.

It is key to remember that objectives should not be the routine tasks that are the requirement of the role (unless it is a training role). An objective may however be to improve certain skills or attend training to develop in order to meet the requirements of the role; not carry out the task itself.

Each objective set should be SMART:

- ∂ SPECIFIC – there must be a full understanding of what is expected, if there is any doubt then the objective ought to be rewritten;
- ∂ MEASURABLE – in terms of quantity, quality, time and cost. It enables progress to be measured and useful feedback to be given, by both appraisee and appraiser;
- ∂ ACHIEVABLE – it must be an achievable objective or it may act in demotivating the staff member. If there is concern, reframe it or break it down to achievable parts;
- ∂ RELEVANT – it must be relevant to the job function and the Council's overall aim;
- ∂ TIME-FRAMED – having timescales as to when each objective needs to be started, reviewed and completed helps plan workloads and increases the chances of achieving them.

When phrasing an objective consider using the following format:

Beginning – use an active verb – e.g. reduce/increase/develop/produce/research

Middle – what might be achieved – e.g. project costs/internal processes/alternative methods

End – end with a measure – e.g. by 20% over the past year/by the end of November

Build in milestones to track progress and give each objective a priority.

Written: June 2015

Review: June 2016



Seaford Town Council

CONFIDENTIAL

Staff Appraisal Form

| | |
|--------------------------|--|
| Name: | |
| Job Title: | |
| Appraisers Name: | |
| Appraisal Date: | |
| Appraisal Period: | |

Please use the spaces provided to give the information requested. You may append additional documentation if this reduces the need to transcribe details, but please reference this material in the corresponding sections of this document. The section headings, and the details of information requested, are given for your guidance. If you wish to present information in another format, please do so.

Please return this form to your appraiser at the latest two weeks before your appraisal meeting.

- PART A: Appraisee's Self-Evaluation - to be completed by you (the Appraisee).
- PART B: Evaluation by Appraiser - to be completed by your line manager (the Appraiser).
- PART C: Objective Setting and Training Needs Identified - to be discussed during the appraisal meeting and mutually agreed. The appraisee will fill in these sections after the meeting to show a clear understanding of what is expected. The appraiser will check these before signing the form.
- PART D: Further Comments - to be completed by both parties before signing the form.

PART A: Appraiser's Self-Evaluation

PREVIOUS OBJECTIVES:

To assist with your self-evaluation since your last appraisal, below are the details of the objectives you were set; please rate each objective accordingly as to how you feel you have progressed with each objective.

| OBJECTIVES (set at previous appraisal) | Rating: 1 = Not attempted 2 = Attempted, not achieved 3 = Achieved in part 4 = Achieved in full 5 = Exceeded expectations | | | | |
|--|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |

Do you feel that you have achieved your objectives? Do you feel you received adequate support in achieving them?

Overall what do you feel has gone well in the last year? (Achievements and successes, including learning and development activity)

What do you feel went less well? (Lessons for the future)

Are there any parts of your job description that you are not doing? Do you feel it is an accurate reflection of the role? (job description provided with the appraisal form)

What would/could help you improve? (including any help or support from your manager or any training and development)

PREVIOUS TRAINING NEEDS IDENTIFIED:

Below are the details of the training needs identified at your last appraisal; please state whether or not these have been undertaken.

| TRAINING NEEDS IDENTIFIED (as per previous appraisal) | Undertaken? | |
|--|-------------|----|
| | Yes | No |
| | Yes | No |
| | Yes | No |
| | Yes | No |
| | Yes | No |
| | Yes | No |

How effective was any training or development you received?

If there is anything further that you are wishing to raise at your appraisal meeting please use the space below to provide details. If it will help, please also attach any additional documentation that may assist in the discussions at the meeting.

