



## 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 26<sup>th</sup> March 2020 at 7.00pm, which you are summoned to attend.

Isabelle Mouland  
Assistant Town Clerk  
13<sup>th</sup> March 2020

### 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.

**4. Minutes**

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

4.1	Full Council	23 <sup>rd</sup> January 2020	pages 4 to 9
		28 <sup>th</sup> January 2020	pages 10 to 12
		20 <sup>th</sup> February 2020	Page 13
4.2	Community Services	6 <sup>th</sup> February 2020	pages 14 to 15
4.3	Planning & Highways	9 <sup>th</sup> January 2020	pages 16 to 17
		30 <sup>th</sup> January 2020	pages 18 to 20
		20 <sup>th</sup> February 2020	pages 21 to 23
4.4	Golf & The View	3 <sup>rd</sup> March 2020	pages 24 to 25

**5. Civic Update Reports:**

**a. New Councillor – Committee Appointments**

To consider report 168/19 regarding new Councillor Dave Argent and current committee vacancies (pages 26 to 27).

**b. Mayor's Update Report**

To note report 164/19 presenting the Mayor's Update Report and details of engagements from January 2019 to date (pages 28 to 31).

**c. Young Mayor's Update Report**

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

- 6. 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.
- 7. Seafront Concession Proposal for Jet Ski Hire**  
To consider report 150/19 presenting a proposal for jet ski hire on Seaford beach (pages 32 to 35).
- 8. Policy Reviews:**
  - a. Mayor's Portfolio**  
To consider report 151/19 presenting a reviewed Mayor's Portfolio for adoption (pages 36 to 49).
  - b. Bad Debt Policy**  
To consider report 154/19 presenting a reviewed Bad Debt Policy for adoption (pages 50 to 52).
  - c. Purchase Ordering and Payment for Goods and Services Policy**  
To consider report 159/19 presenting a reviewed Purchase Orders and Payment for Goods and Services Policy for adoption (pages 53 to 65).
  - d. Council Representation on Outside Bodies Policy**  
To consider report 167/19 presenting a reviewed Council Representation on Outside Bodies Policy for adoption (pages 66 to 69).
  - e. Standing Orders**  
To consider report 155/19 presenting the reviewed Standing Orders for adoption (pages 70 to 90).
  - f. Scheme of Delegation**  
To consider report 156/19 presenting the reviewed Scheme of Delegation for adoption (pages 91 to 101).
- 9. Additional Authorised Signatory to the CCLA's Public Sector Deposit Fund**  
To consider report 141/19 presenting a report regarding approving the appointment of a further authorised signatory for the CCLA's Public Sector Deposit Fund (pages 102 to 103).
- 10. Annual Review of Internal Controls**  
To consider report 153/19 presenting a review of the Council's Internal Controls for approval (pages 104 to 109).
- 11. Annual Investment Strategy 2020/2021**  
To consider report 160/19 seeking approval of the Annual Investment Strategy (pages 110 to 113).
- 12. Annual Review of Risk**  
To consider report 161/19 seeking approval of the Council's Corporate Risk Register Action Plans (pages 114 to 118).

**13. West View Beach Huts, Concession Huts and Porta-Toilet Huts on Seaford Promenade**

To consider report 157/19 providing an update on the West View beach huts, concession huts and portable toilets (pages 119 to 120)

**14. Seaford Head Golf Course Pump House Tender Funding**

To consider report 158/19 regarding the Seaford Head Golf Course pump house tender funding (page 121 to 123).

**15. Climate Change Working Group Interim Report**

To consider report 169/19 presenting an interim report of the Climate Change Working Group Report (pages 124 to 133).

**16. Exclusion of Press & Public**

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following items on the agenda concern confidential details surrounding dispute resolution and employment terms.

**17. Hurdis House Litigation Resolution EXEMPT**

To consider exempt report 165/19 updating the Council on the resolution of the ongoing litigation with a former tenant (exempt pages 134 to 143).

**18. Pay Grading & Awards EXEMPT**

To consider exempt report 170/19 presenting details of employee's pay grades and annual pay increases (exempt pages 144 to 147).

