



Seaford Town Council

MINUTES of a Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 29th March 2018 at 7.00pm.

Present:

Councillor L Wallraven (Mayor) and Councillor M Brown (Deputy Mayor).
Councillors S Adeniji, D Argent, P Boorman, D Burchett, B Burfield, J Elton, L Freeman, N Freeman, O Honeyman, R Honeyman, A Latham, P Lower, M Wearmouth, B Webb and C White.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
Thomas Exley, Young Mayor of Seaford
2 members of the public

C105/03/17 Apologies for Absence

Apologies for absence were received from Councillor Goodman.

C106/03/17 Disclosure of Interests

There were no disclosures of interests under the Seaford Town Council Code of Conduct or the Localism Act 2011.

C107/03/17 Public Participation

- Mr Richard Morland* *Asked questions about the Councils finances.*
- Cllr Boorman Confirmed that the Councillors do have control of the Council's operations; the Chairman's group regularly meets with the Clerk to discuss progress on activities. Acknowledged comments on the Martello toilets and hopes that sales of beach huts will start to come through. Encouraged anyone with concerns to come along and talk to a Councillor.
- Town Clerk Highlighted that administration costs are lower than comparable Councils. Pleased to be able to announce that two further beach huts sold today, bringing an additional income of £80k.
- Cllr Adeniji Clarified that Officers implement, Councillors decide on policy. Confirmed that the Council has decided everything; Councillors have a right to reject any proposals put forward by officers if felt necessary. Welcomes comments and opinions from others though.
- Cllr Latham Updated that The View has halved its loss so far this year. With the investments that are required, looking to make a profit 18-24 months' time. Clarified that efficiencies have been made and contingencies have been put on the back burner to see what happen.

(Councillor Boorman exited the meeting.)

C108/03/17 Minutes

It was **RESOLVED** to **ADOPT** the following minutes and **RESOLVED** to **APPROVE** the recommendations therein:

- | | | |
|---------------|---------------------|--------------------------------|
| C108.1 | Planning & Highways | 22 nd February 2018 |
| C108.2 | Golf & The View | 6 th March 2018 |
| C108.3 | Full Council | 8 th March 2018 |
| C108.4 | Personnel | 14 th March 2018 |

N.B. Recommendation at minute ref PE21.2 discussed separately as exempt report 160/17.

It was stated that Richard Morland is yet to receive written thanks as requested in the Council minutes from 8th March 2018.

C109/03/17 Mayor's Report

The Council considered report 138/17 presenting the Mayor's Report and details of engagements.

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

C110/03/17 Young Mayor's Report

The Young Mayor, Thomas Exley, provided a verbal update on progress with the wheelchair swing project with an opening date to be revealed soon, which is hoped to be while Thomas is still in office. The project has its required funds to purchase the swing; he has succeeded in raising £6k in the last year.

Thomas gave an update on some engagements attended, including; the unveiling of the blue plaque on train station; a year 6 competition of prose & poetry; Seaford Community Church's pizza and games night, which raised a further £200 for the swing campaign.

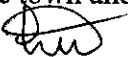
Thomas confirmed that he will be hosting afternoon tea at Dean's Place Hotel for invited guests in order to thank mayors, dignitaries, councillors etc for their help and support over last year. Thomas was pleased to be asked to meet and share some advice with the new, and first, young Mayor of Peacehaven.

The Council congratulated Thomas on reaching his target and all his work representing the younger generations of the town.

C111/03/17 Clerk's Report

The Council considered report 153/17 presenting the Clerk's Report. The Clerk provided a verbal update on the two further beach huts sold today in this financial year meaning beach huts sales with land sales are now at a breakeven point (every beach hut sold now on is a profit to tax payers), Seaford's council tax in comparison to other local towns, the additional cost for the safety fencing, gate and safety surface for the Young Mayor's wheelchair access swing which is around £5,000 for which it is proposed to use CIL funds (Community Infrastructure Levy).

(Cllr Boorman returned to the meeting.)

Councillors sought clarity and updates on the partnership working with East Sussex County Council and the Neighbourhood Plan. The Clerk confirmed that there was disappointment in the way negotiations had gone with the County Council with regards to Seaford library; the County Council remained very rigid in its approach. There was also frustration with the late notice of cuts to the grass cutting schedule within the town and seeking financial input from the Town Council after approval of the Town Council budget. 

The Clerk confirmed that the Neighbourhood Plan responses from Regulation 14 are still being collated and making sure the evidence is in the right format to go to the next stage; Regulation 17 (submitting the Plan to Lewes District Council). However, if there are significant changes to the Plan Regulation 14 would have to be carried out again (consultation with the public). The Steering Group will have to meet to agree on the draft Plan and then present it to Council again. The Council then agree whether to go Regulation 14 or 17. A press release will be issued in the next couple of weeks. It was confirmed that Steering Group meetings are public meetings; public and councillors are welcome to attend.