PART B: Evaluation by Appraiser

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development.

| | |
|------------------------------------|--|
| Quality of Work | |
| Productivity | |
| Use of Initiative | |
| Team Skills | |
| Customer Care Skills | |
| Training Skills (if applicable) | |
| Supervisory Skills (if applicable) | |

REVIEW OF THE APPRAISAL PERIOD:

Comments about the progress and/or achievements of the objectives set at the previous appraisal?

| |
|--|
| |
|--|

How effective do you think any training and development has been? What improvements have you noticed?

| |
|--|
| |
|--|

Areas, tasks or projects that the appraisee has undertaken particularly well?

| |
|--|
| |
|--|

Are there any areas of work currently requiring support, training, guidance or clarification?

What do you feel could be done to improve the appraisee's performance or skills further?

How do you see the job developing over the next year? Are there any tasks/responsibilities that can be delegated?

PART C: Objective Setting and Training Needs Identified

| OBJECTIVES Objectives should be Specific, Measurable, Achievable, Realistic, Timed | Target Date: |
|--|---------------------|
| | |
| | |
| | |
| | |
| | |

| TRAINING & DEVELOPMENT Consider future potential and development, in particular highlight areas for training (specify whether attendance on a course or in-house training) | Target Date: |
|---|---------------------|
| | |
| | |
| | |
| | |
| | |

PART D: FURTHER COMMENTS

Comments by Appraisee

Comments by Appraiser

| | Signed: | Date: |
|------------|---------|-------|
| Appraisee | | |
| Appraiser | | |
| Town Clerk | | |



Seaford Town Council

Report 39/15

Agenda Item No: 19
Committee: Council
Date: 25 June 2015
Title: Review of Scheme of Delegation
By: James Corrigan, Town Clerk
Purpose of Report: To Adopt a new Scheme of Delegation.

Recommendations

You are recommended:

- 1. To adopt the attached Scheme of Delegation.**
-

1. Information

- 1.1** The Scheme of Delegation attached at Appendix A is based on the original scheme within Councillors Information packs.
- 1.2** However the original scheme was not specific enough and not clear as to what the delegation covered; this has now been clarified.
- 1.3** In addition Committees and Officer delegations have been amended to reflect current practice in some instances.
- 1.4** The delegations for some matters previously covered by the F & GP Committee have been transferred to the Community Services Committee as this makes more logical sense. These include 37 Church Street and Hurdis House.
- 1.5** Greater delegation has been given to Officers relating to staff management to ease bureaucracy and increase efficiency and to enable more timely action to be taken, especially in the case of The View.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk



Seaford Town Council

Scheme of Delegation

Appendix A
Report 39/15

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 all policies including Standing Orders, Financial Regulations and the 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 Appointing Council representatives to outside bodies.
- 1.9 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. Similarly where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.

2.2 Finance & General Purposes Committee

All matters (except for creating Council Policy) relating to;

- 2.2.1 Review of budget position.
- 2.2.2 Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all internal audit reports.
- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- 2.2.8 Checking Annual review of salaries is in order

2.3 Community Services Committee

All matters (except for creating Council Policy) relating to;

- 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 37 Church Street.
- 2.3.12 Hurdis House.
- 2.3.13 CCTV.
- 2.3.14 Other open spaces.
- 2.3.15 Seating, dog & litter bins.
- 2.3.16 Events.
- 2.3.17 Community support.
- 2.3.18 Tree wardens.

2.4 Planning & Highways Committee

All matters (except for creating Council Policy) relating to;

- 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.

2.5 Golf Course Committee

All matters (except for creating Council Policy) relating to;

- 2.5.1 Seaford Head Golf Course.
- 2.5.2 The View at Seaford Head Golf Course.
- 2.5.3 Reviewing and approving policies of Seaford Head Golf Club.

2.6 Personnel Sub-Committee

All matters (except for creating Council Policy) relating to;

2.6.1 All personnel matters not delegated to officers.

2.6.2 Authorise or not all incremental pay rises following staff appraisals

2.7 Grievance/Disciplinary Sub-Committee

All matters (except for creating Council Policy) relating to;

2.7.1 Consider and resolve all staff grievances in accordance with Grievance Policy.

2.7.2 Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.