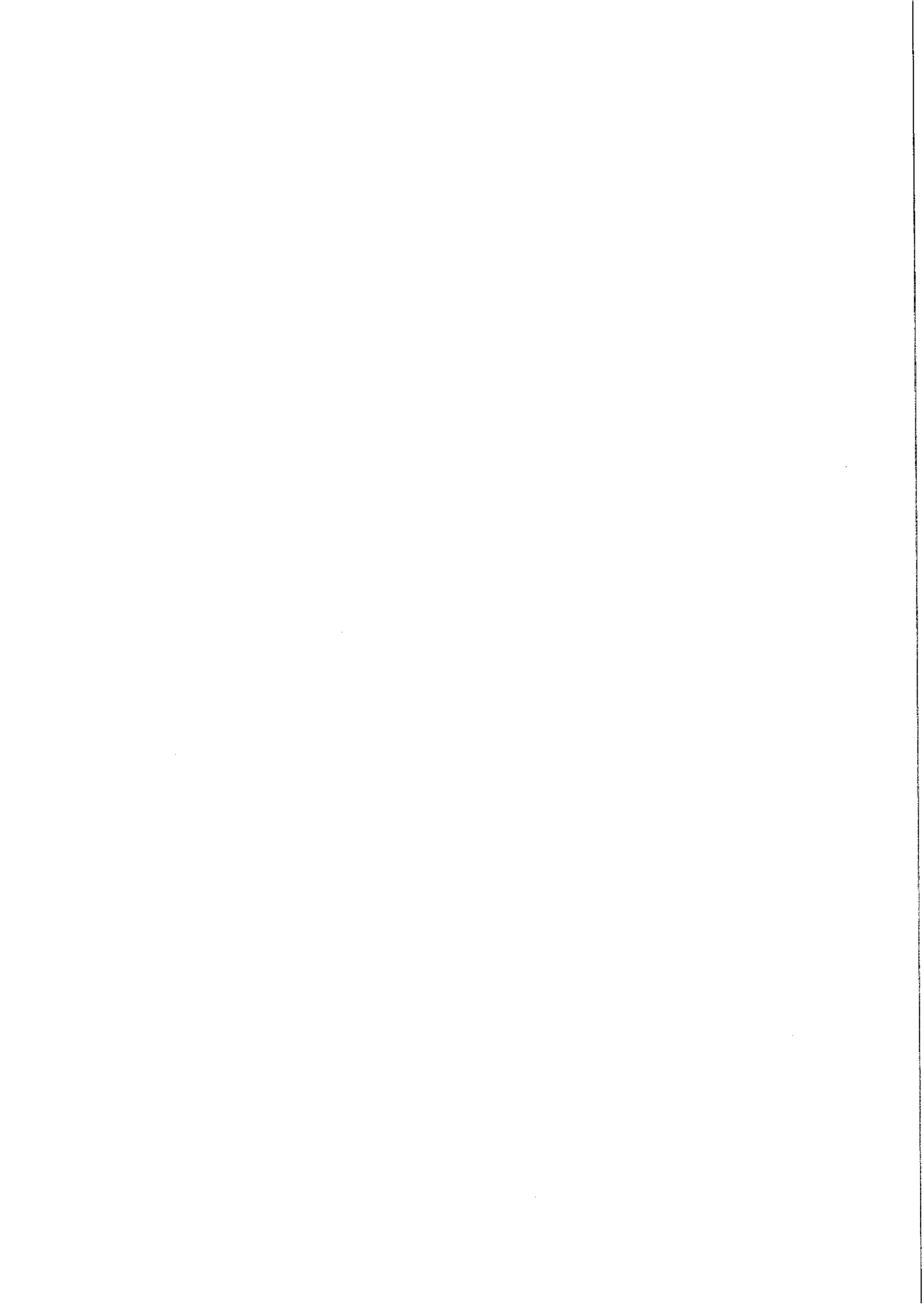
**For further information about items appearing on this Agenda please contact:**

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**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 23<sup>rd</sup> January 2020 at 7.00pm.

**Present:**

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).  
Councillors P Boorman, L Boorman, M Brown, S Dunn, J Edson, M Everden, R Hayder, R Honeyman, O Honeyman, R Morland, R Reed, G Rutland, L Wallraven and B Webb.  
James Jenkins, 2019-2020 Young Mayor  
Chanel Pritchard, 2019-2020 Deputy Young Mayor  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, Executive Support Officer – Seaford Town Council  
There were 4 members of the public.

**C77/01/19 Apologies for Absence**

Apologies for absence were received from Councillors Cash and M Hayder.

**C78/01/19 Disclosure of Interests**

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

**C79/01/19 Public Participation**

*Resident A*                      *Raised concerns on behalf of residents about the West View Beach Huts that he feels weren't properly investigated when presented to the Community Services Committee as objections to the proposals to re-site the huts this year.*

*Summarised four issues with the main objections surrounding the safety and congestion issues on a promenade shared by cyclists, runners and walkers.*

**Response**                      **This was discussed in depth by the Community Services Committee and a decision made at that time; it is therefore not on the agenda for discussion at this meeting.**

**Confirmed that, despite not being legally required, the Council is seeking planning permission as good practice but highlighted that the objections raised by the resident were not material considerations in planning law.**

*Resident B*                      *Requested that the Town Council ask Lewes District Council to publicise the Neighbourhood Planning Regulations on its website, to help ensure the Regulations can be understood and adhered to.*

**Response**                      **Confirmed that Town Council officers can certainly request this and that the Town Council is confident it is compliant with the Regulations. A local resident is providing their own leaflet regarding the Neighbourhood Plan, which is separate from the Town Council.**

*Resident C*                      *As Chair of the Neighbourhood Plan Steering Group is heavily in the process of publicising the referendum on 6<sup>th</sup> February across a variety of channels.*

*Provided further details on the comments being raised by the Downs Development Neighbourhood Voice and the inaccurate information being shared by the group.*

*Clarified that the Neighbourhood Plan will introduce the concept of Local Green Spaces in Seaford and that development cannot take place on those sites and introduce a similar protection policy for Recreation Grounds.*

*Stressed the many advantages of the Plan being adopted, including a potential £100k additional income for the Town Council as a result of the former Newlands School site, which would not be received without the Plan in place.*

*Stressed that he passionately believes in the benefit of the Neighbourhood Plan and would welcome meeting with any individuals or groups to discuss any details.*

Response No response was given.

