



Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held at **37 Church Street, Seaford** on **Thursday 17th October 2019** at 7.00pm, which you are summoned to attend.

James Corrigan
Town Clerk
4th October 2019

NOTE TO PUBLIC: Whilst this is a public meeting, the number of public attending must be limited due to the size of the facilities to approximately 25. Doors to the building will be opened at 6.45pm.

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

This item is an opportunity given voluntarily by the Council to allow public to speak before the meeting commences, on items related to business on the agenda up to a maximum of four minutes. This is one of just many means to communicate with the Council.

The Council's Public Participation Policy can be found on the Council's website; it is recommended that this be read in advance by any member of public planning to participate.

4. South Downs National Park Authority Introduction

Vanessa Rowlands, Cuckmere Valley Parish Councillor, will be in attendance to give a brief introduction of her recently acquired role as one of two Parish Council representatives for the South Downs National Park Authority.

5. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	15 th August 2019	Pages 4 to 8
4.2	Finance & General Purposes	26 th September 2019	Pages 9 to 10
4.3	Golf and The View	3 rd September 2019	Pages 11 to 12
4.4	Personnel	12 th September 2019	Pages 13 to 14
4.5	Planning & Highways	8 th August 2019	Pages 15 to 24
		29 th August 2019	Pages 25 to 28
		19 th September 2019	Pages 29 to 30

6. Civic Update Reports:

a. Mayor's Update Report

To note report 81/19 presenting the Mayor's Update Report and details of engagements from August 2019 to date (pages 31 to 34).

b. Young Mayor's Update Report

To provide an opportunity for a verbal update from the 2019-2020 Young Mayor, James Jenkins.

7. Clerk's Report

To consider the Clerk's update report from August 2019 to date (to be circulated as soon as possible as for information only).

8. District / County Councillor Update Report

To give opportunity for an update from Councillors at a District or County level on business and activities that effect Seaford and the local area.

9. Councillor Training Attendance

To consider report 75/19 presenting an update on the training attendance record for Councillors for the 2019/20 Municipal year (pages 35 to 36).

10. Annual Governance and Accountability Return (AGAR) 2018-19 Update

To consider report 78/19 updating the Council on the status of the 2018-19 AGAR (pages 37 to 43).

11. 2020/2021 Meeting Timetable

To consider report 76/19 presenting the proposed meeting timetable for Council and Committee meetings in the 2020-2021 Municipal Year (pages 44 to 45).

12. Health Hub Working Party Interim Report

To consider report 79/19 presenting an interim update report from the Health Hub Working Party (pages 46 to 50).

Please note, this item is to consider submitting the Working Party report (as included with this agenda) to Lewes District Council as the authority responsible for the project, not to discuss the Health Hub per se.

13. 2019 Christmas Shutdown

To consider report 77/19 presenting a report seeking approval to close the Council offices over the Christmas period (page 51).

14. Allocation of Responsible Finance Officer Role

To consider report 82/19 regarding temporary allocation of the Responsible Financial Officer role (page 52).

15. West View Beach Huts

To consider report 80/19 presenting an update on the first year of the West View Beach Huts and changes that are proposed for year 2 following public feedback (pages 53 to 54)

16. Councillor Motion: Declaration of Climate Emergency

To consider report 83/19 regarding a Councillor motion put forward seeking for the Council to declare a state of climate emergency (page 55).

17. Policy Review: Code of Conduct

To consider report 84/19 presenting the revised Code of Conduct for Members recommended for adoption (pages 56 to 68).

For further information about items appearing on this Agenda please contact:
James Corrigan, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG
Email: admin@seafordtowncouncil.gov.uk
Telephone: 01323 894 870

Circulation: All Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.



Seaford Town Council

MINUTES of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Thursday 15th August 2019** at 7.00pm*.

Present:

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).

Councillors L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, A Latham, J Meek, R Morland, R Reed, G Rutland and L Wallraven.

James Corrigan, Town Clerk – Seaford Town Council

Colin Andrews, Deputy Town Clerk & RFO – Seaford Town Council

Isabelle Moulard, Executive Support Officer – Seaford Town Council

24 members of the public

***The meeting started at a later time of 7.41pm**

C39/08/19 Apologies for Absence

Apologies for absence were received from Councillor P Boorman and the Young Mayor.

C40/08/19 Disclosure of Interests

Councillor L Boorman declared a personal interest as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to item 13.

C41/08/19 Public Participation

Resident A

Commented that if the Town Council were to agree to set up a Working Party to review the provision of GP surgeries in Seaford that it would need to report back to the next Full Council meeting in order to fit Lewes District Council's tight timescale.

The member of the public reported that he had personally been responsible for the removal of Policy SEA10 on Health and the associated Paragraphs 6.37A-6.37C of the Neighbourhood Plan. This was due to a software error when accepting tracked changes.

Following the error, the advice from the Planning Officer at Lewes District Council was to either add the paragraphs back in and re-consult which would delay the Plan from progressing or to remove and push forward.

Response

No response was necessary.

Resident B

Advised that a significant amount of work had already been conducted by volunteers in 2016/17 in the study of 306 sites across the town which ended with 74 sites being fully investigated and recorded. If the Town Council agrees to set up the Working Party, then it is urged to use the work already conducted as evidence if there is a need to look at alternative Health Hub sites.

Response

No response was necessary.

*It was **AGREED** to **BRING FORWARD** item 11 on the agenda to allow members of the public to hear the Town Council's debate and decision earlier in the meeting, due to the later start. To ensure that meeting records are easy to navigate and that the minutes match the agenda item order, item 11's minutes can be found at minute item C51/08/19 from page 16.*

Following the brought forward item 11 – 16 members of the public left the meeting.

C42/08/19 Minutes

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

C42.1	Full Council	20 th June 2019
	<i>N.B The minute numbering was corrected.</i>	
C42.2	Finance & General Purposes	4 th July 2019
C42.3	Golf and The View	11 th June 2019
C42.4	Community Services	11 th July 2019
C42.5	Planning & Highways	6 th June 2019
C42.6	Planning & Highways	27 th June 2019
C42.7	Planning & Highways	18 th July 2019

C43/08/19 Mayor's Report

The Council considered report 56/19 presenting the Mayor's Report and details of engagements.

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

C44/08/19 Young Mayor's Report

The Young Mayor did not attend the meeting.

C45/08/19 Clerk's Report

The Council considered report 57/19 presenting the Clerk's update report from June 2019 to date.

The Clerk gave a verbal update on various items of the written report, including: Freedom of Information requests and current complaints; members training; press releases and the Town Council's social media presence; ongoing litigation matters; the Project and Facilities Team successes including South Hill Barn and the Skatepark; and recent meetings such as with ESCC's CEO and the public meeting held regarding the Newlands Planning Applications for Development. The meeting agreed to support the Town Clerk's decision to act in the best interests of the town in agreeing to the recommended change to the neighbourhood plan from the Neighbourhood Plan Officer in the short time window that was available.

It was **RESOLVED** to **NOTE** the contents of the report and agree to the Town Clerk's action on the neighbourhood Plan.

C46/08/19 District / County Councillor Update Report

It was reported that both Lewes District Council and East Sussex County Council were currently in a 'wind down' period with meetings starting again later in August.

C47/08/19 Business Continuity Plan

The Council considered report 40/19 presenting the draft Business Continuity Plan and Business Continuity and Risk Management Policy for adoption.

C47.1 It was **RESOLVED** to **NOTE** the risks matrix at Appendix A.

C47.2 It was **RESOLVED** to **CONFIRM** a two-year rolling programme as tabled in the report.

C47.3 It was **RESOLVED** to **NOTE** the key areas set out in the Business Continuity Plan at Appendix B.

C47.4 It was **RESOLVED** to **ADOPT** the Business Continuity and Risk Management policy.

C48/08/19 Website Accessibility Statement

The Council considered report 22/19 presenting the draft Website Accessibility Statement for adoption.

C48.1 It was **RESOLVED** to **NOTE** the Town Council's draft Website Accessibility Statement to be revised and published on the Town Council's new website when launched mid-September to meet the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

C48.2 It was **RESOLVED** to **DELEGATE** to the Town Clerk the responsibility of revising the Town Council's Website Accessibility Statement where necessary, publishing it on the new website and regularly reviewing and replacing the Website Accessibility Statement as and when required.

C49/08/19 Salts Improvement Plan

The Council considered report 47/19 presenting a proposal to consult and review the Salts Improvement Plan. Members were advised that the Councillor consultation meeting had been arranged and will take place at 7pm on Thursday 5th September and that an invitation will be circulated to all members in due course.

C49.1 It was **RESOLVED** to **APPROVE** updated consultations.

C49.2 It was **RESOLVED** to **APPROVE** the review of the Salts Improvement Plan.

C49.3 It was **RESOLVED** to **ADOPT** the changes made to the Salts Improvement Plan (the name change).

2 members of the public left the meeting.

C50/08/19 Outside Bodies Update

The Council considered report 54/19 presenting an update on the Town Council's representation on outside bodies.

C50.1 It was **RESOLVED** to **APPROVE** revisions made to appointments to outside bodies made at 16th May Full Council Meeting.