2.8 Appeals Sub-Committee

All matters (except for creating Council Policy) relating to;

2.8.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.

2.8.2 Consider and resolve all Freedom of Information Act Appeals.

2.8.3 Consider and resolve appeals to decisions relating to a complaint.

2.8.4 Consider all appeals against decisions where this is available within a policy.

2.8.5 *Note; the committee cannot consider an appeal against a decision taken at a Town Council meeting.*

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions 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.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

3.1 Town Clerk

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

In addition;

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 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.15 Deal with dispensation requests from Members under the Code of Conduct.
- 3.1.16 Deal with matters specifically delegated by Council or Committee.
- 3.1.17 Take all decisions relating to the training of Councillors & staff.
- 3.1.18 Appoint all employees in accordance with the Councils staff structure.
- 3.1.19 Authorise minor adjustments to contracts of employment.
- 3.1.20 Deal with all disciplinary hearings in accordance with the Council's Disciplinary Policy.
- 3.1.21 Responsible for the overall management of all budgets in accordance with Council Policies.
- 3.1.22 Authorised to issue press releases on any Council activity exercised in accordance with Council policy.

3.2 Support Services Manager

- 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 Managements of Council salaries in accordance with contracts of employment. .
- 3.2.6 Day to day management of all employees within section.
- 3.2.7 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 Day to day management of all employees within section.
- 3.3.5 Matters specifically delegated by Council or Committee.
- 3.3.6 Developing income generating activities.
- 3.3.7 Responsible for the management of the Community Services budget in accordance with Council Policy.

3.4 Business Manager - The View, Seaford Head Golf Club

- 3.4.1 Day to day management of The View.
- 3.4.2 Management of the maintenance of the facility including the car park.
- 3.4.3 Day to day management of all employees within section.
- 3.4.4 Appointment of all employees within structure.
- 3.4.5 Appointment of temporary and casual employees where a business case can be demonstrated.
- 3.4.6 Developing income generating activities.
- 3.4.7 Matters specifically delegated by Council or Committee.
- 3.4.8 Responsible for the management of The View budget in accordance with Council Policy.

3.5 Golf Professional (non-employee service contract)

- 3.5.1 Day to day management of the Golf Course.
- 3.5.2 Management of the maintenance of the Course.
- 3.5.3 Day to day management of all employees within section.
- 3.5.4 Authorising licensed vermin control shooters on course up to a maximum of four.
- 3.5.5 Developing income generating activities.
- 3.5.6 Matters specifically delegated by Council or Committee.
- 3.5.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.



Seaford Town Council

Report 21/15

| | |
|---------------------------|---|
| Agenda Item No: | 20 |
| Committee: | Council |
| Date: | 25 June 2015 |
| Title: | Iconic Café and Function Space, Seaford Seafront |
| By: | James Corrigan, Town Clerk |
| Purpose of Report: | To secure approval to seek expression of interest in developing an Iconic Café and Function space on Seaford Seafront, within The Salts. |

Recommendations

You are recommended:

- 1. To authorise The Town Clerk through Lewes District Council to seek expressions of interest in constructing an iconic café and function venue within The Salts and report back to Council in due course with options for consideration.**
 - 2. To authorise the extension of the existing licence at the Salts Café for 12 months.**
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1. Information

- 1.1** The Council has been working with Lewes District Council through the joint body Impact Seaford for over 12 months to develop an iconic Café and function space on the seafront within The Salts.
- 1.2** The attached “Development Opportunity” report, Appendix A, details the proposal that has been developed by consultants who specialise in this type of project.
- 1.3** Originally consideration was given to a much larger facility but the jointly funded feasibility study found that there was no appetite for this in the private sector.
- 1.4** At this stage the Councils adopted Development Plan for The Salts includes a potential Iconic Café in the location of the existing café and potentially including additional space in that area of The Salts, see attached plan Appendix B. The Salts Development plan is available via the Town Councils website and a copy is included in the Councillors Information pack. It is recommended that Councillors familiarise themselves with this policy.

