



## Seaford Town Council

Minutes of the Meeting of the Seaford Town Council held at The Council Chamber, 37 Church Street, Seaford on Thursday 9 May 2013 at 7.00pm.

### Present:

Councillor L Wallraven (Mayor).

Councillors S Adeniji, M F Brown, B Burfield, A Campbell, S Dunn, P Franklin, S Gauntlett, T Goodman, B Groves, A Hayder, P Heseltine, A Latham, S McStravick, R Scarfe, B Warren, L Wallraven, A White & I White.

Mrs S Shippen, Mr S Cooper – Seaford Town Council.

Twenty Three Members of the public.

### C 1 Election of Mayor for the Municipal Year 2013/2014

It was **RESOLVED** that Councillor A White be appointed the Mayor of Seaford for the forthcoming Municipal Year.

### C 2 Declaration of Acceptance of Office - Mayor

**C2.1** The Mayor, Councillor A White, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

*Councillor L Wallraven handed over the Chain and Badge of Office to the new Mayor.*

**C2.2** Councillor A White moved:

“That whereas Councillor L Wallraven was elected Mayor of the Seaford Town Council for the years 2011-2012 and 2012-2013 at the meetings of the Council held on 17<sup>th</sup> May 2011 and 10<sup>th</sup> May 2012;

And whereas by her unswerving devotion to her duties, she has maintained the dignity and honour of such an office;

And whereas the Council is desirous of expressing and recording grateful thanks to Councillor L Wallraven for the dedicated service which she has so willingly and freely given to the town during these years of office.

Be it now **RESOLVED**

That the Council do remember and record its gratitude to Councillor L Wallraven in the minute of the proceedings of the Council held this day, 9<sup>th</sup> May, 2013, and that this resolution be engrossed, sealed and presented in a suitable form by the Mayor and the Town Clerk on behalf of this Council.” *AW*

Councillor L Wallraven congratulated Councillor A White on his appointment and wished him a successful year. She noted that she had met many good people in the town, both young and old. She also thanked her Consort L Holland for her support over the previous two years.

The Mayor thanked Councillor L Wallraven and her Consort and promised to do his utmost for the town.

**C 3 Election of Deputy Mayor for the Municipal Year 2013/2014**

It was **RESOLVED** that Councillor M Brown be appointed the Deputy Mayor of Seaford for the forthcoming municipal year.

*The Mayor handed over the badge of office to the new Deputy Mayor.*

**C 4 Minutes**

The minutes of the meeting held on 11 April 2013 were **APPROVED** by the Council and signed by the Mayor.

**C 5 Review of delegation arrangements and terms of reference for Committees**

Council considered report 01/13

**C 5.1** It was **RESOLVED** to **APPROVE** the delegation arrangements and terms of reference as detailed in Appendix A of report 01/13.

**C 5.2** It was **RESOLVED** that delegation arrangements and terms of reference be reviewed in May 2014.

**C 6 Committees**

Council considered report 02/13

**C 6.1** It was **RESOLVED** to **APPROVE** that all current Standing Committees consist of 10 Members.

**C6.2** It was **RESOLVED** to **APPOINT** Members to the Community Services Committee as set out below for the forthcoming municipal year.

B M Warren  
L Wallraven  
R Allen (ex-officio)  
A Campbell  
S Dunn  
A Hayder

P Heseltine  
A Latham  
S McStravick  
R Scarfe  
A White  
I White (ex-officio)



**C6.3** It was **RESOLVED** to **APPOINT** Members to the Finance & General Purposes Committee as set out below for the forthcoming municipal year.

B Burfield	P Franklin
M Brown	A Hayder
S Adeniji	R Needham
R Allen (ex-officio)	B Warren
S Gauntlett	A White (ex-officio)
T Goodman	I White

**C6.4** It was **RESOLVED** to **APPOINT** Members to the Golf Course Committee as set out below for the forthcoming municipal year.

I White	P Franklin
T Goodman	S Gauntlett
R Allen	B Groves
M Brown	R Needham
B Burfield	A White

**C6.5** It was **RESOLVED** to **APPOINT** Members to the Planning & Highways Committee as set out below for the forthcoming municipal year.