C50.2 It was **RESOLVED** to **APPOINT** Cllr L Boorman on to the Lewes Community Safety Partnership – Joint Action Group (JAG) and the Cuckmere Estuary Group; and Cllr J Cash to the Seaford Befriending Group;

C50.3 It was **RESOLVED** to **DELEGATE** to the Town Clerk authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved.

C51/08/19 Health Hub Working Party

The Council considered report 51/19 proposing that the Town Council establishes a working party with the remit of reviewing the provision of GP services within Seaford.

C51.1 It was **RESOLVED** to **ESTABLISH** a Council Working Party to identify a number of possible means to provide accommodation for GP and other healthcare service in Seaford.

C51.2 It was **RESOLVED** to **AGREE** that the Working Party's terms of reference is to consult widely and to provide an interim report in September, a further report in 3 months, and a full report in 6 months (which was amended from the recommendation of just the 3 and 6 month reports within report 51/19).

Voting on C51.1 and C51.2 were taken collectively as a **RECORDED VOTE** as follows –

Councillor Nazish Adil

P . 6

For

Councillor Liz Boorman	Against
Councillor Mark Brown	Against
Councillor Jean Cash	For
Councillor Sylvia Dunn	For
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Mohamed Ali Hayder	For
Councillor Rahnuma Hayder	For
Councillor Richard Honeyman	For
Councillor Olivia Honeyman	For
Councillor Alan Latham	Against
Councillor Jim Lord	For
Councillor James Meek	For
Councillor Richard Morland	For
Councillor Rodney Reed	For
Councillor Geoff Rutland	For
Councillor Linda Wallraven	Against

C51.3 It was **RESOLVED** to **APPOINT** Councillors M Brown, J Cash, J Edson, M Everden, J Lord and R Morland to the working party.

C52/08/19 Licence Application for use of Coat of Arms

The Council considered report 55/19 presenting an application received requesting a licence to use the Town Council's Coat of Arms.

It was **RESOLVED** to **APPROVE** that the applicant could use the Town Council's Coat of Arms, and that the licence will include a limitation on only having use for this one poem in this particular publication limited to printing for one year only.

Councillor L Boorman left the meeting.

C53/08/19 Seafront Concession – Harley House Distillery

The Council considered exempt report 52/19 seeking approval for a new concession to sell alcohol along the promenade.

It was **RESOLVED** due to the lack of detail supplied to **REFUSE** Harley House Distillery to have a 1920 themed bar concession to sell an array of alcoholic & non-alcoholic beverages, which have been distilled in Seaford, on a trial basis for 2019.

A RECORDED VOTE was taken to refuse the application -

Councillor Nazish Adil	For
Councillor Mark Brown	For
Councillor Jean Cash	For
Councillor Sylvia Dunn	For
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Mohamed Ali Hayder	For
Councillor Rahnuma Hayder	For
Councillor Richard Hone	For

Councillor Olivia Honeyman	For
Councillor Alan Latham	For
Councillor Jim Lord	For
Councillor James Meek	For
Councillor Richard Morland	For
Councillor Rodney Reed	For
Councillor Geoff Rutland	For
Councillor Linda Wallraven	For

The meeting closed at 9.42pm

Councillor Nazish Adil
Mayor of Seaford

DRAFT



Seaford Town Council

Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford on Thursday 26th September at 7.00pm.

Present:

Councillors M Brown (Chair) and Richard Morland (Vice Chair).
Councillors J Cash, O Honeyman and R Honeyman
Lucy Clark - Finance Manager
1 member of the public.

F09/09/19 Apologies

Apologies of absence were received from Councillors L Boorman, A Latham, J Meek and L Wallraven.

F10/09/19 Disclosure of Interests

There were no disclosures of interests.

F11/09/19 Public Participation

There was no public participation.

F12/09/19 Finance Report

F12.1 Receipts, Payments and Bank Reconciliation for June, July and August 2019.

The Committee considered report 66/19 advising of receipts, payments and bank reconciliations for June, July and August 2019.

F12.1.1 It was **RESOLVED** to **NOTE** (as previously reported) the balance brought forward from January 2019 is £435,651.03.

F12.1.2 It was **RESOLVED** to **NOTE** the June 2019 total receipts of £112,026.01 and total payments of £255,488.22 leaving a balance to carry forward of £292,188.82.

F12.1.3 It was **RESOLVED** to **NOTE** the July 2019 total receipts of £191,520.83 and total payments of £326,471.95 leaving a balance to carry forward of £157,237.70.

F12.1.4 It was **RESOLVED** to **NOTE** the August total receipts of £656,955.72 and total payments of £235,857.31 leaving a balance to carry forward of £578,376.11.

F12.1.5 It was **RESOLVED** to **NOTE** that in addition to the Current Account balance above, the new CCLA investment account balance is £525,000.00.

F12.2 Finance Report

The Committee considered report 67/19 informing of income and expenditure from 1st April 2019 to 31st August 2019 compared with annual budgets.

Members asked for clarity on certain items.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

F12.3 Finance Department Update

The Committee considered report 74/19 informing the Councillors of relevant financial updates.

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

F13/09/19 2019-20 Budget Framework and Timetable

The Committee considered report 68/19 advising the Committee of the proposed Budget Framework and Timetable for 2020-2021.

Members asked for clarification on the process for individual Committee budgets.

It was **RESOLVED** to **APPROVE** the budget timetable as presented.

F14/09/19 Exclusion of the Press and 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 it concerns sensitive debtor information.

(7.16pm – the member of public exited the meeting)

F15/09/19 Receipts Due for Payment Report EXEMPT

The Committee considered report 69/19 informing the Committee of Receipts Due as at 31st August 2019 (excluding those in legal dispute).

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

The meeting closed at 7.25pm

Councillor Mark Brown
Chairman



Seaford Town Council

MINUTES of the meeting of the **Golf & The View Committee** held at **The View at Seaford Head, Southdown Road, Seaford, BN25 4JS** on **Tuesday 3rd September 2019** at **7.00pm**.

Present:

Councillors A Latham (Chair), M Brown (Vice-Chair), J Cash, J Edson, M Everden, R Hayder & M Hayder.

Mr James Corrigan - Town Clerk (Seaford Town Council)

Mr Fraser Morley – Golf Professional

Mr Simon Lambert – Head Greenkeeper (Seaford Town Council)

Ms Ashleigh Nicholson– Assistant Manager, The View (Seaford Town Council)

Mr Alan Miller (Seaford Head Golf Club)

No members of the public

G08/09/19 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Mr C Nicol (General Manager at The View), Mr Eddie Martin (Seaford Head Golf Club) and Councillors R Morland & N Adil.

G09/09/19 Disclosure of Interests

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

G10/09/19 Public Participation

There was no public participation.

G11/09/19 Head Greenkeeper's Report

The Committee considered report 60/19 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper.

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

G12/09/19 Golf Professional's Report

The Committee considered exempt report 61/19 presenting an update on golf course related matters and business and asked questions of the Golf Professional. It was noted that the Golf course is performing financially significantly better than the last financial year with the income for Green fees being up by £10,000, Societies up by £15,000 and buggy hire up by £3,500.

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

G13/09/19 General Manager's Report

The Committee considered exempt report 62/19 presenting an update on the business activities and finance of The View and asked questions of the General Manager.

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

It was also noted that both the View team and the team providing the golf course have performed very well this year and that many compliments are received for both on a regular basis.

G14/09/19 Society Naming

The Committee considered exempt report 59/19 providing a summary of actions taken by the Golf Club and Town Clerk in relation to a Scaford Head Golf Club society name.

It was **RESOLVED** to **NOTE** the summary of actions taken by the Golf Club and Town Clerk in relation to a Scaford Head Golf Club society name.

It was also **RESOLVED** to **REQUIRE** the WG Society to submit the letter as agreed to the Town Clerk by the time of the next meeting on the 1st October 2019.

G15/09/19 Additional Meeting

The Committee considered calling an extra meeting of the Golf and The View Committee.

It was **RESOLVED** to **CALL** an extra meeting of the Golf and The View Committee to take place Tuesday 1st October 2019 at 7pm.

The meeting closed at 7.25pm.

Councillor Alan Latham
Chair of the Golf & The View Committee

DRAFT



Seaford Town Council

MINUTES of a Meeting of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Thursday 12th September 2019** at 7.00pm.

Present:

Councillor R Honeyman (Chair), A Latham (Vice-Chair), J Cash, J Edson, O Honeyman and R Morland.

James Corrigan, Town Clerk – Seaford Town Council

Isabelle Moulard, Executive Support Officer (Maternity Cover) – Seaford Town Council

Councillor P Boorman attended as a non-committee member

No members of the public were present.

PE01/09/19 **Apologies for Absence**
There were no apologies for absence.

PE02/09/19 **Disclosure of Interests**
No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

PE03/09/19 **Public Participation**

Councillor P Boorman raised a number of issues with regard to the planned Personnel Committee meeting the following night including challenging the legality of the meeting and questioning the whereabouts of the report for the meeting.

The Chairman advised that the meeting was in order but that he had not yet seen the report.

PE04/09/19 **Exclusion of the Press and Public**
It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concerned contain confidential personnel and employment details.

Councillor P Boorman left the meeting.

PE04/09/19 **General Personnel Update**
The Committee discussed the contents of exempt report 65/19 presenting a general update on HR matters within the Council, asking questions on various aspects of the update report.

PE04.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE04.2 It was **RESOLVED** to **APPROVE** the temporary appointment of Elle Johnson-Bullock as Film & Liaison Officer.