Councillors asked for an update on the Traffic Regulation Order for Cliff Gardens. The Clerk confirmed that it is expected for September 2018 and that it is progressing. The Clerk confirmed that Officers are looking at the viability of a temporary road closure in the interim; details are yet to be confirmed.

Discussion was had on the volume of video recordings of meetings, the recording of complaints and compliments, CiL monies (how it is determined what Seaford Town Council receives, what they are to be used on, match funding for grant applications and S106 monies), the Martello Entertainments Area Policy due for October 2018, the new design of the Martello toilets, the internal Corporate Management Team, the Marketing Strategy for The View, the litigation with the former tenant at Hurdis House and the format of the Clerk's report (it was requested that the Clerk include priorities as had been done in the past).

The Council noted its thanks to the Town Clerk on the initiative to find savings on election costs through Town Council staff delivering poll cards. The Clerk confirmed that Town Council staff would look to deliver poll cards for the May 2019 General Election, as well as manning polling stations and other electoral duties.

C111.1 It was **RESOLVED** to **NOTE** the contents of the report.

C111.2 It was **RESOLVED** to **AUTHORISE** the Town Clerk to apply to allocate to use up to £5,000 to the Young Mayor's swing project from the Town Council's CiL holding of £11,005.

C112/03/17 District/County Councillor Update Report

Councillor Olivia Honeyman, Lewes District Council –

Confirmed that comments had been sent to LDC about the lack of Seaford in the District News publication; Seaford is mentioned 3-4 times. If want to include articles, needs to be something that is to do with the Council; litter picking, community spirit etc.

Councillor Sam Adeniji, Lewes District Council –

Confirmed that parking charges are going up for car parks in Richmond Road, Saxon Lane, West Street and East Street. On 6th April at 1pm a live video session will be broadcast on Facebook regarding the District Council's recycling efforts by Scott Reid & District Councillor Paul Franklin. Informed the meeting that the 'Report It' app can be used to report anything straight to Lewes District Council; dog fouling, noise pollutions etc.

Councillor Phil Boorman, East Sussex County Council –

Confirmed that there is significant consultation on the proposals for Warwick House in Seaford (not effecting the library services). Confirmed that the cuts are across the County and not Seaford specific. Encouraged people to respond to the consultation as no decision has been made yet; the proposals are due to go to Cabinet in June.

Mentioned the maternity provision for people in Seaford accessing services in Eastbourne; encouragement is being given for normal pregnancies to use Eastbourne maternity ward if they can and support the existence of this ward.

C113/03/17 Annual Review of Internal Controls

The Council considered report 135/17 presenting a review of the Council's Internal Controls for comment and approval.

- C113.1** It was **RESOLVED** to **APPROVE** the Council's Internal Controls as set out in Appendix A of report 135/17.
- C113.2** It was **RESOLVED** to **NOTE** that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B to report 135/17.

C114/03/17 Annual Review of Corporate Risk Register

The Council considered report 136/17 presenting the annual review of the Council's Risk Register. The Clerk confirmed that councillor training would be arranged regarding the General Data Protection Regulations and ensuring compliance with the Regulations. The Clerk confirmed actions to address risks would be reported back to Council accordingly.

It was **RESOLVED** to **APPROVE** the Council's Corporate Risk Register Action Plans as set out in Appendix A.

C115/03/17 Annual Investment Strategy 2018/19

The Council considered report 124/17 seeking approval of the 2018/19 Annual Investment Strategy.

- C115.1** It was **RESOLVED** to **APPROVE** the Annual Investment Strategy 2018/19 as set out in Appendix A to report 124/17.
- C115.2** It was **RESOLVED** to **NOTE** the contents of the report.

C116/03/17 Purchase Ordering and Payments for Goods and Services Policy

The Council considered report 157/17 presenting a draft Purchase Ordering and Payments for Goods and Services Policy for adoption. Clarity was sought and given on internal controls to ensure segregation of duties.

It was **RESOLVED** to **ADOPT** the Purchase Ordering and Payments for Goods and Services Policy.

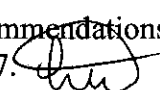
C117/03/17 Local Government Pension Scheme Employer's Discretion Policy

The Council considered report 156/17 presenting a review of the Council's Local Government Pension Scheme Employer's Discretion Policy.

It was **RESOLVED** to **ADOPT** the Local Government Pension Scheme Employer's Discretion Policy with no changes.

C118/03/17 Second Internal Audit Report for 2017-18

The Council considered report 155/17 presenting the Internal Auditor's second report for 2017-18. Members requested an update on the relevant actions at the next meeting of the Golf & The View Committee meeting. Discussion was had on the security and CCTV at The View.