- 1.5 The Council's alternative plan is to lease the existing café for 20 years with the condition of including a business proposal to regenerate the café which naturally now opens out onto the new £200,000 children's play area.
- 1.6 The development plan for The Salts it is anticipated will create a significant additional footfall as it is implemented. This will also have a positive impact on The Town Centre trade so long as signage is improved.
- 1.7 Commercially another option for the location of this development would be the footprint currently occupied by the Lifeguards. It is therefore possible that this will be the chosen location and that if that were the case two businesses could operate in the area. Though it is anticipated that the new business would be more likely to be an outlet specialising in licensed trade than a standard café.
- 1.8 If there were to be two facilities that would increase the income to Seaford Town Council and the facilities available. This in turn could arguably increase the attraction to the area of visitors by having two different types of venues to visit. This is a point that could be tested further.
- 1.9 If the lifeboat station area were to be used this would be conditional upon the project funding an alternative location for the lifeboat and their equipment.
- 1.10 With the significant improvements planned to take place in The Salts and the development of an Iconic Café it is anticipated that these will attract considerable additional footfall which would enable potentially two premises to thrive.
- 1.11 However it could also be the case that no commercial interest can be secured whilst the existing café remains in situ. This is a matter the Council will have to consider should it arise.
- 1.12 If the preferred option for developers is to build on the existing footprint the Town Council would face a significant potential loss of income for several years but would then receive an enhanced rent in future years. This would be due to the loss of income from the existing café rent. There would also be a period of time when there is no café provision in The Salts.
- 1.13 The new rent would in theory be higher so would leave The Town Council in a net improved position after a number of years, yet to be calculated. The period without rent would require a fund to cover the shortfall in revenue of the Council, Lewes District Council may agree to provide this on a loan basis with its regeneration fund it is due to establish soon.
- 1.14 It is proposed that the development be offered on the basis of a long term lease to the developer of the required land. The developer to be responsible for the construction and maintenance of the new building. The lease rental income would be an income the Town Council could use to sustain and develop The Salts.
- 1.15 Lewes District Council is prepared to provide all officer support to secure expressions of interest in this project, the time commitment from Seaford Town Council Officers is therefore minimal, at present there is no spare capacity within Seaford Town Council to develop this project. There is however a proposal that for this support LDC will require a share in any uplift in long term income. The details such as upon to which point in the process would this requirement come into place are as yet unknown.

1.16 The Licence at the existing Café in the Salts is due to expire on the 30th March 2016. Work will have to start soon if this is to be offered either on a three year licence as it is now or a longer term lease.

1.17 It is therefore suggested that if the Council is minded to authorise the securing of expressions of interest in this development that Officers be authorised to extend the Licence for The Salts Café on at least the existing terms for 12 months. This would give enough time for the Council to know what the position is going forward.

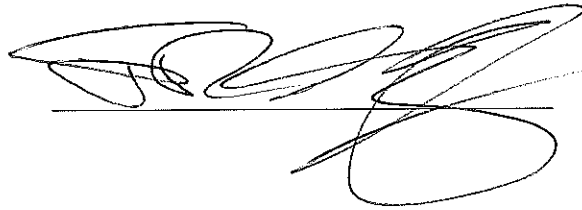
2. Financial Appraisal

There is no cost to seek expressions of interest. The cost to the Town Council if the project proceeds would be recovered with future rents from the site plus profit in the future. The details of this would be known once the expressions of interest have been received.

3. Contact Officer

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

Town Clerk

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

DEVELOPMENT OPPORTUNITY

Iconic Café & Function Space on Seaford Seafront

7 April 2015

1.0 Introduction

Expressions of interest are being sought for an exciting opportunity to develop an iconic Café and Function Space on the Salts Recreation Ground in Seaford. The project will create a new focal point for the town's Seafront and help to improve circulation of visitors from the Town Centre to the Seafront and vice versa.