PE04.3 It was **RESOLVED** to **APPROVE** the permanent appointment of Robson Nicholson-Hook as General Catering Assistant (The View).

PE04.4 It was **RESOLVED** to **SCHEDULE** a future meeting of the Personnel Committee for Tuesday 12th November 2019 at 7pm.

The meeting closed at 7.45pm

Councillor Richard Honeyman
Chair of Personnel



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at 'The View' Seaford Head Golf Club Southdown Road on Thursday 8th August 2019 commencing at 7.00pm

Present:

Councillors L Wallraven (Chairman), Councillor R Honeyman (Vice-Chairman), Councillors N Adil, J Edson, A Latham and J Lord
James Corrigan – Town Clerk
Geoff Johnson-Planning Officer

100 members of the public present

Also attending for the Newlands School Application :-

Leigh Palmer – Acting Head of Planning, Lewes District Council
Dan Merriman - Land Director, Bellway Homes
Julian Goodban – Planning Manager, Bellway Homes
Matthew Oliver – Bellway Homes

P 32/08/19 Apologies for Absence

Apologies were reported from Councillor Morag Evenden

P 33/08/19 Disclosure of Interests

Councillor R Honeyman declared a non-pecuniary interest in LW/19/0486 as a resident living close to the application site and confirmed that he would not speak or vote on the matter

P 34/08/19 Public Participation

None

P 35/08/19 Planning Applications

Standard Orders were waived prior to the consideration of this item in order that contributions could be made to the debate by residents from the floor

Seaford

LW/19/0475

Newlands School Site, Eastbourne Road

Full Planning Application – Demolition of existing school building And construction of two buildings to provide 21 residential units Including provision of public open space and associated landscaping (to run concurrently with reserved matters application LW/19/0258 for the provision of 162 residential units)

LW/19/0258

Newlands School Site (amended proposal) – Reserved Matters application- Approval for layout, scale, appearance and landscaping of a resident p . 1 5 oment of 162 homes pursuant to application

LW/16/0800 (to run concurrently with full application LW/19/0475 for the demolition of the existing school building and provision of 21 residential units) for Bellway Homes

Following the introduction of the applications questions and views were invited from residents ; either James Corrigan (STC) or Leigh Palmer (LDC) responded.

Q- Further information was required on the proposed location of The Football Academy

Q-Are the facilities being provided to deal with a general shortfall of sports pitches in the town or the specific loss of the Newlands facilities?

Q- Won't Sport England's current objection mean that the scheme Will have to be 'called-in'?

Also, there have been differing accounts of the actual sum to be paid by Bellways. Will the money be 'ring-fenced' or will it be available for other sports?

STC – A number of potential sites and options were being examined. The new facility would have to be the subject of a planning application. Sport England would also need further details of the planned facility to deal with its objection

It's the need to replace facilities at the former school site which has led to the need for new facilities.

Premier Soccer were the users displaced when the facilities at Newlands were withdrawn so it is reasonable for them to be the main user of any new facility

LDC – If consent is granted and Sport England's objection has not been withdrawn the application will be referred to the Government Office for the South-East. The competing issues will be considered and a decision will be made as to whether the applications should be called-in.

There has been no confirmation of the actual sum to be paid. It can only be assessed when the details of any consent granted are confirmed.

The sum paid will be ring-fenced by way of a s.106 Agreement.

s.106 Agreements usually provide for any money unspent being returned to the developer within a fixed period, often 10 years.

STC could allow the facilities to be used for other sports. The facilities v P . 1 6 under public rather than private control.

Q- Concerns about the safety of pedestrians crossing the A259 near the entrance to the new development

LDC – There would be a fully signed pedestrian crossing

Q- Concerns about possible overlooking of existing boundary properties and strong views that the existing school building should be retained

Q-There had been an assurance at outline stage that there would be a buffer strip and that windows facing existing properties would be frosted glass or velux.

LDC – A 'Parameter Plan' was submitted as part of the outline application showing the relationship of the proposed layout to neighbouring properties. The reserved matters layout closely follows the outline layout but officers at LDC were checking distances to ensure they were within normal guidelines. It did not appear that there was sufficient harm to residential amenity to justify a refusal.

As for the retention of the existing building, that is to be considered tonight as part of LW/19/0475 and the heritage issues will have to be balanced against the affordable housing issues.

Q- Could more details be given on the availability of the affordable housing for local residents.

LDC- If the scheme goes ahead a Registered Provider will be appointed and provision can be made as part of the s.106 Agt for local residents to be given priority through a nomination agreement. It is possible that LDC's housing arm will be the Registered Provider

Q- Concern from a resident who was unable to sell her property due to the traffic problems which the new development would create on the A259 and the proposed roundabout. She had contacted Bellways enquiring about compensation but had had a 'rude' reply from their solicitors.

LDC- The Planning system does not provide compensation in these cases.

Q – Specific concerns about overlooking where Manor Road North meets the site boundary. A green barrier had been promised but not provided for in the reserved matters.

LDC – It is acknowledged that there are sensitive boundary points and these will be examined closely.

Following questions to Bellways representatives from residents of Farm Close, Manor Road North and Blue Haze Avenue, Bellways agreed to arrange site meetings to discuss the issues.

The concerns were about dead and dying trees, ownership of land on and close to the site boundary and the ownership and future retention and maintenance of trees. In particular there needed to be clarification as to the ownership of an area of 'no man's land' close to the Bromley Close boundary containing 7 trees.

Bellways, through Julian Goodban, also made the following responses to issues raised by residents :-

The original proposal for a formal football pitch on site was not functional due to the lack of sufficient space and did not fit in well with the new properties. Following discussions with STC officers the scheme was amended to provide the park. The financial contribution would come from the deletion of the pitch, changing rooms and parking.

Bellways had no objection to a period of 25 years being allowed for use of the financial contribution towards new sports facilities

The original school building is not listed. The Heritage Statement referred to some notable features but the building in general had deteriorated over the years. The connection with Seaford's historical private school heritage was acknowledged but it was considered that there would be more public benefit from the provision of 46 affordable housing units.

On overlooking, Bellways had kept closely to the original concept plan in designing the layout. The distances were acceptable. There were no 3-storey houses.

The traffic issues would be mitigated by the provision of the mini-roundabout. There was no obligation to pay compensation.

Dead and dangerous trees would be removed from the site but checks would need to be made first and any necessary consents obtained.

It was acknowledged that there were also concerns about the lack of infrastructure to cope with 183 new dwellings but Bellways would be making a CIL payment of £1,500,000 to go towards new infrastructure projects.

The open debate ended at 8.10 p.m and Standing Orders were reinstated.

Members considered report 53/19 from the Planning Officer.

On LW/19/0475 It was **RESOLVED** to **SUPPORT** the application subject to a 25-year period being imposed for the use of the financial contribution towards new sports facilities and the following specific details as set out in the Committee's resolution of 23rd May 2019 :-

- a) The provision of a 2.5 acre public park with children's play equipment on site
- b) A financial contribution towards the provision of a new 3-4 pitch football academy on land elsewhere in the town to be secured by the Town Council.
- c) An affordable housing provision of 25% of the total number of dwellings (i.e 46 units) ; the units to be 50% rented and 50% shared ownership.
- d) Seaford residents to be given priority in the allocation of the affordable housing and
- e) Electric vehicle charging points to be provided on site

On LW/19/0258 it was **RESOLVED** to **SUPPORT** the application subject to the same provisos

n.b The resolutions were passed unanimously

The Chairman adjourned the meeting at 8.25 p.m to allow residents attending for the Newlands School item to leave the meeting room

The meeting resumed at 8.32 p.m

Planning Application received week commencing 22nd July 2019

Seaford
LW/19/0451

Fieldings 18 Firle Road
Planning Application – New dwelling at rear of property

Councillor P Boorman referred to the appeal which had recently been dismissed and the objections to the shared access shown on the current application. The application should be refused.

A neighbouring resident handed out plans showing the layout of the East Blatchington Conservation Area. He had objected to the previous application on grounds of noise and disturbance to neighbouring residents and those objections still applied to the current amended application.

Another local resident acknowledged the fact that the applicant had attempted to respond to the refusal on appeal by providing the shared access but the development would still destroy the original p P . 1 9 d layout of the locality

A neighbouring resident argued that the proposed development would create a precedent and the lack of a pavement on Firle Road would lead to additional traffic problems

The applicant's agent argued that the Planning Inspector in her decision had confirmed that the proposed dwelling would not cause any undue noise or disturbance to neighbouring properties and that the only problem was the removal of part of the flint boundary wall to provide the separate access. This had been dealt with by the provision of the shared access.

