



## Seaford Town Council

**MINUTES** of a **Meeting** of the **Full Council** held via Zoom on **Thursday 18<sup>th</sup> March 2021** at **7.00pm**.

**Present:**

Councillors R Reed (Mayor) and J Cash (Deputy Mayor).

Councillors N Adil, D Argent, L Boorman, M Brown, S Dunn, J Edson, M Everden, M Hayder, R Hayder, O Honeyman, R Honeyman, J Lord, J Meek, L Wallraven and B Webb.

Adam Chugg, Town Clerk

Georgia Raeburn, Executive Support Officer

Tony Jackson, Projects & Facilities Manager

Emily Piper, Projects Support Officer (Projects)

Karen Singleton, Responsible Financial Officer

There were two members of the public.

**C90/03/20 Apologies for Absence**

There were no apologies for absence.

The Mayor moved to note the Town Council's thanks to former Councillor Richard Morland for his service in office.

The Mayor thanked the Deputy Mayor, Councillor Jean Cash, for standing in at the previous Council meeting in his absence.

**C91/03/20 Disclosure of Interests**

There were no disclosures of interests.

**C92/03/20 Public Participation**

There was no public participation.

**C93/03/20 Minutes**

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

<b>C93.1</b>	<b>Community Services</b>	4 <sup>th</sup> February 2021 - virtual
<b>C93.2</b>	<b>Full Council</b>	28 <sup>th</sup> January 2021 - virtual
<b>C93.3</b>	<b>Golf &amp; The View</b>	9 <sup>th</sup> March 2021 - virtual
<b>C93.4</b>	<b>Personnel</b>	25 <sup>th</sup> February 2021 - virtual
PE26	It was <b>RESOLVED</b> to <b>RECOMMEND</b> that Full Council approves increasing the Executive Support Officer's contractual hours of work to 30 hours per week from 1st April 2021. - <b>APPROVED</b>	
<b>C93.5</b>	<b>Planning &amp; Highways</b>	21 <sup>st</sup> January 2021 - virtual
<b>C93.6</b>	<b>Planning &amp; Highways</b>	11 <sup>th</sup> February 2021 - virtual
<b>C93.7</b>	<b>Planning &amp; Highways</b>	4 <sup>th</sup> March 2021 - virtual

### **C94/03/20 Civic Reports – Mayor’s Update Report**

The Town Council considered report 151/20 presenting the Mayor’s Update Report for January to March 2021.

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

### **C95/03/20 Civic Reports – Young Mayor’s Update**

A Young Mayor’s update should be received for the next Council meeting.

### **C96/03/20 Climate Change Working Group Update Report**

The Town Council considered the update report from the Town Council’s Climate Change Working Group and the recommendations within.

The Chair of the Climate Change Working Group introduced the report and provided a verbal update on the initial preparations for the Climate Action Day, including the differing options with date and location of the event.

**C96.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C96.2** It was **RESOLVED** to **AGREE** that the Climate Action Day be scheduled for Sunday 1<sup>st</sup> August 2021 or another suitable date.

**C96.3** It was **RESOLVED** to **AGREE** that officers, in consultation with local experts, review the current grounds maintenance contracts to ensure that they reflect environmental and bio-diversity goals and there is informed management of plants on STC holdings.

**C96.4** It was **RESOLVED** to **AGREE** that STC develop an environmental impact and sustainability document, such that these criteria are assessed in all project and management decisions, as happens for financial implications. This could form part of the Strategic Objectives’ development and be enshrined in it.

### **C97/03/20 District & County Councillor Update Report**

*Cllr Liz Boorman, Lewes District Council –*

*Reported that recycling rates in the District have been dropping over the past year. From today, the District Council will be issuing a fortnightly email bulletin to registered participants with tips on how to recycle better so we can hopefully see an improvement.*

### **C98/03/20 Town Clerk’s Update Report**

The Town Council considered report 152/20 updating Councillors on key Council work undertaken and work priorities for the new Town Clerk.

The Town Clerk verbally updated on the various aspects of his report and welcomed questions.

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

### **C99/03/20 Salts Tennis Loan Proposal**

The Town Council discussed report 153/20 presenting details of the tennis court development at The Salts Recreation Ground and seek approval to obtain Secretary of State approval for an interest free loan to be applied for from the Lawn Tennis Association (LTA).

The Projects & Facilities Manager introduced the report and answered various questions posed by the Council surrounding the loan, the projected income, the comparatives within the proposal and any risks represented by the COVID-19 pandemic.