B Groves	A Latham
R Allen	S McStravick
A Campbell	R Scarfe
S Dunn	L Wallraven
T Goodman	A White
	I White (ex-officio)

**C6.6** It was **RESOLVED** to **APPOINT** Members to the Personnel Sub-Committee as set out below for the forthcoming municipal year.

R Allen	A White
P Franklin	I White

**C6.7** It was **RESOLVED** to **APPOINT** Members to the Grievance/Disciplinary Sub-Committee for the forthcoming municipal year.

I White	B Warren
A Latham	A White
S McStravick	

**C6.8** It was **RESOLVED** to **APPOINT** Members to the Appeals Sub-Committee as set out below for the forthcoming municipal year.

P Franklin	S Dunn
R Allen	R Needham
M Brown	



**C6.9** It was **RESOLVED** to **APPOINT** Chairmen to the relevant Committees as set out below for the forthcoming municipal year.

Community Services Committee – B Warren  
Finance & General Purposes Committee – B Burfield  
Golf Course Committee – I White  
Planning & Highways Committee – B Groves  
Personnel Sub-Committee – I White  
Grievance/Discipline Sub-Committee – I White  
Appeals Sub-Committee – P Franklin

**C6.10** It was **RESOLVED** to **APPOINT** Vice-Chairmen to the relevant Committees as set out below for the forthcoming Municipal Year.

Community Services Committee – L Wallraven  
Finance & General Purposes Committee – M Brown  
Golf Course Committee – T Goodman  
Planning & Highways Committee – R Allen

**C 7 Review Standing Orders and Financial Regulations**

Council considered report 03/13.

**C 7.1** The recommended amendments to Standing Orders were **PROPOSED AND SECONDED** to stand adjourned until the next meeting of the Council.

**C 7.2** It was **RESOLVED** to **APPROVE** Financial Regulations remain as adopted on 16 August 2012 and be next reviewed by Finance & General Purposes Committee in April 2014.

**C 8 Representations on Outside Bodies**

Council considered report 04/13.

**C 8.1** It was **RESOLVED** to **DEFER DISCUSSION** of this report until the review of Council representation to Outside Bodies has been completed as detailed in item 25 of this agenda.

**C 9 Review inventory of land and other assets**

Council considered report 05/13.

It was **RESOLVED** to **NOTE** the schedule of land and other assets owned by the Council.

**C 10 Review and confirm Insurance arrangements**

Council considered report 06/13.

It was **RESOLVED** to **CONFIRM** the existing insurance arrangements.



**C 11 Review of Council's and officer's membership of other bodies**

It was **RESOLVED** to **APPROVE** subscriptions to;

- Sussex Association of Local Councils (SALC) which includes membership of the National Association of Local Councils (NALC) for £2,634.28 (2013/14).
- Society of Local Council Clerks for £462 (2013).
- Institute of Chartered Accountants for England and Wales £320 (2013)
- Seaford Chamber of Commerce for £60 (2012).
- Local Council Review for £16.00 (2013).
- Action in Rural Sussex Employers Handbook £379.16 (2012/13).
- Local Council Advisory Service Help Line £14595 (2012/13).
- Lewes District Association of Local Councils £50 (2012)
- South Downs Network £25 (2013)
- Seaford Fair Trade Group £10 (2013)

**C 12 Review of the Council's complaints procedure**

Council considered report 07/13.

It was **RESOLVED** to **CONFIRM** the complaints procedure as attached in Appendix A of report 07/13.

**C 13 Review of Council's policy & procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

Council considered report 08/13.

**C 13.1** It was **RESOLVED** to **AGREE** the continuation of the procedure for dealing with Freedom of Information and Data Protection requests as set out in Appendix A of report 08/13.

**C 13.2** It was **RESOLVED** to **APPROVE** the review of the Freedom of Information Publication Scheme as attached at Appendix B of report 08/13.

**C 14 Review of Council's policy for dealing with the press/media**

Council considered report 09/13.

It was proposed to delete the first and second sentence from the third bullet point on page 63 of the agenda 'Never use the prefix "Councillor" when writing to the press as an individual. This implies you are stating Council policy'. A recorded vote was requested.