2.0 Background

Seaford is one of the three main towns within the Lewes District Council (The Council) boundary and is the largest, with a population of around 27,000. It has a small, well functioning and largely locally serving town centre. Seaford is a key gateway to the new South Downs National Park and is the pilot town for a new model of partnership working to ensure effective regeneration and economic development.

Seaford has a relaxing three mile expanse of unspoiled beach popular with families, kitesurfers and anglers, as well a regular programme of events and activities throughout the town. Seaford is surrounded by the South Downs National Park and Areas of Outstanding Natural Beauty, as well as close proximity to Brighton, Eastbourne and Lewes.

The Salts Recreation Ground is the focus of much of Seaford's activities, with opportunities for exercise and family fun all year round, with tennis courts, football, basketball, Skate Park and children's play area. The Salts is also home to Seaford's rugby and cricket teams.

In 2012 The Council published a Regeneration Strategy which seeks to guide development and economic growth across the district under five key priorities:

- Attracting Investment;
- Promoting Enterprise;
- Inspiring Learning;
- Welcoming Visitors;
- Strengthening Partnerships.

The strategy notes that "Seaford's tourism, leisure, cultural and natural heritage features can be further developed and promoted to increase the town's economy". The regeneration of the coastal area in the district is a Council priority. As part of this strategy, a new regeneration delivery partnership for the town of Seaford – Impact Seaford – has been created, comprising a number of public, private and community stakeholders.

Furthermore, in November 2014, Seaford Town Council adopted a Development Plan for the Salts, which sets out a number of additional priorities. This includes renovating the Salts to ensure that it provides facilities that families, sport enthusiasts and visitors expect from such a key location in Seaford. A plan of the Salts is shown as Appendix 2.

The Development Plan for the Salts identifies six key project goals:

- **Community** – involving the Community in 'Our Park' promoting public decision making; developing a greater sense of ownership.
- **Partnership** – with Voluntary / Community Groups and businesses that wish to build or improve their relationship with the Salts.
- **Activity** – increasing both physical and creative activity and inspiring all to access and enjoy the Salts.
- **Design** – taking pride in design, recognising the effects that 'good design' has on user value, enjoyment, health and well-being.
- **Innovation** – inspiring innovative thinking and refocussing the way people view the Salts within their environment 'More than just a Park'.

- **Young People** – sparking imagination in young people, a sense of connection with their surrounding environment and in turn a sense of responsibility being instilled to support a successful future.

The Development Plan acknowledges the potential for an iconic catering facility on the Salts, as well as a wider need for large scale capital investment to establish a sustainable future for one of Seaford’s key recreational resources.

3.0 Location

Seaford is a relatively affluent coastal town in East Sussex. Seaford is a popular location for day visitors and is recognised as an important leisure and activity hub, with a popular Sailing Club and regular activities including kitesurfing taking place from the beach. Seaford is accessed via the A259 coastal trunk road and lies between Newhaven and Eastbourne. The table below shows approximate journey times to key neighbouring conurbations.

Figure 1: Travel Times from The Salts Recreation Ground

| Location | Approx. Distance (miles) | Approx. Travel Time |
|-----------------|---------------------------------|----------------------------|
| Newhaven | 3.7 | 0h10 |
| Eastbourne | 10.2 | 0h20 |
| Lewes | 11.2 | 0h20 |
| Brighton | 17.4 | 0h30 |

Source: AA Route Planner

The Salts Recreation Ground enjoys a prominent central location within Seaford, within a 5-minute walk of the main railway station (journey times to Brighton 32 minutes and Lewes 16 minutes). A map showing Seaford and the site location is attached as Appendix 1.

The site adjoins Seaford seafront and offers an opportunity for a development built up to road level to ensure visual prominence for users of both the Salts and the Seafront. A range of free parking is available on the Seafront opposite the site.