The Planning Officer confirmed that although it was true that the Inspector had not seen sufficient weight in the noise and disturbance issue to justify refusal, the provision of the shared access was directly contrary to saved policy ST4 of the Lewes Local Plan due to the likelihood of serious loss of amenity for the occupiers of the property at the front. This point had been referred to in para.8 of the decision letter

It was **RESOLVED** to **OBJECT** to the application on the grounds that-

The relocation of the access to the proposed dwelling to form a shared access with the main dwelling would be severely detrimental to the amenities and privacy of the main dwelling and totally contrary to the saved policy ST4 of the Lewes Local Plan

Planning Applications received week commencing 15th July 2019

Seaford
LW/19/0458

49 Kingsmead
Planning Application – Erection of a fence between 49 and 51 Kingsmead

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0504

14 Hill Rise
Planning Application – Erection of outbuilding in the rear garden Subservient to the main property

It was **RESOLVED** to **SUPPORT** the application in principle although there was some concern that the high specification for the building and the extent of the accommodation provided could facilitate its use as a separate dwelling. It was therefore requested that a condition should be attached to any consent granted restricting the use of the building to uses ancillary to the main dwelling

Seaford
LW/19/0509

28 Chyngton Gardens
Planning Application- Two-storey rear extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0484

The Crypt Gallery Church Street
Planning Application – Replacement of two wall-mounted signs

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received week commencing 22nd July 2019

Seaford
LW/19/0426

High Wood 51 Firle Road
Planning Application – New detached dwelling

It was **RESOLVED** to **OBJECT** to the application on the grounds that the proposed dwelling would be too large for the divided plot and would therefore be out of character with the existing pattern of development in this part of Firle Road and harmful to the amenity of the area

Seaford
LW/19/0515

1 Chichester Close
Planning Application- Single-storey side extension with pitched roof

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0453

4 Eastbourne Terrace Eastbourne Road
Planning Application- Creation of dropped kerb

It was **RESOLVED** to **OBJECT** to the application on the same grounds set out in the Highway Authority's objection i.e there is insufficient turning space for vehicles to enter and exit in forward gear and therefore the use of the space would be a danger to drivers of vehicles on the A259.

Planning Applications week commencing 29th July 2019

Seaford
LW/19/0473

2B Hartfield Road
Planning Application – Raised timber decking and covered veranda to rear of dwelling

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0486

5 Valley Drive
Planning Application – Single storey side extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0527

21 Badgers Copse
Planning Application – First floor side extension and Summerhouse
It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0528

6 Sovereign Close
Planning Application – Two storey side extension with front entrance canopy. Replace tile hanging to front elevation and fenestration to rear elevation

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0525

62 Dane Close
Planning Application – Single storey rear ground floor extension with terrace above at first floor, creation of rear balcony at second floor, roof extension to create additional third storey with balconies to front and rear, internal layout modifications and replacement façade finishes

It was **RESOLVED** to **OBJECT** to the grounds that it was over-development, out of character with neighbouring dwellings and not in keeping with the general character of other seafront properties

South Downs National Park Authority Application

Seaford
LW/19/03404/HOUS

Blackberry Cottage Eastbourne Road
Planning Application- Erection of a single storey detached garage, with dormer and rooflights added to existing first floor bedroom

It was **RESOLVED** to **SUPPORT** the application

Tree Works Application

Seaford
TW/19/0049/TPO

1 Willow Drive
Tree Preservation Order – Reduce Holm Oak (T7) by no more than one metre. Works required to reduce shading and due to close proximity of the property

It was reported that this application had been approved by Lewes D.C prior to the meeting

NOTED

P/36/08/19

Lewes Local Plan Part 2 – Consultation on Modifications

Members considered report 48/19 of the Planning Officer on this matter. It had been reported at the meeting on 18th July the deadline set by Lewes D.C for the receipt of responses to the modifications was Monday 19th August.

The report concerned proposed policy E1- Land at East Quay, Newhaven Port and the modifications had been made in response to objections submitted to the Inspector at the hearing in April 2019.

A vote of thanks was made to ex-Councillor Penny Lower, who had represented the Town Council at the hearing, for her work on the important environmental issues raised in the objections.

It was **RESOLVED** to **SUPPORT** the modifications proposed on the grounds that they would provide environmental safeguards aimed at protecting public amenity and the threat to the amenity and setting of the Tide Mills area and the designated South Downs National Park. There was however still some concern at the potential harm from the classes of development which the policy would sanction.

The exclusion of the vegetated shingle area to the south from the land covered by policy E1 was welcomed.

P/37/08/19

Adoption of the South Downs Local Plan

Members considered report 49/19 of the Planning Officer confirming that the first Local Plan produced by the South Downs National Park Authority had been formally adopted On 2nd July 2019

NOTED

P/38/08/19

Update Report

Members considered report 50/19 updating the Committee on Decisions taken by Lewes D.C since the last meeting

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

The meeting closed at 9.22 p.m

Councillor L Wallraven
Chairman

DRAFT



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 29th August 2019** commencing at 7.00pm

Present:

Councillor R Honeyman (Vice-Chairman in the Chair) , Councillors N Adil, L Boorman, J Edson, A Latham and J Lord
Geoff Johnson-Planning Officer
One member of the public present

P 39/08/19 Apologies for Absence

Apologies were reported from Councillors M Everden and L Wallraven.
Councillor L Boorman was substituting for Councillor L Wallraven

P 40/08/19 Disclosure of Interests

Councillor A Latham declared in relation to LW/19/0538 (3 Chyngton Way) that although he was a resident of Chyngton Way he lived some distance from the property and did not therefore have a disclosable interest in the matter. He would therefore speak and vote on the application

P 41/08/19 Public Participation

None

P 42/08/19 Planning Applications

Planning Applications received in the week commencing 29th July 2019

Seaford **24 Kingston Avenue**
LW/19/0501 Planning Application – Proposed new garage and store extension to existing garage

It was **RESOLVED** to **SUPPORT** the application

Seaford **3 Sutton Park Road**
LW/19/0546 Planning Application – Installation of CCTV camera

It was **RESOLVED** to **SUPPORT** the application

Seaford **4 Firlie Grange**
LW/19/0534 Planning Application- Two-storey rear extension, single storey side extension, rear outside covered area and front entrance porch, with external facing materials changes to the house and existing detached garage

It was **RESOLVED** to **OBJECT** to the application on the grounds that the character of Firle Grange is based on the high-quality design and layout of the properties and the predominant use of red brick. The proposed use of cream coloured boarding to clad the property would be an inappropriate innovation which would have an adverse impact on this existing character and would therefore be detrimental to the amenity of the area.

Planning Applications received in the week commencing 5th August 2019

Seaford
LW/19/0388

6 Connaught Road
Planning Application – Single-storey side extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0538

3 Chyngton Way
Planning Application – Erection of fence adjacent to the highway to create additional garden space

It was **RESOLVED** to **SUPPORT** the application in principle but concern was expressed regarding the structural stability of the fence topping the wall. It was recommended that work should be carried out to strengthen this part of the structure

Seaford
LW/19/0568

Elm Court Blatchington Road
Planning Application- Variation of Condition 1 (plans) of approval LW/18/0404 for minor amendments to materials and layout

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 12th August 2019

Seaford
LW/19/0523

7 Romney Close
Planning Application – Erection of garden outbuilding

It was **RESOLVED** to **OBJECT** to the application on the following grounds :-

That given the height , floor area and location of the building it was too large and over dominant for the area in which it was situated and would therefore detract from the character of the area and the residential amenity of neighbouring residents, contrary to local plan policy ST3. Also the size and the specification of the building would enable it to be used as a single dwelling separate from the main dwelling which would be an inappropriate use and contrary to the provisions of the Local Plan as was the dog grooming use currently being carried on at the site

Seaford
LW/19/0438

31 Alfriston Park
Planning Application- Demolition of existing conservatory and erection of a new single-storey side/rear extension

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the week commencing 19th August 2019

Seaford
LW/19/0592

24A Sutton Avenue
Planning Application – Change of use of part of coffee shop and Storage area to smaller coffee shop and beauty treatment rooms In connection with an existing hair salon within the building

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0600

2 Berwick Close
Planning Application – Single storey side extension

It was **RESOLVED** to **SUPPORT** the application

Seaford
LW/19/0598

10 Park Road
Planning Application – Proposed extended first floor loft conversion, amended fenestration to rear and rear decking

It was **RESOLVED** to **SUPPORT** the application

County Application

Seaford
LW/3405/CC

Seaford Head Lower School Steyne Road
Planning Application – Erection of a single-storey building for the storage of bicycles and associated works

It was **RESOLVED** to **SUPPORT** the application

Tree Works Applications

Seaford
TW/19/0059/TPO

Cuckmere House School
TPO Application – Removal of branches from Sycamores T1, T2 and T3.

It was reported that this application had been approved by Lewes D.C Shortly before the meeting

NOTED

Seaford
TW/19/0054/TPO

6 Manor Road North
TPO Application – T1 Sycamore- Pollard new growth

It was **RESOLVED** to **SUPPORT** the application

P/43/08/19 Proposed Road Closures – Seaford Bonfire 19/10/19

Members considered report 63/19 on the proposed road closures for Seaford Bonfire on Saturday 19th October 2019

It was **RESOLVED** that **NO OBJECTION** be raised to the proposed road closures but that any proposals to close footpaths in the town should be referred to the East Sussex County Council

P/44/08/19 Update Report

Members considered report 64/19 updating the Committee on taken by Lewes D.C since the last meeting

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

The meeting closed at 7.52 p.m

Councillor R Honeyman
Chairman

DRAFT



Seaford Town Council

Planning and Highways Committee

Minutes of the meeting of the **Planning and Highways Committee** held at the **Council Chambers, 37 Church Street, Seaford** on **Thursday 19th September 2019** commencing at 7.00pm

Present:

Councillor L Wallraven (Chairman) Councillors L Boorman, J Edson and A Latham
Geoff Johnson-Planning Officer
One member of the public present

P 45/09/19 Apologies for Absence

Apologies were reported from Councillors N Ali, M Everden, J Lord and R Honeyman.