### **C80/01/19 Minutes**

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

<b>C80.1</b>	Full Council	17 <sup>th</sup> October 2019
<b>C80.2</b>	Full Council	13 <sup>th</sup> November 2019
<b>C80.3</b>	Finance & General Purposes	28 <sup>th</sup> November 2019
<b>C80.4</b>	Community Services	14 <sup>th</sup> November 2019
<b>C80.5</b>	Golf & The View	3 <sup>rd</sup> December 2019
<b>C80.6</b>	Planning & Highways	10 <sup>th</sup> October 2019
<b>C80.7</b>	Planning & Highways	31 <sup>st</sup> October 2019
<b>C80.8</b>	Planning & Highways	21 <sup>st</sup> November 2019
<b>C80.9</b>	Planning & Highways	12 <sup>th</sup> December 2019
<b>C80.10</b>	Grievance Sub-Committee	12 <sup>th</sup> November 2019
<b>C80.11</b>	Personnel Committee	12 <sup>th</sup> November 2019

### **C81/01/19 Mayor's Report**

The Council considered report 129/19 presenting the Mayor's Update Report.

It was **RESOLVED** to **NOTE** the contents of the Mayor's update report.

### **C82/01/19 Young Mayor's Report**

The Young Mayor, James Jenkins, provided a verbal update on recent fundraising activities, including the Young Mayor's Quiz Night which raised over £700 for his charities; he thanked all the staff involved for their help with this. Set out his plans for future fundraising activities alongside Deputy Young Mayor, Chanel Pritchard, for more water refill stations within the town, a 'mocktail' night with young people's homeless charity Centre Point, plans for later in 2020 to plant more trees and working with Seaford Head School to reduce plastic usage and raising awareness in primary schools.

Members discussed the locations for the water refill stations; the Young Mayor confirmed they are mapping these out and happy to receive suggestions.

The Council thanked the Young Mayor for his update and activities to date.

### **C83/01/19 Clerk's Report**

The Council considered report 130/19 presenting the Clerk's Report. The Town Clerk provided a verbal update on policy reviews, the Neighbourhood Plan, leases, finances at The View and golf course

including the rates challenge and ongoing projects, such as the tennis courts, South Hill Barn, water stations, Martello toilets and the Bönningstedt Beach Huts. Discussions were had on current recruitment, the Town Clerk's appraisal, the ongoing Subject Access Request (SAR), Community Infrastructure Levy (CIL), plans at the former Newlands School site, the Neighbourhood Plan, local polling stations, football pitches and the CCMG meetings (Committee Chairs Management Group).

It was **RESOLVED** to **NOTE** the contents of the Clerk's update report.

#### **C84/01/19 District/ County Council Update Report**

*Councillor Liz Boorman, Lewes District Council –*

*Confirmed that business has been on hold with the District Council in Purdah but that the Health Hub Working Group's report will be consider by the District Council's Scrutiny Committee on 6<sup>th</sup> February.*

*Councillor Phil Boorman, East Sussex County Council –*

*Confirmed that the County Council has also been in Purdah but is now sharing its Chief Executive with West Sussex County Council. East Sussex Fire & Rescue Service has also merged with West Sussex and Surrey.*

#### **C85/01/19 Final Budget Report 2020/2021 Band Setting of Precept**

The Council considered report 126/19 presenting the final draft budget for 2020/2021 and recommended precept amount. The Clerk talked the meeting through the report and factors impacting the recommended precept increase. Members discussed the monetary impact of the increase on taxpayers (22p/pw for an average household), the reasons for the reduced tax base, holding a Skills Asset Register for councillors and other local groups/volunteers, the effect of the increase on future year's budgets, funding avenues with grants, the role of the Finance & General Purposes Committee in reviewing finances throughout the year and ways of reducing the increase to precept.