**RECORDED VOTES** were requested individually for the three recommendations and the proposal that had been made too:

**C99.1** It was **RECOMMENDED** to **NOTE** and the details of the tennis court development at The Salts:

Cllr N Adil	For
Cllr D Argent	For
Cllr M Brown	For
Cllr L Boorman	For
Cllr J Cash	For
Cllr S Dunn	For
Cllr J Edson	For
Cllr M Everden	For
Cllr A Hayder	For
Cllr R Hayder	For
Cllr O Honeyman	For
Cllr R Honeyman	For
Cllr J Lord	For
Cllr J Meek	For
Cllr R Reed	For
Cllr L Wallraven	For
Cllr B Webb	For

; this **MOTION** was **CARRIED**.

**C99.2** It was **RECOMMENDED** to **DELEGATE POWER** to the Town Clerk in consultation with the Responsible Financial Officer to apply to the Secretary of State for borrowing approval for £65,000:

Cllr N Adil	For
Cllr D Argent	For
Cllr M Brown	For
Cllr L Boorman	For
Cllr J Cash	For
Cllr S Dunn	For
Cllr J Edson	For
Cllr M Everden	For
Cllr A Hayder	For
Cllr R Hayder	For
Cllr O Honeyman	Abstained
Cllr R Honeyman	Against
Cllr J Lord	For
Cllr J Meek	For
Cllr R Reed	For

Cllr L Wallraven For

Cllr B Webb For

; this **MOTION** was **CARRIED**.

**C99.3** It was **RECOMMENDED** to **APPROVE** borrowing up to £65,000 in an interest free loan over 10 years from the Lawn Tennis Association to part fund the development of The Salts Recreation Ground tennis courts:

Cllr N Adil Against

Cllr D Argent For

Cllr M Brown For

Cllr L Boorman For

Cllr J Cash For

Cllr S Dunn For

Cllr J Edson For

Cllr M Everden For

Cllr A Hayder For

Cllr R Hayder For

Cllr O Honeyman Against

Cllr R Honeyman Against

Cllr J Lord For

Cllr J Meek For

Cllr R Reed For

Cllr L Wallraven For

Cllr B Webb For

; this **MOTION** was **CARRIED**.

**C99.4** It was **RECOMMENDED** to **AGREE** that once the loan is approved, an earmarked reserve be set up for the sole purpose of maintaining and refurbishment of the courts and lights:

Cllr N Adil For

Cllr D Argent For

Cllr M Brown For

Cllr L Boorman For

Cllr J Cash For

Cllr S Dunn For

Cllr J Edson For

Cllr M Everden For

Cllr A Hayder For

Cllr R Hayder For

Cllr O Honeyman	Abstained
Cllr R Honeyman	For
Cllr J Lord	For
Cllr J Meek	For
Cllr R Reed	For
Cllr L Wallraven	For
Cllr B Webb	For

; this **MOTION** was **CARRIED**.

*(7.53pm – the Projects Support Officer exited the meeting)*

### **C100/03/20 Seaford Community Partnership Projects – Ouse Valley CARES**

The Town Council considered report 154/20 updating the Council on this project and Seaford Community Partnership's contribution to the CARES Lottery Fund bid, and to also enable Council to note the planned activities taking place on land owned by STC.

The Town Clerk introduced the report and answered questions posed by the Council surrounding the aspiration to look at friends groups for green spaces, Seaford Community Partnership's Steering Group and the Town Council's representation, the possibility of planting orchard trees (e.g. fruit and nut varieties) instead of the most commonly planted trees and the Town Council's thanks to those involved in the work with these projects.

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

*(8.03pm – a member of the public exited the meeting)*

### **C101/03/20 Ouse Valley Nature Reserve Project**

The Town Council considered report 155/20 advising Councillors of the proposals to increase the size of the Ouse Valley Nature Reserve, the progress of these proposals so far, and of the points raised at the Town Council Community Services Meeting where these were discussed.

**C101.1** It was **RESOLVED** to **NOTE** the contents of this report and of the report 'Celebrating 30 Years of Partnership in the Lower Ouse Estuary – An Overview and Vision of Seaford Community Partnership'.

**C101.2** It was **RESOLVED** to **NOTE** the discussion of the report at the Community Services Committee and the comments and motions from this meeting.