Councillor L Boorman was substituting for Councillor R Honeyman

P 46/09/19 Disclosure of Interests

None

P 47/09/19 Public Participation

None

P 48/09/19 Planning Applications

Planning Applications received in the week commencing 26th August 2019

Seaford
LW/19/0607

127 North Way

Planning Application – Proposed loft conversion and roof extension with rear dormer and balcony plus single storey rear extension

It was **RESOLVED** to **SUPPORT** the application. It was considered that although the proposed extension was substantial it would not have any adverse impact on the existing property. It was requested however that a condition should be requested requiring the side panels of the proposed balcony to be glazed with frosted glass to avoid any overlooking of neighbouring properties

Seaford
LW/19/0546

39 Lexden Drive

Planning Application – Proposed single storey side and rear extension

It was **RESOLVED** to **SUPPORT** the application

Planning Applications received in the weeks commencing 2nd and 9th September 2019

No applications received

P 49/09/19

Proposed Road Closure – Italian Market

It was reported that the Italian Market planned for Saturday 9th November had been cancelled and the application to Lewes D.C for a road closure had therefore been withdrawn

NOTED

P 50/09/19

Update Report

Members considered report 72/19 updating the Committee on taken by Lewes D.C since the last meeting.

The Planning Officer also referred to other decisions received since the circulation of the agenda which would be reported in full to the next meeting on 10th October

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

The meeting closed at 7.17 p.m

Councillor L Wallraven
Chairman



Seaford Town Council

Report 81/19

Agenda Item No: 6a
Committee: Council
Date: 17th October 2019
Title: Mayor's Report & Engagements
By: Sue Treadwell, Mayor's Secretary
Purpose of Report: To present the Mayor's update report and details of Mayoral engagements.

Recommendations

You are recommended:

1. To note the contents of the report.
-

1. **Information**

- 1.1 Attached at Appendix A is the Mayor's update report and Appendix B provides details of the Mayor's engagements for period of 15th August 2019 to date.

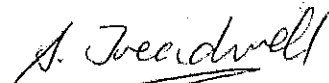
2. **Financial Appraisal**

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

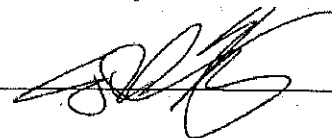
3. **Contact Officer**

The Contact Officer for this report is Sue Treadwell, Mayor's Secretary.

Mayor's Secretary



Town Clerk



Appendix A Mayor's Report October 2019

I would like to say a big thank you to everyone at Council and each member and resident of Seaford for accepting and embracing me with open hearts and warmth. I thank you all for your guidance, advice and support in my new journey. I love the positivity and diversity of Seaford and the community spirit of the locals make it a wonderful town to live. I am proud of Seaford and Seafordians! Thank you for motivating me to accept this role. I love it.

The Mayor of Seaford page (Facebook) has reached over 535 followers and over 525 likes and the posts have been engaging thousands of audiences. The page has been very successful and popular with residents, fellow colleagues, distinguished dignitaries and friends of Seaford town; within and outside the town, county, nationwide and around the world. I have been successful in putting Seaford on the map and helping to promote our Council's completed improvement programs, work in progress and new plans for the residents and guests of the town. I have been receiving many compliments for the Council's active role in responding to the community's needs and providing different recreational and amazing outdoor facilities for everyone. The beach huts, the skatepark, the water refill station and the disabled access at the seafront have been the most popular amongst them all.

Members of public, along with sports and activity groups, especially children, have been in touch and provided remarkable feedback. It is a great honour and a wonderful feeling to see how people have accepted and embraced the wave of change in a new face as their Mayor. I am so thankful to everyone for their positivity and support.

I have introduced the 'Mayor's Certificate of Appreciation' which is awarded to individuals, groups and local businesses who participate and contribute towards the community in their own simple unique and peculiar ways. The idea is admired by all and especially much loved by children.

Another special trend that has been set is introducing different consorts suiting the ambience and discipline of the event, ceremony or civic service. This has provided an opportunity to the locals to get introduced to eminent dignitaries and groups; also, to be part of important ceremonies and events representing their town.

My chosen charities have also been overwhelmingly supported. There have been fundraising events such as my second reception in August and a non-uniform day at Annecy Catholic School. Upcoming fundraising includes a raffle in October sportingly offered to be organised by The Wellington pub and a Mayor's quiz night in November at The View. The Seven Sisters pub will also be holding a Mayor's quiz night and raffle draw in December. Meetings with other pubs are scheduled with more ideas to raise funds.

The primary schools in Seaford are in full cooperation. I admire their enthusiasm and contribution in spreading awareness of the Mayor's chosen charities and supporting me in every possible way. The schools are holding the Mayor's Christmas card competition in great festive and competitive spirit. There are some other small fund-raising events to be co-shared by the school's PTA.

The Youth Counselling Project and Down Syndrome Development Trust are highly appreciated, acknowledged and supported by the town.

I was live on Seahaven Radio twice promoting my chosen charities and updating on the achievements and hard work of the Council, making Seaford better for everyone. The radio station has kindly offered a live slot every alternative month to choose and bring a guest along who has made a significant difference in community.

I have had the privilege to attend over 30 engagements in the last two months including civic services, events, fetes, official openings, visits and social gatherings.

It was wonderful being part of the District Horticultural show and awarding the winners with prizes. I was mesmerised by the artwork, food and vegetable displays and outstanding flower settings. That same day, I also attended the Bishopstone Fete at St. Andrew's Church and visited the Wall Garden. Both events were super entertaining.

One of the most memorable engagements has been the Seahaven Para Games held at the Downs Leisure Centre, it was amazing participating with the wonderful and enthusiastic athletes, and I must admit they were much more skilled and competitive than myself. The same afternoon was the 77th Anniversary of Dieppe Raid which was an emotional and overwhelming service. It was an honour marching with the parade to the memorial and laying the wreath in respect and remembrance.

The first ever green show in Seaford at South Hill Barn was well appreciated and a successful event and I thoroughly enjoyed the displays. I also enjoyed being part of the Lapwing Festival at Cuckmere Haven which saw astonishing views with live performances by eminent bands. I visited the beautiful Cuckmere Cottages preserved and maintained so well and where one of the art exhibitions was hosted and very popular amongst locals as well as foreign guests.

The first ever history tour of Bishopstone station, organised by the Friends of Bishopstone, was a great history lesson. I had the honour of meeting the First Lady Station Master who had many memories of WWII to share. It was a wonderful experience.

The Hard of Hearing Club celebrated their 60th anniversary which was a magnificent gathering. Full of love, laughter music and dance.

The Cheney's Lodge garden party was such a delightful event. The Town Crier opened the event and I entered on a Trickshaw courtesy of Cycling Without Age - Seaford, this was a unique trend and attraction for the spectators.

Another special occasion was the Battle of Britain remembrance dinner organised by the Royal Society of St. George, Seahaven. It was really informative learning the history and background of the Battle of Britain, for which I have high respect.

I was invited as a guest to other ceremonies and events such as the Martello Rotary Proms which was an excellent entertainment of the week; charity events like Macmillan coffee morning at Cradle Hill School and the Alfriston Preschool Charity Fun Run; and a trip to Folkington Manor, Polegate, to watch the most mesmerising comic play in support of the High Sheriff for East Sussex's charity. Another important visit was to St. Wilfrid's Hospice, Eastbourne where the ambience, the warmth and the atmosphere that had been maintained for the 'special guests' is commendable. They have kept the facility and vicinity so naturally beautiful and user friendly, it just gives a reason to smile and make the moments of life worthwhile.

I took part in the Neighbourhood Expo which was an interesting exhibition with enthusiastic participation of local businesses, security services and a very informative and impressive talk by the special guest Police and Crime Commissioner, Katy Bourne.

I helped with the Martello Fields clean up with residents and a Plastic Free Seaford beach clean. There was an absolutely great sense of contentment and satisfaction being able to stand in hands with the residents excelling in the community spirits for the wellbeing of our town.

I have also enjoyed the Council's events such as Crouch Bowling Club friendly match, and the opening of the skatepark at The Salts was really fun, well attended and the skatepark has been so well used ever since. It was particularly amazing handing over the giant grant cheques from the Council to the recipients as it was so touching to see them happy and grateful of the Council for the support.

Finally, I am pleased to announce the appointment of Rector Arwen from St. Peter's Church as my Chaplain.

Looking forward to a progressive and prosperous year together.

If you have any questions regarding the report or events, please do not hesitate to ask me.

Thank you.