- C85.1** It was **PROPOSED** to **APPROVE** the budget as presented; allowing the RFO in consultation with the Town Clerk to make any minor amendments, which will not affect the overall budget or Precept, to improve accuracy when producing the budget book for all Councillors.
- C85.2** It was **PROPOSED** to **SET** a Precept of £872,023 which equates to a Council tax increase of 14.20%.
- C85.3** It was **PROPOSED** to **NOTE** the projected budgets for the years 2021/22, 2022/23, 2023/24 and 2024/25.
- C85.4** It was **PROPOSED** to **APPROVE** the transfer of £122,307 from Earmarked Reserves during 2020/21 as set out in 1.4.
- C85.5** It was **PROPOSED** to **APPROVE** the transfer of £54,947 into Earmarked Reserves at the end of the current financial year as set out in 1.11.
- C85.6** It was **PROPOSED** to **AUTHORISE** the Town Clerk & Responsible Finance Officer to place any underspends on projects as presented in an Earmarked Reserve to be used in 2020/21.

**A RECORDED VOTE** was requested:

Councillor Nazish Adil	For
Councillor Liz Boorman	For
Councillor Phil Boorman	Against
Councillor Mark Brown	For

Councillor Sylvia Dunn	Abstained
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Rahnuma Hayder	For
Councillor Richard Honeyman	For
Councillor Olivia Honeyman	For
Councillor Jim Lord	For
Councillor Richard Morland	For
Councillor Rodney Reed	For
Councillor Geoff Rutland	For
Councillor Linda Wallraven	For
Councillor Bill Webb	For

The **MOTIONS** were **CARRIED**.

#### **C86/01/19 The Salts Project Improvement Proposal**

The Council considered report 119/19 presenting The Salts Improvement Proposal, initiating a development project in order to create a funding application and associated consultation and documentation to develop The Salts Recreation Ground. Members discussed the report in depth, thanking Emily Piper for her report and presentation to Councillors in December.

It was **RESOLVED** to **APPROVE** the initiation of The Salts Improvement Proposal, securing professional consultation and landscape design of The Salts with Groundwork South in order to develop a Coastal Communities funding application.

#### **C87/01/19 Internal Audit Interim Report**

The Council considered report 118/19 presenting the first interim Internal Audit report for 2019-2020. Members discussed the positive report of the auditor and requested that Officers look at alternative Internal Audit companies, as a matter of good practise. The Council complimented its finance team on its hard work.

**C87.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report.

**C87.2** It was **RESOLVED** to **NOTE** the actions taken by Council Officers as detailed in 1.4 of report 118/19.

#### **C88/01/19 Consultation Response: Strengthening Police Powers to Tackle Unauthorised Encampments**

The Council considered report 127/19 highlighting the current Home Office consultation on strengthening police powers to tackle unauthorised encampments and presenting a draft response. Members discussed the draft consultation responses, the need for cooperation across councils, the number of vehicles defined in 'encampment' reducing to two or more and the potential impact of this on homeless people.

**C88.1** It was **RESOLVED** to **AGREE** the draft response as presented.

**C88.2** It was **RESOLVED** to **INSTRUCT** Officers to send the response to the National Association of Local Councils.

#### **C89/01/19 Coat of Arms Policy**

The Council considered report 125/19 presenting the draft Coat of Arms Policy for adoption.



The Council discussed suggested additions to the policy as a result of feedback from the draft policy being published.

The Council will write its thanks to former Councillor Alan Latham for all his work on this topic.

It was **RESOLVED** to **ADOPT** the draft Coat of Arms Policy as presented with report 125/19 with the additions as discussed in the meeting, namely; sections 1 entire paragraph 2, 3f, 3g and Appendix A.

#### **C90/01/19 Training & Development Policy Review**

The Council considered report 120/19 presenting the revised Training & Development Policy for adoption. It was confirmed that a Skills Asset Register for councillors would be created during the Training Needs Analysis process after the Annual Meeting in May.

It was **RESOLVED** to **ADOPT** the revised Training & Development Policy as presented with an amendment to better clarify the assessment of when training costs may be recouped.

#### **C91/01/19 Equal Opportunities Policy Review**

The Council considered report 121/19 presenting the revised Equal Opportunities Policy for adoption.

The Council discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Equal Opportunities Policy as presented with report 121/19 with the additions as discussed in the meeting, namely section 4 paragraph 2.

#### **C92/01/19 Parental Leave Policy Review**

The Council considered report 122/19 presenting the revised Parental Leave Policy for adoption.

The Council was discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Parental Leave Policy as presented with an addition that postponement would only be done in accordance with current legislation.

#### **C93/01/19 Sickness Absence Policy Review**

The Council considered report 124/19 presenting the revised Sickness Absence Policy for adoption.

The Council was discussed suggested additions to the policy as a result of feedback from the draft policy being published.

It was **RESOLVED** to **ADOPT** the revised Sickness Absence Policy as presented with report 124/19 with the additions as discussed in the meeting, namely section 8 paragraph 6.

#### **C94/01/19 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 item concerned nationally sensitive operational details.

*(8.52pm – All remaining members of public, the Young Mayor and Deputy Young Mayor left the meeting)*

#### **C95/01/19 National and Local Mourning Procedure**

The Council considered exempt report 123/19 presenting the draft National and Local Mourning Procedure for adoption. Members discussed various aspects of the confidential procedure.