Councillor S Adeniji - For  
Councillor R Allen - Against  
Councillor M Brown - Against  
Councillor B Burfield - Against  
Councillor S Dunn - Against  
Councillor P Franklin - Against  
Councillor S Gauntlett - For  
Councillor T Goodman - Against



Councillor B Groves – Against  
Councillor A Hayder – For  
Councillor P Heseltine – Against  
Councillor A Latham – For  
Councillor S McStravick – For  
Councillor R Scarfe – Against  
Councillor B Warren – Against  
Councillor L Wallraven – Against  
Councillor A White – Against  
Councillor I White – Against

The motion failed

It was **RESOLVED** to **CONFIRM** the Press & Media Policy as set out in Appendix A of report 09/13

**C 15 Setting the dates, time and place of ordinary meetings of the Council and its Committees for the 2013-14 municipal year**

Council considered report 10/13.

It was **RESOLVED** to **APPROVE** the meeting schedule as set out in Appendix A of report 10/13, meetings will be held in the Council Chamber at 37 Church Street, Seaford.

**C 16 Notification of Leader and Deputy Leader of the Council**

It was **RESOLVED** that the information that Councillor I White had been appointed by the Majority Group to be Leader of the Council and Councillor P Franklin had been appointed by the Majority Group as Deputy Leader of the Council for the forthcoming Municipal Year be **NOTED**.

**C 17 Notification of Leader and Deputy Leader of the Minority Group**

It was **RESOLVED** that the information that Councillor R E Allen had been appointed by the Minority Group as Leader of the Minority Group and Councillor S McStravick had been appointed by the Minority Group as Deputy Leader of the Minority Group for the forthcoming Municipal Year be **NOTED**.

**C18 Apologies for Absence**

Apologies were received from Councillor Campbell and Councillor Needham.



## C 19 Public Participation

Mr Mabey MBE  
Hon Freeman of  
the town

Thanked the members of the Council and to Councillor Wallraven for the honour bestowed upon him, it is greatly appreciated. He also thanked the Town Clerk. He noted that he had been lucky to meet HM the Queen twice during Councillor Wallraven's term of office. He wished Councillor A White a successful year.

Roger Foxwell

Asked that in future important documents such as the LDC Core Policy Document be discussed in Council rather than Planning & Highways Committee.

*The Town Clerk replied that agenda item 6 – review of delegation and terms of reference, Council delegated authority to Planning & Highways Committee for Local and Regional Plans and Planning Policy. The Committee can refer back up to the Council should it wish. The Council only meets six times a year and often consultation periods are only 6 to 8 weeks. Any Member can make their views known and there is proportionality on all Committees.*

Jean Cash

She has a disabled child and asked the Council to try and find a way to provide disabled access to the beach and to the sea.

*The Town Clerk advised the beach is primarily a sea defence although the Environment Agency acknowledge the amenity value of the beach. A number of options including a roll out mat have been examined but not found to be feasible as the beach is in fact a moving structure. The mat would have to be deployed and put back on a daily basis and would have to be checked throughout the day. The Lifeguards have also looked at it. This will be kept in mind but she was not sure it could be resolved as it would require significant investment in terms of cash and human resources.*

Di Morton

Congratulated Councillor Wallraven and her Consort Liz Holland on all they achieved, and wished Councillor A White every success during his term in office.

Leonie Dawson

Asked when two letters to the Council addressed to the Town Clerk would be responded to?

*The Town Clerk replied that a reply had been sent to her Solicitors who had sent the letters. Also that there was a disagreement between her solicitors and the Council's.*



R Gower                      Congratulated Councillor Wallraven on her work during her term in office and wished Councillor A White a successful year. He hoped that all Councillors, Chairmen and Officers have a successful year.

P White                      Congratulated Councillor A White and the Deputy Mayor and wished them success.

Councillor Wallraven was a member of the ILWG and it was a joy to have her on board.

During her period as Mayor he had enjoyed many ceremonies including the Freedom of the Town, Late Night Shopping and the Magnificent Jubilee Celebration. It was a pleasure to work with her.

## **C 20    Mayors Appointments and Communications**

### **C20.1   Mayor Wallraven**

Members considered report 14/13

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

### **C20.2   Mayor A White**

Members considered report 16/13

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

### **C20.3   Young Mayor's report**

Members considered report 15/13 presented by the Young Mayor, Georgia Colyer who added that the Young Mayor's award process had been changed to broaden the information received. All nominations required a letter from the person making the nomination explaining why the nomination had been made. She added that the event had been successful and had run smoothly.