Yours Faithfully,

Cllr. Nazish Adil

Mayor of Seaford

Appendix B Mayor's Report – October 2019

15th August – 17th October

Organisation/Dignitary	Event	Day	Date	Venue
Seaford Town Council	Skate Jam	Saturday	17-Aug-19	Skate Park
Mayor of Seaford	2nd Summer Reception	Sunday	18-Aug-19	St Thomas More Church Hall
Friends of Bishopstone Station	Historical Event	Sunday	18-Aug-19	Bishopstone Station
Martello Rotary	Beach	Saturday	24-Aug-19	Salts Beer Festival
Seahaven FM	Interview	Wednesday	28-Aug-19	Radio Station Saxon Lane
Lapwing Festival	Lapwing Festival	Sunday	01-Sep-19	Coastguard Cottages Seaford Head
Lord Lieutenant	Informal Meeting	Wednesday	04-Sep-19	Brighton Town Hall, Civic Parlour
Seahaven hard of hearing Club	60th Anniversary	Friday	06-Sep-19	St James's Club House
Anncey Catholic School	Headteachers Induction mass	Sunday	08-Sep-19	St Thomas More Church
Nikki Bond School of Dance	Certificates of Appreciation	Saturday	14-Sep-19	Nikki Bond School of Dance
Martin Murdoh Belgrave Road	Charity fundraiser	Saturday	14-Sep-19	Belgrave Road
The Royal Society of Saint George	Battle of Britain Dinner	Sunday	15-Sep-19	The Hydro Hotel, Eastbourne
St Wilfred's Hospice	Tour of facility	Monday	16-Sep-19	St Wilfred's Hospice Eastbourne
Neighbourhood Watch	SBNWA	Thursday	19-Sep-19	Baptist Church
Seahaven FM	Radio Interview	Tuesday	24-Sep-19	Seahaven FM
Cradle Hill School	Macmillan Coffee Morning	Friday	27-Sep-19	Cradle Hill School
Alfriston Pre School	Alfriston Fun Run	Saturday	28-Sep-19	Alfriston Tye
High Sheriff	High Sheriffs Fund - If I catch Alphonso tonight!	Sunday	29-Sep-19	The Flint Halls Folkington Manor
Seaford Natural History Society	Plaque unveiling and Photos	Thursday	03-Oct-19	South Hill Barrn
Cradle Hill School	British Values Day	Friday	04-Oct-19	Cradle Hill School
Martello Rotary	Martello Rotary Proms	Saturday	05-Oct-19	Seaford Head School Upper
Plastic Free Seaford	Informal beach clean	Sunday	06-Oct-19	The Buckle
Youth Counselling Project	Presentation by SHS demonstrating value of TYCP	Monday	07-Oct-19	Seaford Head School Arundel Road
Mayor of Peacehaven	Food from around the world	Saturday	12-Oct-19	Main Hall, community House, Meridian Centre



Seaford Town Council

Report 75/19

Agenda Item No: 9
Committee: Council
Date: 17th October 2019
Title: Councillor Attendance at Training Record 2019/20
By: Isabelle Mouland, Executive Support Officer (Mat Cover)
Purpose of Report: To present an update on the training attendance record for the 2019/20 Municipal Year.

Recommendations

You are recommended:

1. To note the contents of the report.

1. Information

1.1 The Council was last presented with the councillor attendance at training at its meeting on 20th June. This report provides an update.

1.2 The councillor attendance on training to date is as below –

Member	Induction one	Planning one	Induction two	Finance	Site Visits	Code of Conduct	Planning two
	7 May	23 May	4 June	4 July	6 July	25 July	1 August
Cllr N Adil	✓	✓	---	✓	✓	✓	✓
Cllr L Boorman	✓	---	✓	✓	---	✓	---
Cllr P Boorman	✓	---	---	---	---	---	---
Cllr M Brown	✓	✓	✓	✓	✓	✓	---
Cllr J Cash	✓	✓	✓	---	✓	✓	✓
Cllr S Dunn	✓	---	---	---	---	✓	---
Cllr J Edson	✓	✓	✓	✓	✓	✓	✓
Cllr M Everden	✓	✓	✓	---	✓	---	---
Cllr M A Hayder	✓	✓	✓	---	✓	---	---
Cllr R Hayder	✓	---	✓	---	✓	✓	---
Cllr R Honeyman	✓	✓	✓	✓	✓	✓	✓
Cllr O Honeyman	✓	✓	✓	---	✓	✓	---
Cllr A Latham	✓	✓	---	---	---	---	---

Member	Induction one	Planning one	Induction two	Finance	Site Visits	Code of Conduct	Planning two
	7 May	23 May	4 June	4 July	6 July	25 July	1 August
Cllr J Lord	✓	✓	---	---	---	---	✓
Cllr J Meek	✓	---	---	---	---	✓	✓
Cllr R Morland	✓	---	✓	✓	✓	---	---
Cllr R Reed	✓	✓	✓	✓	---	✓	✓
Cllr r G Rutland	✓	✓	✓	---	---	✓	---
Cllr L Wallraven	✓	✓	✓	✓	✓	✓	---
Cllr B Webb	---	---	---	---	---	---	---

1.3 Keeping updated on the Council's functions by attending training is one of many responsibilities of being a Town Councillor, which is a completely voluntary position. The attendance above should not be used alone to reflect a councillor's level of activity or involvement with the Council and the town.

1.4 If Councillors come across a training course which may be of interest to others or would like to attend, please contact the ESO who will make the necessary arrangements.

1.5 This training record will be updated and presented quarterly as requested by Council in the last term, similar to how the training record for Officers is presented to the Personnel Committee.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Executive Support Officer (Mat Cover).

Executive Support Officer

I. L. Mouland.

Town Clerk

[Signature]



Seaford Town Council

Report 78/19

Agenda Item No: 10
Committee: Full Council
Date: 17th October 2019
Title: Annual Governance and Accountability Return (AGAR)
2018-19 Update
By: Lucy Clark, Finance Manager
Purpose of Report: To update the Council on the status of the AGAR for 2018-19.

Recommendations

You are recommended:

1. To note the report.
-

1. Information

- 1.1 Following the approval by Full Council on 20th June 2019, the 2018-19 Annual Governance and Accountability Return (AGAR) was submitted to the External Auditor, PKF Littlejohn LLP.
- 1.2 On 9th September 2019, the AGAR was returned by PKF Littlejohn LLP issuing an unqualified opinion where there are no 'except for' matters and confirming they consider the AGAR to be in accordance with the specified requirements. A copy of the completed Annual Return is attached in Appendix A for reference.
- 1.3 The Accounts and Audit Regulations 2015 (SI 2015/234) state that a 'Notice of Conclusion of Audit' detailing the rights of inspection must be published by 30th September 2019 along with sections 1, 2 and 3 of the Annual Return.
- 1.4 In accordance with the above, the notice has now been published on the Council's website and notice board. Copies were also made available for purchase by any person for a sum of fifty pence.
- 1.5 The published Annual Return must remain available for public access for a period of no less than five years.

2. Financial Appraisal

The net cost of the External Audit is £2,400.00 which has been paid from the Audit Fees budget.

3. Contact Officer

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

Finance Manager

Town Clerk

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. The words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*For a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided? N/A	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

SEAFORD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/12/18 07/05/19

MARK MULBERRY BA (Hons) FCCA CTA

Signature of person who carried out the internal audit

M Mulberry

Date

07/05/2019

If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes	No*	Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2019

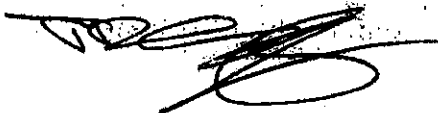
and recorded as minute reference:

C33/06/19 - C33.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.seafordtowncouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	137,274	177,660	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	654,466	709,949	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,622,696	1,739,494	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	581,274	716,923	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	138,068	119,979	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,517,434	1,133,102	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	177,660	657,099	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
8. Total value of cash and short term investments	282,137	816,933	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	10,737,476	10,683,316	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,653,365	1,594,395	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

07/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2019

as recorded in minute reference:

C34/06/19 C34.1

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Seaford Town Council – ES0088

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PK Littlejohn LLP

Date

07/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Seaford Town Council

Report 76/19

Agenda Item No: 11
Committee: Council
Date: 17th October 2019
Title: 2020-2021 Meeting Timetable
By: James Corrigan, Town Clerk
Purpose of Report: To present the proposed meeting timetable for the Council and Committee meetings in the 2020-2021 Municipal Year.

Recommendations

You are recommended:

- 1. To adopt the 2020-2021 meeting timetable as presented.**
-

1. Information

- 1.1** Attached at Appendix A is the draft meeting timetable for Council and Committee meetings for the 2020-2021 Municipal Year.
- 1.2** As with each year, the timetable is largely dictated by the need for tri-weekly Planning & Highways meetings in order to fit in with the District Council's planning processes. Other Council and Committee meetings are then scheduled in around this to try and ensure suitable gaps between meetings and occurring at relevant times of the year i.e. for the grants process, budget setting, pay reviews etc.
- 1.3** Councillor training dates will be advised in due course once training requirements have been reviewed.
- 1.4** If any Councillors have any comments on the proposed timetable, where possible could these please be sent through by email ahead of the meeting so they can be considered and any changes to the timetable made in advance, helping with the flow of the meeting on 17th October.