The Council a suggested amendment as a result of updated information received by Officers since publishing the agenda.

It was **RESOLVED** to **ADOPT** the draft National and Local Mourning Procedure as presented with report 123/19 with the amendment as discussed.

The meeting closed at 9.08pm.

Councillor Nazish Adil  
Mayor of Seaford

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Seaford Town Council

**MINUTES** of a Meeting of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Tuesday 28<sup>th</sup> January 2020** 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, J Edson, M Everden, R Hayder, O Honeyman, R Morland, R Reed, G Rutland, L Wallraven and B Webb.  
James Corrigan, Town Clerk – Seaford Town Council  
Georgia Raeburn, Executive Support Officer – Seaford Town Council  
Peter Finnis, Locum Clerk / Investigatory Report Writer  
There were no members of the public present.

**C96/01/19** It was **PROPOSED** that a redacted version of the Investigatory Report be published. A **RECORDED VOTE** was requested:

Councillor Nazish Adil	For
Councillor Liz Boorman	For
Councillor Phil Boorman	For
Councillor Mark Brown	For
Councillor Jean Cash	For
Councillor Sylvia Dunn	For
Councillor John Edson	For
Councillor Morag Everden	For
Councillor Rahnuma Hayder	For
Councillor Olivia Honeyman	For
Councillor Jim Lord	For
Councillor Richard Morland	For
Councillor Rodney Reed	For
Councillor Geoff Rutland	For
Councillor Linda Wallraven	For
Councillor Bill Webb	(not yet arrived)

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

**C97/01/19 Apologies for Absence**

Apologies for absence were received from Councillors M Hayder and R Honeyman.

**C98/01/19 Disclosure of Interests**

At this point Councillor Webb joined the meeting apologising for being late due to work commitments.

Councillor Morland declared a potential interest in a section of the report under agenda item 5 as he was named within the report; advice was given by Officers on how to proceed with this at this point in the meeting and it potentially being a pecuniary interest.

Councillor Brown declared a personal interest in a section of the report under agenda item 5 as he was named within the report.

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

### **C99/01/19 Public Participation**

There was no public participation.

### **C100/01/19 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 item concerned confidential details.

### **C101/01/19 Covering Report: Investigatory Report EXEMPT**

Members went through the investigatory report discussing each section in depth in turn.

**C101.1** It was **PROPOSED** to **ACCEPT** recommendations 1 to 11 from the investigatory report as follows;

- i. That it be written into part 3 of Standing Orders that, in the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by the Council on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.
- ii. That, in respect of complaints and potential disciplinary action against the Town Clerk, the process set out in appendix 2 be adopted, to ensure the principles of due process and natural justice are adhered to.
- iii. That, in the scheme of delegation, an additional paragraph 2.7.3 in respect of the Grievance/Disciplinary Sub Committee be as follows; "Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures."
- iv. That the words "unless convened at shorter notice" in paragraph 3C of Standing Orders should be deleted.
- v. That it be written into part 3 of Standing Orders that; "All formal meetings of the Council and its committees must be administered by an appropriate Council officer or, where that is not deemed appropriate, from an officer sourced from another local authority or authorised local government body."
- vi. That, in no circumstances must elected members undertake individual decision making activities or incur Council expenditure on behalf of the Council or its committees. This is in accordance with part 25 of standing orders, and part 10.4 of financial regulations.
- vii. That the constitutional issues in respect of the extraordinary meeting of the Personnel Committee held on 13 September 2019 be acknowledged and noted with regret.
- viii. That, all payments must be made in accordance with financial procedure rules and in accordance with Council/committee decisions and/or by appropriately delegated officers.
- ix. That a Responsible Financial Officer should always be in post and that this should be separate and distinct from the Town Clerk post. This could be a dedicated post or, should 'de facto' be permanently or temporarily within the role of the most senior financial officer employed by the Council at the time.
- x. That a 'de facto' Assistant or Deputy Town Clerk should always be in post, appointed by the Town Clerk, and fully empowered with the latter's delegated powers in their absence.

- xi. That the Council write formally to SSALC (who retain the services of HRSP for supporting councils in such matters and advised their appointment), expressing strong concern with regard to the conduct and performance of HRSP.

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

**C101.2** It was **PROPOSED** to **ACCEPT IN PRINCIPLE** the amendments to Council Policy, with Officers presenting the revised policies at a future Council meeting for adoption; the **MOTION** was **CARRIED**.

**C101.3** It was **PROPOSED** to **ACCEPT** recommendations 1, 2, 5, 6 and 9 put forward by members as follows;

- i. That Peter Finnis is thanked for his support and expert professional dealings with the Council and report.
- ii. That an official complaint be sent to SALC regarding the poor standards of advice and professional support provided and the failure to check the capability of Human Resources Services Partnership before recommending them to Councils.
- iii. That an official complaint is sent to Human Resources Services Partnership regarding the poor standard of professional services provided and failure to declare lack of Local Government expertise.
- iv. That the professionals from Human Resources Services Partnership who failed to provide adequate professional services are reported to their professional body, CIPD.
- v. That the complaints are signed by the Mayor.