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

## **C 21    Police Report**

Council received a verbal report on police matters in Seaford by Sgt Stuart Mullins.

It was **RESOLVED** that the information be **NOTED**, Sgt Mullins was thanked for his report.





**C 22 Outside Bodies Reports**

Council considered report 11/13.

It was **RESOLVED** to **NOTE** the Members' reports.

**C 23 Review of Council Representation on Outside Bodies**

Council considered report 13/13

It was **RESOLVED** to **APPROVE** the continuation of Council representation and the number of representatives to be appointed to Outside Bodies as set out below for the forthcoming Municipal Year

Access in Seaford & Newhaven	1
Age Concern - Seaford	0
Bishopstone United Charities	2
Citizens Advice Bureau	1
Community Rail Partnership	1
Community Transport Lewes Area (CTLA)	1
Cuckmere Community Bus	1
Cuckmere Estuary Partnership	1
Fair Trade Group	1
Friends of the Crouch	1
Lewes District Association of Local Councils	2
Mercread Youth Centre	1
Planning User Group	1
Seaford Chamber of Commerce	1
Seaford Community Partnership	1
Seaford Head Swimming Pool	1
Seaford In Bloom	1
Seaford Seniors' Forum	1
Seaford Sustainability	0
Seaford Twinning Association	1
Smarter Seaford	1
St. James's Trust	1
The Base Management Committee	1
Youth Task Group	2
Arts@theCrypt Management Committee	3
Christmas Lights Committee	4
Seaford Head Nature Reserve	3
Seaford Head Estate Advisory Group	3
Stakeholders Group on Health Issues	4
Strengthening Local Relationships	4
Tree Wardens Group	1

*The meeting was suspended for a short time to allow the political group leaders to discuss Members to represent the Council on outside bodies whilst maintaining proportionality to the make-up of the Council with the Town Clerk.*



## C24 Representation on Outside Bodies

Members considered report 04/13 deferred from earlier in the meeting.

**C24.1** It was **RESOLVED** to **APPOINT** Members to represent the Council on outside bodies as set out below for the forthcoming municipal year.

Access in Seaford & Newhaven	R Scarfe
Bishopstone United Charities	B Groves, I White
Citizens Advice Bureau	M Brown
Community Rail Partnership	S Adeniji
Community Transport Lewes Area (CTLA)	T Goodman
Cuckmere Community Bus	R Allen
Cuckmere Estuary Partnership	P Franklin
Fair Trade Group	L Wallraven
Friends of the Crouch	S Dunn
Lewes District Association of Local Councils	I White, P Franklin
Merceread Youth Centre	S McStravick
Planning User Group	R Allen
Seaford Chamber of Commerce	P Franklin
Seaford Community Partnership	M Brown
Seaford Head Swimming Pool	R Needham
Seaford In Bloom	A Latham
Seaford Seniors' Forum	S Adeniji
Seaford Twinning Association	S Gauntlett
Smarter Seaford	A Latham
St. James's Trust	R Scarfe
The Base Management Committee	P Heseltine
Youth Task Group	B Warren, S McStravick
Arts@theCrypt Management Committee	B Warren, L Wallraven, A Latham
Christmas Lights Committee	B Groves, A White, I White, A Hayder
Seaford Head Nature Reserve Management Committee & Advisory Group	T Goodman, A White, S Gauntlett
Stakeholders Group on Health Issues	S Adeniji, I White, S McStravick, R Needham
Strengthening Local Relationships	B Burfield, I White, T Goodman, R Allen
Tree Wardens Group	I White

**C24.2** It was **RESOLVED** to **AGREE** the reporting back arrangements as detailed in 1.5 and 1.6 of report 04/13.

## C25 External Audit

Members considered report 12/13.

It was **RESOLVED** to **NOTE** the schedule of dates relevant to the Annual Audit for the year ended 31 March 2013.



The meeting finished at 10.00 pm.

A handwritten signature in black ink, consisting of a stylized 'A' followed by a large, rounded flourish.

Councillor A White  
Mayor