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



Committee Timetable 2020-2021:
Summary of Public Meetings

DRAFT

Committee	Time/ Venue	2020												2021					
		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May					
Community Services	7pm - Church Street			23 rd Thurs												29 Thurs			
Planning & Highways	7pm - Church Street (unless stated)	14 Thurs	4 Thurs	16 Thurs	6 th Thurs	17 Thurs	8 Thurs	19 Thurs	10 Thurs			4 Thurs	15 th Thurs	6 Thurs					
Finance & General Purposes	7pm - Church Street			9 Thurs		24 Thurs			Budget 17 Thurs						8 th Thurs				
Council	7pm - Church Street	Annual Mtg 21 Thurs	Annual Return 18 Thurs		20 th Thurs		15 Thurs									18 Thurs		Annual Mtg 13 Thurs	
Golf & The View	7pm - The View at Seaford Head		9 Tues			8 Tues			Budget 1 Tues							9 Tues			
Personnel	7pm - Church Street															Pay Reviews 25 Thurs			
	6pm - The View at Seaford Head	Town Forum 26 th Tues																Town Forum 25 th Tues	

Note: Each Committee allows public questions and delivery of petitions for the first 20 minutes of that meeting.
Public should try to arrive before the start time of the meeting to ensure they can gain entry.
The Town Forum is a public meeting, not a Council meeting, but must be facilitated by STC.
* Council Annual Meeting on 21 May 2020 to be followed immediately by an Ordinary Council Meeting.
** Council Meeting to approve the Annual Return.
*** These meetings form part of 2021/22 Municipal Year. 13 May 2021 Annual Meeting to be followed immediately by an Ordinary Council Meeting.
^h takes place during school holidays.

Report 76/19
Appendix A



Seaford Town Council

Report 79/19

Agenda Item No: 12
Committee: Council
Date: 17th October 2019
Title: Health Hub Working Party Interim Report
By: James Corrigan, Town Clerk
Purpose of Report: To present an interim update report from the Health Hub Working Party

Recommendations

You are recommended:

1. To note the contents of the Working Party's interim update report and that this be submitted to Lewes District Council.
-

1. Background

- 1.1 At its meeting on 15th August 2019, the Council established a Council Working Party with the purpose of identifying a number of possible means to provide accommodation for GP and other healthcare services in Seaford.
- 1.2 The Council agreed the Working Party's terms of reference as; to consult widely and to provide an interim report in September, a further report in 3 months, and a full report in 6 months.
- 1.3 It should be noted that the Party are reporting back at the earliest possible Council meeting i.e. a meeting was not available to report back to in September as stated above.
- 1.4 The members of the Party are Councillors M Brown, J Cash, J Edson, M Everden, J Lord and R Morland.
- 1.5 The interim update report of the Party is included at Appendix A for members to consider and furthermore, to note the contents of and that this be submitted to Lewes District Council.

2. Financial Appraisal

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

3. Contact Officer

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

Town Clerk

Working Party Interim Report

Contents

Acknowledgement

Discussion

List of possible means/ Plans

Acknowledgement

Thanks to all members of the Working Party. Everyone contributed to the identification of a number of possible means of providing accommodation for GP and other healthcare services in Seaford. Particular thanks are owed to Cllr Mark Brown who used his experience and wisdom to support the group's work. Cllr Brown introduced Mr Charles Grimble to the Working Party. Mr Grimble was able to provide helpful advice on the feasibility of providing accommodation near the centre of Seaford.

Discussion

The Working Party's terms of reference were to "identify a number of possible means to provide accommodation for GP and other health service providers in Seaford.

There is some difficulty in defining "possible" and some of the means of providing accommodation listed below are likely to be found impossible on closer examination.

Seaford has a deficit of recreational green space. Any development that occupies recreational green space must include proposals to mitigate the loss. Thus, the area occupied by a building and car park should be as small as possible.

The Working Party considered that the most suitable sites should be located within the town centre area and should be accessible with adjacent parking to cater for families and older residents. The area of the proposed Health Hub was taken as a guide to the area required.

Mr Grimble informed the Working Party that there was only one site that met these requirements.

This site is the north-eastern corner of the Salts recreation ground, which is owned by Seaford Town Council. There is currently a building leased to the Scout Group, who would need alternative accommodation. It is near to the Lewes District Council car park and is near the existing Medical Centres on Dane Road. (This listed below as Plan B)

Mr Grimble reported that the building was likely to need deep foundations and was therefore likely to have a higher cost than the Proposed Health Hub.

The Working Party then gave consideration to the need to replace the existing Medical Centres on Dane Road. They took the view that retaining the existing Medical Centres would

allow a much smaller building to provide the additional accommodation urgently need by GP and other healthcare services in Seaford.

The Working Party decided that a possible way to provide extra accommodation was to provide a smaller building on the area of the Salts already identified by Mr Grimble, while continuing to use the existing Medical Centres.

There are a number of variations of this approach. Providing accommodation for the Old School Surgery would be absolute minimum additional space needed. More accommodation in the new building could be used to eliminate the overcrowding in the existing Medical Centres. Beyond that, "spare" accommodations could be used to provide space to allow the existing Medical Centres to be refurbished. (These variations are listed below a Plan C1, Plan C2 etc.)

A final set of "possibilities" is to locate small buildings further from the centre of town. For example the Old School Surgery might relocate to the Downs Leisure Centre site. This would have a much less damaging impact of the area than the proposed Health Hub. The Working Party did not have time to give detailed consideration to these "possibilities" and Mr Grimble advised that there would be many difficulties in obtaining planning consent.

The Working party was mindful that there were existing "publicly owned" buildings which were not being used and were concerned that neither the County Council nor the NHS both of which have responsibility for healthcare have shown concern about the situation in Seaford.

List of possible means/ Plans

We have designated the various plans as Plan A etc. Minor variations of plans are shown as Plan B1 and so on.

Plan A

The LDC proposal for the Health Hub

There are variants of these plans but we don't know what they are and consideration of Plan A is outside the Working Party's terms of reference.

Plan B

Using land at the Salts

Plan B1

Using land at the north-eastern corner of the Salts

Provide an equivalent building to that proposed by the LDC at the Downs Leisure Centre (Plan A). This would occupy an area of 4,500 sq. metres for the building and car parking. The area of the Salts that would be required would be minimised by building two or three storeys high.

Plan B2

Using land at the north-western corner of the Salts (The sloping land that is currently not used for active recreation)

Provide an equivalent building to that proposed by the LDC at the Downs Leisure Centre (Plan A). This would occupy an area of 4,500 sq. metres for the building and car parking.

Plan C

Using land at the north-eastern corner of the Salts while continuing to use the existing Dane Road medical Centres

Plan C1

Continue the use of the Dane Road Medical Centres. Provide a new building to meet the needs of the Old School Surgery on the north-eastern corner of the Salts

Plan C2

Continue the existing use of the Dane Road Medical Centres. Provide a new building to meet the needs of the Old School Surgery on the north-eastern corner of the Salts. Use an additional existing building(s) such as Warwick House to eliminate the overcrowding in the Dane Road Medical centres

Plan C3

Continue the existing use of the Dane Road Medical Centres. Provide a new building on the north-eastern corner of the Salts that would meet the needs of the Old School Surgery plus additional space to eliminate the overcrowding in the Dane Road Medical centres (This is considered because it may be impossible to acquire an existing building)

Plan C4

Continue the existing use of the Dane Road Medical Centres. Provide a new building on the north-eastern corner of the Salts that would meet the needs of the Old School Surgery plus the needs of the Dane Road Surgery.
(This is considered because the GP Practices might wish to be in the same building.)

Plan D

Continue to use the Dane Road Medical Centres. Disperse small GP Surgeries in the residential areas of Seaford. A small surgery might be provided at the Downs Leisure Centre with little impact of residents and sports facilities.

(This plan is included for completeness but the Working Party felt that it would be unattractive to doctors, patients and residents and would encounter the greatest planning difficulties. It has not been given any detailed consideration.)

Plan E

Continue to use the Dane Road Medical Centres. Acquire existing buildings, using compulsory purchasing power if necessary.

(While possible, likely to be very difficult and slow)

Richard Morland

25th September 2019



Seaford Town Council

Report 77/19

Agenda Item No: 13
Committee: Council
Date: 17th October 2019
Title: 2019 Christmas Shutdown
By: James Corrigan, Town Clerk
Purpose of Report: To seek approval to close the Council offices over the Christmas period.

Recommendations

You are recommended:

1. To approve the closure of the Council offices from 4.30pm on Friday 20th December 2019 to Wednesday 1st January 2020 inclusive.
-

1. Background

- 1.1 Traditionally Seaford Town Council's office, as with most other local Councils, closes over the Christmas period.
- 1.2 This year Christmas Day is a Wednesday so a Bank Holiday, as well as Thursday 26th December and Wednesday 1st January.
- 1.3 To fill in the gaps and give the whole period off as per the recommendation, staff would be required to use five days' annual leave, therefore returning to work on Thursday 2nd January.
- 1.4 In the event of an emergency, arrangements will be looked at to provide cover with an emergency number available on the answer machine and the website.
- 1.5 If individual members of staff do not wish to use their holidays over the Christmas period they will be allowed to work over the holidays; the office will remain closed to the public however. Where required, all necessary lone working arrangements will be prepared well in advance.
- 1.6 Operations at the Golf Course and The View will continue uninterrupted except for Christmas Day.

2. Financial Appraisal

There are no financial implications to the Council 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

Report 82/19

Agenda Item No: 14
Committee: Council
Date: 17th October 2019
Title: Allocation of Responsible Financial Officer Role
By: James Corrigan, Town Clerk
Purpose of Report: To agree the temporary allocation of the Responsible Financial Officer responsibilities and duties to the Town Clerk until a replacement is recruited.