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

**C101.4** It was **PROPOSED** to **ACCEPT** recommendations 3 and 4 put forward by members with the amendments discussed as follows;

- i. That Seaford Town Council temporarily withdraw its membership from SALC with immediate effect until SALC proves that it has put its house in order.
- ii. That a request be sent to NALC until SALC gets its house in order also noting the recent dissolution of the training provided by SALC as well as the recent poor service provided to Seaford Town Council.

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

**C101.5** It was **PROPOSED** to **REJECT** recommendations 7 and 8 put forward by members; the **MOTION** was **CARRIED**.

**C101.6** It was **PROPOSED** to **APPOINT** an external HR professional to negotiate terms as discussed at the meeting and report back to a future Council meeting; the **MOTION** was **CARRIED**.

The meeting closed at 9.40pm.

Councillor Nazish Adil  
Mayor of Seaford



Seaford Town Council

**MINUTES** of an Extraordinary Meeting of the Full Council held in the Council Chambers, 37 Church Street, Seaford on Thursday 20<sup>th</sup> February 2020 at 7.10pm.

**Present:**

Councillor N Adil (Mayor) and Councillor J Lord (Deputy Mayor).  
Councillors D Argent, P Boorman, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, R Hayder, O Honeyman, R Honeyman, J Meek, R Morland, R Reed, G Rutland and L Wallraven.  
Peter Finnis, Locum Town Clerk  
Georgia Raeburn, Executive Support Officer – Seaford Town Council  
Helen Cleare, Investigatory Report Writer - Cleare-HR Ltd  
There were no members of the public present.

**C102/02/19 Apologies for Absence**

Apologies for absence were received from Councillors M Hayder and Webb.

**C103/02/19 Disclosure of Interests**

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

**C104/02/19 Public Participation**

There was no public participation.

**C105/02/19 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 item concerned confidential employment matters, with the exception of Helen Cleare of Cleare-HR Ltd, as the author of the investigatory report.

**C106/02/19 Employment Matters Report EXEMPT**

The Council discussed and considered the contents of exempt report 146/19 presenting the report of the HR Consultant on employment matters.

**C106.1** It was **PROPOSED** to **AGREE** to pursue option 4 of the exempt report 146/19 as discussed, **FURTHERMORE** to appoint Cleare-HR Ltd to investigate and report back, as discussed; this **MOTION** was **CARRIED**.

**C106.2** It was **PROPOSED** to **AUTHORISE** the Executive Support Officer in consultation with the Locum Town Clerk to appoint external support as required for each stage of the process; this **MOTION** was **CARRIED**.

The meeting closed at 8.05pm.

Councillor Nazish Adil  
Mayor of Seaford



Seaford Town Council  
Community Services Committee

Minutes of the meeting of the **Community Services Committee** held at **37 Church Street, Seaford** on **Thursday 6<sup>th</sup> February 2020** at **7.00pm**.

**Present:**

Councillor S Dunn (Chair)

Councillors N Adil, M Everden, J Cash, J Edson, J Meek, R Hayder, R Reed, L Wallraven (Vice-Chair),  
Mr Tony Jackson – Projects & Facilities Manager, Seaford Town Council

1 members of the public.

**CS15/02/19 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor M Hayder.

**CS16/02/19 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.

**CS17/02/19 Public Participation**

There was no public participation.

*Cllr N Adil arrived at the meeting at 7.10 PM.*

**CS18/02/19 Projects and Facilities Manager – Update Report**

Members discussed report 138/19 presenting the Projects & Facilities Manager's update report.

Items discussed by members included:

Martello Toilets and Café - The Projects & Facilities Manager and Grants Administrator will be meeting with a Community Lottery Officer in March to further discuss the funding bid.

An electric hook will be installed to the Ice Cream van at Edinburgh Road car park, this will mean the seafront will be completely generator free.

The West View Beach Huts will be reinstalled in March ready for hiring from April 1<sup>st</sup>. The toilet huts will be cleaned twice a week in high season, and we will try and space them further apart so not to impose too much on the views from residents of Hardwick House.

Splash Point Deterioration - Various funding and awareness opportunities were discussed including installing a donation box, starting a "friends of" group and holding events. The Projects & Facilities Manager is meeting with Tim Bartlett (Lewes District Council Specialist Adviser Coastal and Flood Risk Management) in March to further discuss short and long-term remedial works required.

Tree Planting on the Seafront - Concerns were raised about the practicality of this. The Projects & Facilities Manager will be meeting with members of Seaford Tree Wardens to discuss options.

Veteran and Armed Forces Day - This year's event will include a march through the town, as happened very successfully last year.

Martello Fields - The Projects & Facilities Manager to look into installing water refill points for events to discourage the use of single use plastic water bottles.