4.0 Commercial Outlook

The value of the UK’s eating out sector is forecast to rise to around £82.5 billion by mid-2015, with the industry having been supported by an improving economic outlook, strengthening consumer spending power and new opportunities for expansion¹. This positive outlook is further supported by a recent leisure spend survey², which showed that eating out spending has risen by 2% year-on-year, compared to an overall 10% decline in total leisure spend per household. The bulk of this growth has been driven by the South East region, with average eating out spend in the region up almost 25%. Indeed, the survey has noted that the relative stability of spend on eating out suggests that households are prioritising it above other leisure activities and cutting back on spend elsewhere first.

5.0 The Vision

Within this new framework a number of priority projects have been identified, including the opportunity to bring forward an **iconic café & function space** to act as a catalyst to achieve wider regeneration aims for Seaford Seafront and support the delivery of further projects through the Impact Seaford partnership. The ambition for this new facility is to retain additional visitor spending within the town, supporting the wider economic growth priorities noted above, whilst offering new facilities for Seaford residents and businesses. It should enhance the existing seafront landscape.

A site has been identified for the proposed development at the Salts Recreation Ground, located off Marine Parade on the seafront in central Seaford. It is considered that this site provides a high-profile location for an iconic facility, augmenting existing outdoor recreational facilities at the Salts Recreation Ground and providing a key hub to offer clearly defined linkages with beach/sea-based activities. The aim of this development is to act as a catalyst to encourage greater usage of the seafront by local residents and visitors alike, as well as additional future external investment.

The need for the future is to provide a multi-purpose facility that can optimise this premier coastal location and provide:

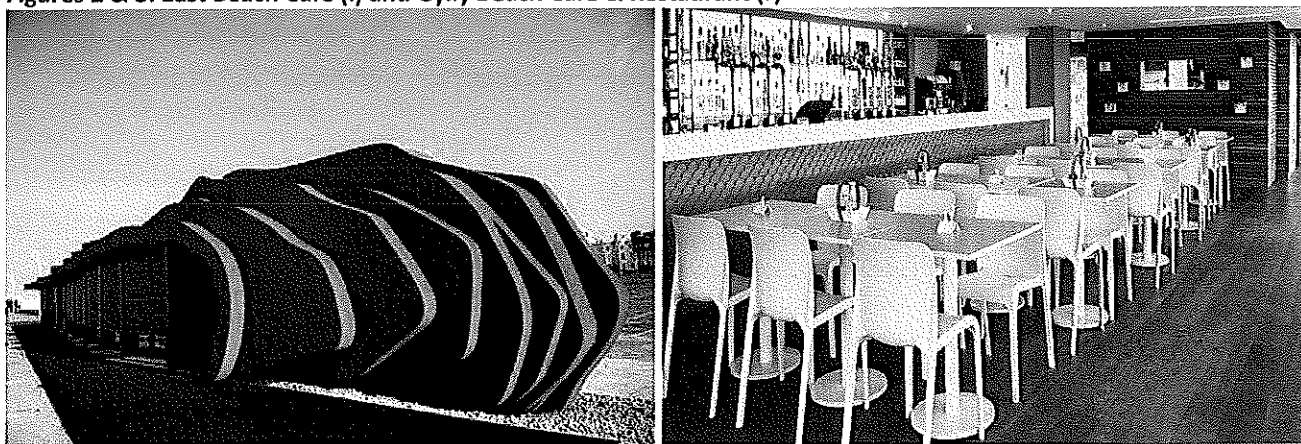
¹ Allegra Foodservice Eating Out Market Review, February 2014

² Greene King Leisure Spend Tracker, November 2014

- Day time casual dining facilities for local residents and visitors
- An evening 'destination', offering a positive quality addition to enhance the local eating out landscape
- Meeting / banqueting facilities for local businesses, organisations and private parties
- Function space that must complement the existing Seaford provision, capitalising on the unique and favourable location of the Salts Recreation Ground.
- Linkages between the Seafront and the wide range of activities taking place on the Salts Recreation Ground.