Recommendations

You are recommended:

1. To agree to the temporary allocation of the Responsible Financial Officer responsibilities and duties to the Town Clerk until a replacement is recruited.
-

1. Background

- 1.1 Further to the Deputy Town Clerk/ Responsible Financial Officer (RFO) leaving the Council's employ, it is now necessary for the Council to appoint someone to carry out the role of RFO. The role of RFO is a legally required position within a Council and is therefore needed for the Council to continue to operate.
- 1.2 Prior to recruiting the former RFO, this role was fulfilled by the Town Clerk and it is therefore logical that these duties and responsibilities are taken on by him in the interim period until a new RFO is recruited.
- 1.3 A separate report will be presented to the Personnel Committee at its meeting scheduled for 11th November 2019 regarding recruitment for the RFO role and the staff structure.

2. Financial Appraisal

There are no financial implications to the Council 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

Report 80/19

Agenda Item No:	15
Committee:	Council
Date:	17th October 2019
Title:	West View Beach Huts
By:	Tony Jackson, Projects and Facilities Manager
Purpose of Report:	To update the Council on the first year of the West View Beach Huts and changes that are proposed for year 2 following public feedback

Recommendations

You are recommended:

- 1. To note the contents of this report**
-

1. Background

- 1.1** Installation of the huts was as a result of requests the Council received last year from people wanting to book beach huts on a short-term basis.
- 1.2** 7 huts were installed and have been a great success. Bookings over July and August were at approximately 95%.
- 1.3** The huts will be removed and stored over winter and reinstated ready for bookings next April 2020.
- 1.4** As well as the huts, we installed 3 portable toilets, housed in a beach hut style shell and 4 concession huts selling a range of beach related gifts.
- 1.5** Feedback has mainly been very positive, however there have been a few negative comments which we intend to take on board for next year:
 - Hut hires taking up too much space on the promenade to the front of the huts
 - Huts too close together, so blocking views for residents opposite and also not giving hirers enough space around the hut
 - Safety issues as hirers walk out the hut straight into a shared cycle path
 - Nearby residence not given any information prior to the huts being installed
- 1.6** To help mitigate these issues next year the Officers intend to:
 - Space the huts further apart and in pairs. This will mean more external space for renters as each hut will have room around one side as well as out the front. This will also break up any blockage of the view.
 - The huts will be located on the seaside of the prom approximately 1 meter back from the shingle. This will mean renters will only encroach onto the beach, not the promenade. This will also make it safer when renters exit the hut, as this will not be straight onto a shared cycle route.
 - Information will be shared with nearby residents detailing the position of the huts, when they will be installed and how long for.

2. Financial Appraisal

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

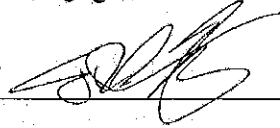
3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects and Facilities Manager

Projects & Facilities Manager



Town Clerk





Seaford Town Council

Report 83/19

Agenda Item No: 16
Committee: Council
Date: 17th October 2019
Title: Councillor Motion: Declaration of Climate Emergency
By: James Corrigan, Town Clerk
Purpose of Report: To consider a Councillor motion put forward regarding declaring a state of climate emergency

Recommendations

You are recommended:

1. To consider the motion put forward by Councillor Meek.
-

1. Background

1.1 Councillor J Meek has requested that a motion be added to the agenda as follows:

‘I move that the council recognises that there is an imminent and increasing climate crisis, and, being a seaside town, it behoves us to declare a climate emergency in order to recognise that we need to take extraordinary action to help protect our town.

My item would therefore be that I propose that the council declares a climate emergency. I am seconded by Cllr Jean Cash.

Kind regards

Cllr James Meek

1.2 The Council is therefore asked to consider Cllr Meek’s proposal above.

2. Financial Appraisal

There are no direct financial implications as a result of this report as it stands, however the Council will need to consider any implications with any further ideas put forward as a result of this motion.

3. Contact Officer

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

Town Clerk



Seaford Town Council

Report 84/19

Agenda Item No: 17
Committee: Council
Date: 17th October 2019
Title: Policy Review: Code of Conduct
By: James Corrigan, Town Clerk
Purpose of Report: To present a revised Code of Conduct for Members for adoption.

Recommendations

You are recommended:

- 1. To adopt the revised Code of Conduct for Members as presented with report 88/19.**
-

1. Background

- 1.1** Seaford Town Council's Code of Conduct for Members is based upon the Code of Conduct created for and adopted by Lewes District Council (LDC) members.
- 1.2** LDC has undergone a review of its Code of Conduct with three significant changes:
 - (a)** Simplification and more clarity to the seven principles of public life;
 - (b)** Greater clarity as to expectations of councillors during investigatory processes and preventing trivial or malicious allegations against another councillor (part 1, section 1 Introduction & Interpretation), and;
 - (c)** A more detailed section regarding bullying and harassment and examples of such conduct (part 1, section 3 General Obligations & Appendix 1).
- 1.3** These changes are tracked on the attached revised Code of Conduct at Appendix A to this report.
- 1.4** Seaford Town Council has always based its Code of Conduct on that of LDC's and these changes directly mirror those in LDC's Code of Conduct; it is therefore recommended that members adopt the revised policy as presented.
- 1.5** The policy would be reviewed either in October 2023 or when LDC changes its Code of Conduct, whichever is sooner.

2. Financial Appraisal

There are no direct 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

Code of Conduct for Members

As a member or co-opted member of Seaford Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

1. Members should act solely in the terms of public interest, serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

~~Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.~~

Objectivity

3. Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

~~Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.~~

Accountability

4. Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

~~Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.~~

Openness

5. Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

~~Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.~~

Honesty

6. Members should be truthful.

Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

~~7. Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.~~

On their election or co-option to the Seaford Town Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 16 August 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have an interest are being considered.

Part 1 – General provisions

1. Introduction and interpretation

- (1) This Code applies to **you** as a member of the authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Town Clerk, Lewes District Council's monitoring officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Lewes District Council's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's monitoring officer.
- (5) Any written allegation received by the council that you have failed to comply with this Code will be dealt with by Lewes District Council under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, Lewes District Council has the right to have regard to this failure in deciding -
 - (a) whether to take action in relation to you and
 - (b) what action to take.
- (6) Councillors must comply with any reasonable request by the Monitoring Officer, the Deputy Monitoring Officer or an investigating officer appointed by them, regarding the provision of information in relation to a complaint that alleges a

breach of the Code of Conduct, and must comply with any formal standards investigation.

- (7) Councillors must not misuse the standards process by, for example, making trivial or malicious allegations against another councillor.

(86) In this Code—

“authority” means Seaford Town Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

“meeting” means any meeting of—

(a) the Council;

(b) any of the council's committees, sub-committees, or working groups;

“member” includes a co-opted member.

“register of members’ interests” means the Lewes District Council's register of members' pecuniary and other interests established and maintained by the monitoring officer under section 29 of the Localism Act 2011.

2. Scope

(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of Seaford Town Council (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of Seaford Town Council,

and references to your official capacity are construed accordingly.

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of Seaford Town Council—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with Seaford Town Council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause Seaford Town Council to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully or harass any person;

(Bullying means offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment means unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

For examples of conduct that constitute bullying or harassment, see Appendix 1.)

(c) intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, Seaford Town Council.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—

- (a) reasonable and in the public interest; and

- (b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

- (b) must, when using or authorising the use by others of the resources of your authority—

- (i) act in accordance with your authority's reasonable requirements;

- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) your authority's proper officer; or

- (b) your authority's responsible finance officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 – Interests

8. Personal interests

(1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the Lewes District Council may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

'director' includes a member of the committee of management of an industrial and provident society;

'land' includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

'M' means the person M referred to in section 30 of the Localism Act 2011;

'member' includes a co-opted member;

'relevant authority' means the authority of which M is a member;

'relevant period' means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

'relevant person' means M or any other person referred to in section 30(3)(b) of the Localism Act 2011;

'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

(6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

9. Disclosure of personal interests (See also Part 3)

(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(3) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(4) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(5) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

10. Prejudicial interest generally

(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

- (i) an allowance, payment or indemnity given to members;
- (ii) any ceremonial honour given to members; and
- (iii) setting council tax or a precept under the Local Government Finance Act 1992.

11. Effect of prejudicial interests on participation

(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority;

(b) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

12. Registration of members' interests

(1) Subject to paragraph 13, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to Lewes District Council's monitoring officer.

(2) Subject to paragraph 13, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

13. Sensitive information

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and Lewes District Council's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify Lewes District Council's monitoring officer asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

14. Dispensations

(1) The council, any sub-committee of the council established for the purpose, the proper officer may, on a written request made to the proper officer of the authority by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 11(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the council, any sub-committee of the council established for the purpose, the proper officer —

(a) considers that without the dispensation the number of persons prohibited by paragraph 11 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area; or,

(d) considers that it is otherwise appropriate to grant a dispensation.

(32) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(43) Paragraph 11 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Adopted: ~~24st June 2018~~ 17th October 2019

Review Date: ~~June 2022~~ October 2023 or when Lewes District Council changes its Code of Conduct, whichever is sooner.

Appendix 1

Non-exhaustive Examples of Bullying and Harassment

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone
- any of the behaviours listed above, occurring on a single, repeated or habitual basis

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance
- any of the behaviours listed above, occurring on a single, repeated or habitual basis