Members congratulated Sharan Brydon on the birth of her baby, George and wished her and her family well.

Members also congratulated the Projects and Facilities Team on all the great work they carry out on behalf of the council.

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

**CS19/02/19 Finance Report**

Members considered report 139/19 relating to Income and Expenditure up to 31<sup>st</sup> December 2019 and the financial year to date.

Members discussed 121 Seaford in Bloom and the possibility of moving more to perennial planting than the usual planting of annual plants. The Project and Facilities Manager explained that the team were already looking into this and a report was being prepared by the Projects Support Officer (Facilities) looking at various options.

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

The meeting closed at 8.23pm

Councillor S Dunn, Chair





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 9<sup>th</sup> January 2020** commencing at 6.30pm

**Present:**

Councillor L Wallraven (Chairman) Councillors Nazish Adil, J Edson M Everden and R Honeyman (Vice-Chairman)  
Geoff Johnson-Planning Officer  
One member of the public present

**P 81/01/19 Apologies for Absence**

An apology was reported from Councillor J Lord

**P 82/01/19 Disclosure of Interests**

None

**P 83/01/19 Public Participation**

*A local resident reported that works were being carried out at a property in Eastbourne Terrace on the A259 near Sutton Corner where there had recently been a refusal of a vehicle crossover. The construction vehicles were causing an obstruction. The Planning Officer confirmed he would contact the County Council's Highways department to report the problem*

Cllr Nazish Adil joined the meeting during the discussion of this item

**P 84/01/19 Planning Applications**

Planning Applications for week commencing 9<sup>th</sup> December 2019

<b>Seaford</b>	<b>41A Chichester Road</b>
LW/19/0847	Planning Application – Proposed loft conversion including front rooflight and rear dormer

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

Planning Applications for week commencing 16<sup>th</sup> December 2019

<b>Seaford</b>	<b>8 Queens Park Gardens</b>
LW/19/0124	Planning Application – Infill front and side extension, new first floor Juliet style balcony window and replacement of all other windows (revised application)

It was **RESOLVED** to **SUPPORT** the application. Although the Committee had raised an objection to the original application at the meeting on 27<sup>th</sup> June 2019 it was considered that the applicant had made reasonable efforts to meet the Committee's concerns

**Seaford**                      **140 Hythe Crescent**  
LW/19/0891                      Planning Application – Single storey rear extension

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

**Seaford**                      **Windy Gap Marine Parade**  
LW/19/0834                      Planning Application – Demolition of existing two storey building and  
erection of a new apartment building comprising nine dwellings with  
associated landscaping

It was **RESOLVED** to **SUPPORT** the application. The modern attractive design of the proposed building would enhance the appearance of this area of the seafront. Also the scale of the building was in line with surrounding development. It was requested that a condition requiring electric vehicle charging points should be attached to any consent granted

Planning Applications for week commencing 23<sup>rd</sup> December 2019

**Seaford**                      **33 Sherwood Road**  
LW/19/0830                      Planning Application – Two storey rear extension and detached garage  
in rear garden

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

Tree Works Application

**Seaford**                      **43 Blatchington Hill**  
TW/19/0112/TPO                      Tree Preservation Order – Beech Tree (T7 or T8 of Order) –  
removal of limb overhanging neighbouring property

It was **RESOLVED** to raise **NO OBJECTION** to the application subject to the confirmation of the Arboricultural Officer that the removal of the limb would not be detrimental

**P 85/01/19 Update Report**

Members considered report 128/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

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

The meeting closed at 6.54 p.m

Councillor L Wallraven  
Chairman

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, J Edson, M Everden and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder,  
R Hayder, O Honeyman, J Meek, R M P . 1 7 t Reed, G Rutland and B Webb.



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 30<sup>th</sup> January 2020** commencing at 7.00pm

**Present:**

Councillor L Wallraven (Chairman) Councillors L Boorman, M Everden R Honeyman (Vice-Chairman) and J Lord.

Geoff Johnson-Planning Officer

Five members of the public present

**P 86/01/19 Apologies for Absence**

Apologies were reported from Councillor J Edson. Councillor Liz Boorman was substituting for him

**P 87/01/19 Disclosure of Interests**

None

**P 88/01/19 Public Participation**

None

**P 89/01/19 Planning Applications**

Planning Applications for week commencing 6<sup>th</sup> January 2020

**Seaford**                      **11 Westdown Road**  
LW/19/0900                  Planning Application – Proposed single storey rear extension

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

**Seaford**                      **78 Vale Road**  
LW/20/0013                  Planning Application – Single storey wrap around extension and porch

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

Planning Applications for week commencing 13<sup>th</sup> January 2020

No applications received

Planning Applications for week commencing 20<sup>th</sup> January 2020

**Seaford**                      **Flat 10 Corsica Hall College Road**  
LW/19/0884 &              Planning and Listed Building Consent – Subdivision of Flat 10  
0885                              to create 2x self-contained dwelling units

It was **RESOLVED** to **SUPPORT** the applications

**P 90/01/19. Talland Parade**

Members considered the report 132/19 of the Planning Officer on this matter

The report covered the latest updates and responses from the site owner's agent and Lewes D.C. Work was progressing and the District Council was continuing to monitor the site.