The design of the facility should provide a positive and iconic addition to the seafront landscape of Seaford, building on similar coastal developments including the East Beach Café in Littlehampton, West Sussex, and the Gylly Beach Café & Restaurant in Falmouth, Cornwall.

Figures 2 & 3: East Beach Café (l) and Gylly Beach Café & Restaurant (r)



Consultations with key stakeholders, including Seaford Town Council as landowner, local community groups and business representatives, together with an initial feasibility study prepared by FMG Consulting (to be made available upon request), have identified potential for a high-quality F&B facility incorporating a light daytime menu and evening destination restaurant, capable of drawing new visitors to the benefit of Seaford's night-time economy from surrounding areas and beyond. There is also an opportunity to incorporate meeting / functions space to increase revenues from local businesses – particularly in the off-peak winter months.

The developer will be required to construct the facility and build a demand base from scratch, and submissions should demonstrate the commercial viability of their proposals. Additional revenue-generating options are invited, so long as the core facility is not impacted upon. The creation of sustainable employment opportunities for local people will also be viewed favourably.

6.0 Finance

Whilst the developer will be required to construct the facility and build a demand base from scratch, The Council has introduced a range of business support initiatives that may provide some operational assistance. The Council has recently launched a Business Rates Discount Scheme (BRDS) targeted at new investment within Lewes District – creating direct and indirect supply chain employment. The Council and its partners have a number of current and future economic regeneration initiatives and, depending on the use and operator, you may be eligible for support subject to provision of a suitably robust business case.

7.0 Provisional Timetable

Expressions of Interest for developing an Iconic Café & Function Space will be advertised in line with standard OJEU procurement processes. Proposals will be shortlisted based on the evaluation criteria set out in Appendix X. Shortlisted proposals will be invited to interview, with the Council then seeking best and final offers.

Figure 4: Indicative Timetable

| Stage | Detail | Anticipated Date |
|----------------------------------|--|------------------|
| Call for Expressions of Interest | Expression of Interest (Eoi) forms released. Advertisements placed in local / trade press. Eoi forms available for download from www.lewes.gov.uk and www.seafordtowncouncil.gov.uk | September 2015 |

| | | |
|----------------------------------|--|---------------|
| Close of Expressions of Interest | EoI forms to be completed and returned to: Max Woodford, Head of Regeneration & Investment, Lewes District Council, Southover House, Southover Road, Lewes, BN7 1AB | October 2015 |
| Assessment of EoI & Shortlisting | All EoI's will be evaluated and, based on the proposals received, up to 3 submissions will be shortlisted and invited for interview. | November 2015 |
| Best & Final Offers | Following interview, shortlisted submissions will be asked to clarify any outstanding information and submit a full proposal with Best and Final Offers. | December 2015 |
| Planning & Pre-Construction | The successful bidder will prepare and submit a planning application to the Council. Following planning consent, all pre-construction phases will be completed | IBC |
| Construction Start | | IBC |
| Business Open | | IBC |

