



## Seaford Town Council

**MINUTES** of an **Extraordinary Meeting** of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Wednesday 13<sup>th</sup> November 2019** at **7.00pm**.

### **Present:**

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

Councillors P Boorman, L Boorman, M Brown, J Cash, S Dunn, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, R Morland, R Reed, G Rutland, L Wallraven and B Webb.  
Peter Finnis, Locum Clerk

Georgia Raeburn, Executive Support Officer – Seaford Town Council

There were no members of the public

### **C71/11/19 Apologies for Absence**

Apologies for absence were received from Councillors J Edson and J Meek.

### **C72/11/19 Disclosure of Interests**

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

### **C73/11/19 Public Participation**

There was no public participation.

### **C74/11/19 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 confidential financial matters and employment details.

### **C75/11/19 Consideration of Authorisation for Professional Services Received**

Members considered exempt report 101/19 presenting a report regarding professional services in great depth including the process of authorisation, the work undertaken and actions to be taken.

#### **C75.1 It was PROPOSED;**

- i. that it be **NOTED** that the first invoice has been approved for payment;
- ii. that the Council **CHALLENGE** the validity of the two late payment invoices;
- iii. that **APPROVAL** be given in principle for part payment of the invoice for works done, **SUBJECT TO** receipt and scrutiny of an itemised invoice and being guaranteed receipt of the report to the Mayor, and that it be **DELEGATED** for the Finance Manager to receive, scrutinise and approve such payment in liaison with the Locum Clerk and Town Council policies;
- iv. These **MOTIONS** were **CARRIED**.

### **C76/11/19 Complaints Process**

Members considered exempt report 102/19 presenting reports regarding the process for dealing with complaints in accordance with adopted Council policy. Members discussed the reports and process in great depth.

#### **C76.1 It was PROPOSED;**

- i. that the reports presented regarding the process for dealing with complaints be **NOTED**;

- ii. that it be **AGREED** that following receipt of the HR report on conduct issues, the Council pause the process in order to obtain legal advice on the best way forward having regard to the process followed so far;
- iii. that it be **AGREED** to follow adopted Town Council policy going forwards;
- iv. These **MOTIONS** were **CARRIED**.

The meeting closed at 8.52pm

Councillor Nazish Adil  
Mayor of Seaford

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