### **C102/03/20 Staycation 2021 – Summer Plan**

The Town Council considered report 156/20 updating Councillors on plans for how Seaford Town Council and the town may benefit from any increase in visitor numbers in 2021.

The Town Clerk introduced the report and answered questions posed by the Council surrounding the signage on the seafront including at the western (Claremont Road) end, the overnight accommodation within town, the promotion of Bishopstone train station, the free parking on the seafront, encouraging visitors to the town to contribute to the local economy/upkeep, working with Seaford Community Partnership to ensure cohesion across seafront-related projects, not aiming to commercialise the seafront, promoting alternative transport methods to cars and not setting the precedent of Martello fields becoming default car parking, maximising income at The View and a 20mph speed limit on parts of the seafront.

**C102.1** It was **RESOLVED** to **NOTE** the contents of the report.

**C102.2** It was **RESOLVED** to **ENDORSE** the approach within report 156/20, instructing officers to take the necessary work forward with regular reports to Community Services Committee and via this Committee to Full Council.

**C102.3** It was **RESOLVED** to **AGREE** that work is undertaken to investigate if additional fingerpost signs can be erected this summer, with the content and numbers of signs to be agreed with the Chair of Community Services and the Chair of the Council.

### **C103/03/20 Martello Toilets Update Report**

The Town Council considered report 157/20 updating Councillors regarding the project to demolish the existing Martello Toilets and replace with a unit that will encompass toilets, a changing places facility and two concession cafes with shared internal seating.

The Projects & Facilities Managed provided a verbal update on certain key aspects of the report, including the progress of the funding streams being pursued. The Council raised questions on the lottery grant submitted, whether this will come back through Full Council or Community Services, the changing places toilet facility, aspects of the design of the building and the costs of proposed facility.

It was **RESOLVED** to **NOTE** the contents of the report and details of the project.

### **C104/03/20 Review of Corporate Risk Register**

The Town Council considered report 126/20 presenting the Town Council's Corporate Risk Register action plans for review and approval.

*(8.57pm – a member of the public exited the meeting)*

**C104.1** It was **RESOLVED** to **APPROVE** the Town Council's Corporate Risk Register action plan as set out within Appendix A of report 126/20. Chair and RFO

**C104.2** It was **RESOLVED** to **ADOPT** the revised General & Financial Risk Assessment as presented within Appendix B of report 126/20 and that the Chair and RFO be authorised to sign the Assessment for the Council.

### **C105/03/20 Annual Review of Internal Controls**

The Town Council considered report 127/20 presenting the Town Council's Internal Controls for review and approval.

**C105.1** It was **RESOLVED** to **APPROVE** the Town Council's Internal Controls as set out within Appendix A of report 127/20.

**C105.2** It was **RESOLVED** to **NOTE** that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B of report 127/20.

### **C106/03/20 Purchase Ordering Policy Review**

The Town Council considered report 158/20 presenting the revised version of the Purchase Ordering and Payment for Goods and Services Policy for adoption.

It was **RESOLVED** to **ADOPT** the revised Purchase Ordering and Payment for Goods and Services Policy as presented within report 158/20.

### **C107/03/20 Financial Regulations – Electronic Tendering**

The Town Council considered report 140/20 presenting the Council's Financial Regulations for amendment concerning electronic tenders.

It was **RESOLVED** to **APPROVE** amending the Town Council's Financial Regulations to enable the use of electronic tenders in all tendering, as set out within report 140/20.

### **C108/03/20 Insurance Arrangements**

The Town Council considered report 150/20 presenting an update on the Council's Insurance Arrangements.

**C108.1** It was **RESOLVED** to **NOTE** the information regarding the Council's Insurance Arrangements.

**C108.2** It was **PROPOSED** to **AGREE** a 3-year (plus 2) Policy Agreement being entered in to with Zurich; this **MOTION** was **CARRIED**.

**C108.3** It was **PROPOSED** to **AGREE** not to insure The Salts skate park for the reasons set out within the report; this **MOTION** was **CARRIED**.

### **C109/03/20 Annual Investment Strategy 2021/2022**

The Town Council considered report 128/20 presenting the Annual Investment Strategy 2021/2022 for approval.

**C109.1** It was **RESOLVED** to **APPROVE** the Town Council's Annual Investment Strategy 2021/2022 as set out in Appendix A of report 128/20.

**C109.2** It was **RESOLVED** to **NOTE** the contents of the report.

The meeting closed at 9.18pm.

Councillor Rodney Reed  
Mayor of Seaford