8.0 Key Contact Details:

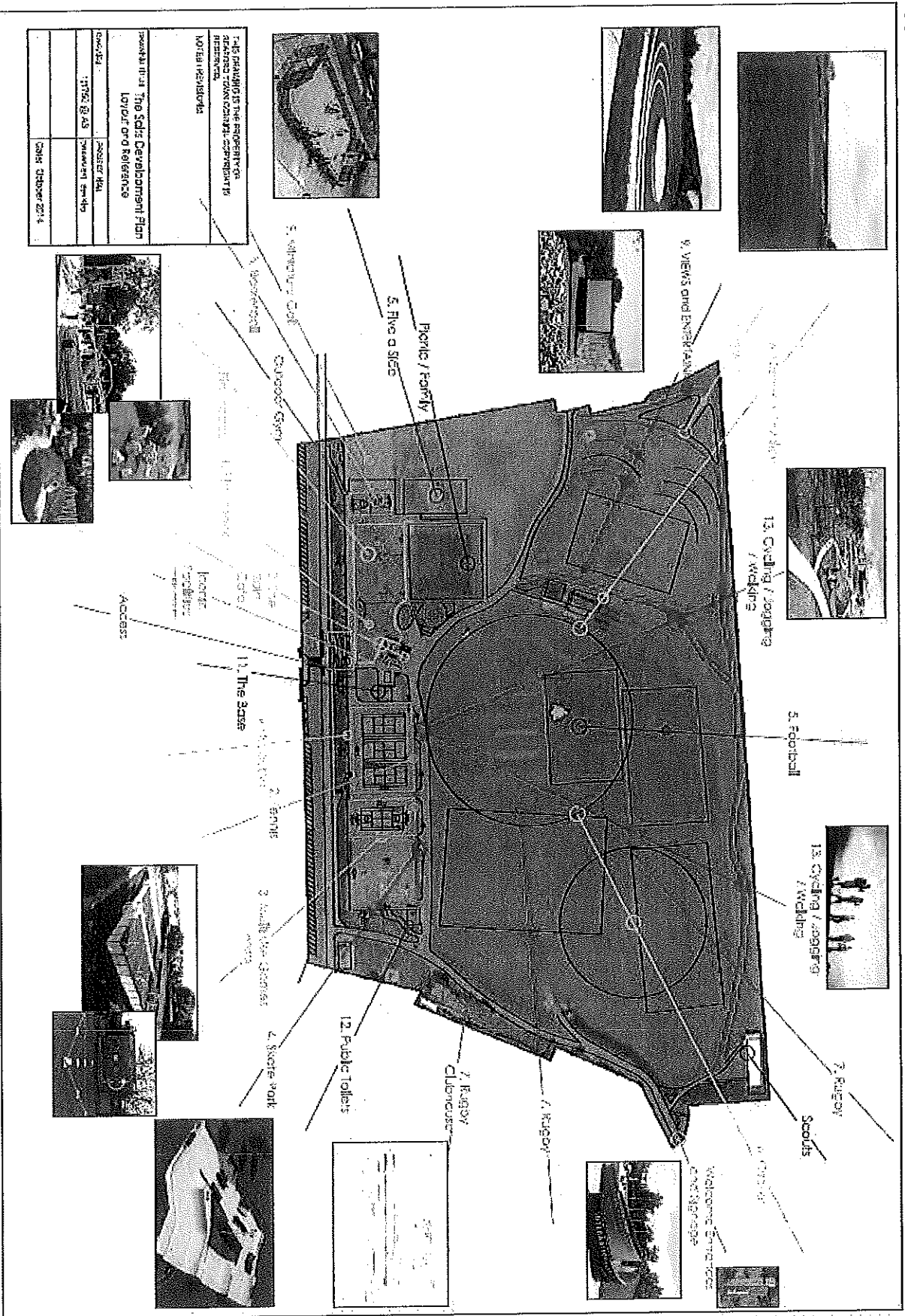
Max Woodford – Head of Regeneration and Investment
Lewes District Council, Southover House, Southover Road, Lewes, East Sussex BN7 1AB
T - 01273 661378, M – 07920 252172, E – max.woodford@lewes.gov.uk

Peter Sharp - Regeneration Project Manager
Lewes District Council, Southover House, Southover Road, Lewes, East Sussex BN7 1AB
T - 01273 661125, M – 07826 903742, E – peter.sharp@lewes.gov.uk

Appendix 1: Aerial View of Seaford (Salts Recreation Ground marked)



Appendix 2: The Salts Development Plan – Layout



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Project Name: The Salts Development Plan
 Layout and Reference

| | |
|-------------|--------------|
| Drawn By: | Project No.: |
| 11/02/03 AS | 10000000 |
| Checked By: | Date: |
| 11/02/03 AS | 03/01/2003 |