- C118.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report at Appendix A to report 155/17.
- C118.2** It was **RESOLVED** to **NOTE** the Internal Auditor's recommendations and actions taken by Council Officers in Appendix B to report 155/17. 

C119/03/17 Bad Debt Policy

The Council considered report 158/17 presenting a draft Bad Debt Policy for adoption.

It was **RESOLVED** to **ADOPT** the Bad Debt Policy with the inclusion that the Finance & General Purposes Committee being given authority to write off bad debts up to £3,000, any more than that being reported to Council.

C120/03/17 Write Off Schedule

The Council considered report 159/17 seeking approval for write off bad debts as shown in the Write Off Schedule. Members asked that Officers report back on the other bad debts, not written off, to the Finance & General Purposes Committee.

It was **RESOLVED** to **APPROVE** the Write Off Schedule as per Appendix A of report 159/17, subject to a report being presented to the Finance & General Purposes Committee on the progress of those bad debts not written off.

C121/03/17 Plastic-free Town Status

The Council considered report 122/17 regarding the Council supporting Seaford town achieving plastic-free status. The Clerk updated that The View was in the process of using previous stock items before introducing plastic free alternatives.

C121.1 It was **RESOLVED** to **NOTE** the contents of the report.

C121.2 It was **RESOLVED** that the Town Council **SUPPORTS** Plastic Free Coastlines committing to plastic free alternatives and supporting plastic free initiatives within the Town of Seaford.

C121.3 It was **RESOLVED** to **APPOINT** Councillors J Elton, N Freeman and P Lower, to represent the Town Council on the Plastic-Free Seaford Steering Group.

C122/03/17 War Memorial Listing

The Council considered report 123/17 advising of the recent listing of the Sutton Park Road War Memorial as a Grade II listed building. Members sought clarity that the memorial plaque for Cuthbert Bromley is included in that designation. Members raised concerns regarding the non-designated heritage asset status of Seaford Cemetery and its recent use by a Planning Inspector when deciding a planning application; Council Officers will look in to this.

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

C123/03/17 Busking Policy

The Council considered report 121/17 presenting a draft Busking Policy for adoption further to a verbal update on the current situation with buskers on the seafront. Members discussed the contents of the policy and the wishes of the Council with regards to busking in depth. The Clerk clarified that there were no resources available within the Council to police or enforce busking.

C123.1 It was **PROPOSED** to **ADOPT** the draft Busking Policy with the amendment that 'amplifiers must not be used', a **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor P Boorman	Against
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	Against



Councillor J Elton	For
Councillor L Freeman	Against
Councillor N Freeman	Against
Councillor R Hayder	For
Councillor O Honeyman	For
Councillor R Honeyman	Abstained
Councillor A Latham	For
Councillor P Lower	Abstained
Councillor L Wallraven	For
Councillor M Wearmouth	For
Councillor B Webb	Against
Councillor C White	For

The **MOTION** was **CARRIED**.

C124/03/17 Council Representation on Outside Bodies Policy

The Council considered report 154/17 updating on the review of the Council Representation on Outside Bodies Policy.

It was **RESOLVED** to **NOTE** the review of the Council Representation on Outside Bodies Policy and the new review date of April 2020.

C125/01/17 Exclusion of the Press & Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the meeting during the discussion on the next item on the agenda as the item concerns confidential personal details.

(9.05pm - All members of press & public, the Young Mayor and the Town Clerk exited the meeting)

C126/03/17 Settlement of Time Off In Lieu Hours Balance

(Councillor P Boorman exited the meeting)

The Council considered exempt report 160/17 regarding the proposed settlement for an employee's time off in lieu hours balance.

C126.1 It was **RESOLVED** to **NOTE** the contents of the report.

C126.2 It was **PROPOSED** to **AGREE** that a one-off settlement payment be made to the Town Clerk alongside his next salary payment, as full and final settlement for the Clerk's time off in lieu balance accrued from January 2015 to 29th March 2018, which will revert to zero from the date of the decision being made. A **RECORDED VOTE** was requested;

Councillor S Adeniji	For
Councillor D Argent	For
Councillor M Brown	For
Councillor D Burchett	For
Councillor B Burfield	Abstained
Councillor J Elton	For
Councillor L Freeman	For
Councillor N Freeman	For
Councillor R Hayder	For
Councillor O Honeyman	For



Councillor R Honeyman	For
Councillor A Latham	For
Councillor P Lower	For
Councillor L Wallraven	For
Councillor M Wearmouth	Abstained
Councillor B Webb	For
Councillor C White	For

The **MOTION** was **CARRIED**.

The meeting closed at 9.59pm.

L Wallraven 10/5/2018 .

Councillor L Wallraven
Mayor