It was **RESOLVED** that the report be **NOTED**

**P 91/01/19 Registration of Twittens and Footpaths**

Members considered the report 133/19 of the Planning Officer on this matter

A Working Group of Council members and interested residents had been set up in 2018 to chart local footpaths and twittens which were not recorded on the Definitive Map kept by East Sussex County Council.

The purpose of the exercise was to ensure that there was comprehensive registration of all rights of way pending a change in the law in 2026.

A large part of the work had already been completed but, following the 2019 elections the Working Group needed to be reconvened to complete the exercise.

It was **RESOLVED** :-

- 1) That the Group be reconvened and that an early meeting of the Group be held to make arrangements for the continuation and completion of the registration work
- 2) That there should be a progress report to the Committee meeting on 25<sup>th</sup> June 2020

**P 92/01/19 Lewes Local Plan Part 2**

Members considered the report 131/19 of the Planning Officer on this matter.

At the hearing before the Planning Inspector in April 2019 the Council and many local residents and third parties had objected, on environmental grounds, to Policy E1 of the

Submission Draft of the Lewes Local Plan. The policy proposed additional commercial development in the expanded port area east of Newhaven Harbour.  
In response to these objections the Inspector had modified and amended the policy to limit the scope and area of the development and to include safeguards to protect the adjacent Tidemills area.

It was **RESOLVED:-**

1. To **NOTE** the report
2. To record thanks to ex-Councillor Penny Lower who had presented the Council's objections at the hearing in April 2019

**P 93/01/19 Referrals to LDC's Planning Applications Committee**

Members considered the report 135/19 of the Planning Officer on this matter

It was **RESOLVED** that the report be **NOTED**

**P 94/01/19 Road Closure Application – South Coast Triathlon**

Members considered the report 134/19 of the Planning Officer covering an application for the closure of part of the seafront for the cycling leg of the event to be held on Saturday 22<sup>nd</sup> August 2020

It was **RESOLVED** that **NO OBJECTION** be raised to the application

**P 95/01/19 Update Report**

Members considered report 136/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

The Chairman reported that although the District Council's Planning Applications had approved application LW/19/0665 a condition had been imposed to require treatment with non-reflective paint. This would deal with the Council's principal objection

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

The meeting closed at 7.45 p.m

Councillor L Wallraven  
Chairman

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, J Edson, M Everden and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder, R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb .



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 20<sup>th</sup> February 2020** commencing at 6.30pm

**Present:**

Councillor L Wallraven (Chairman) Councillors D Argent, J Edson, R Honeyman (Vice-Chairman) and J Lord.

Geoff Johnson-Planning Officer

Three members of the public present

**P 96/02/19 Co-option of New Member**

It was reported that Mr D Argent had been elected as Councillor for Seaford East Ward at the recent by-election. Councillor Argent had been a member of the Planning Highways Committee until May 2019 and would be rejoining the Committee following the next Ordinary Full Council meeting. In the meantime he could sit on the Committee as a co-opted member without any right to vote.

It was **RESOLVED** to **CO-OPT** Cllr Argent to the Committee pending the decision of Full Council

**P 97/02/19 Apologies for Absence**

Apologies were reported from Councillor M Everden.

**P 98/02/19 Disclosure of Interests**

Councillor J Lord declared a personal and prejudicial interest in LW/20/0058 as the owner/applicant and was known to all members of the Committee. He confirmed that he would leave the room while this application was being discussed

**P 99/02/19 Public Participation**

None

**P 100/02/19 Planning Applications**

Planning Applications for week commencing 27<sup>th</sup> January 2020

**Seaford**  
LW/19/0740

**The Briars 93 Firle Road**  
Planning Application – Erection of a chalet bungalow and garage

*A neighbouring resident spoke against the application. The description as chalet bungalow was misleading. It was a large town house and would be an over development of the site. The construction of the property would also create problems in the area*

*A second local resident also objected that this area of Firle Road was an*

*'Area of Established Character' in the Seaford Neighbourhood Plan and should therefore be protected from inappropriate development*

It was **RESOLVED** to **OBJECT** to the application for the following reasons:-

1. The proposed dwelling is described as a chalet bungalow in the application but is in fact a substantial family dwelling
2. Given the size of the dwelling and the restricted plot the scheme would constitute an over development which would encroach into the buffer zone between the existing property and the property to the rear in Royal Drive. It would also leave the new property with very little private amenity space.
3. The host property and its curtilage are within the Area of Established Character defined in policy DM 34 of the Lewes Local Plan Part 2 and policy SEA 5 of the Seaford Neighbourhood Plan. Both Plans are recommended for adoption at the LDC Council Meeting to be held on Monday 24th February and therefore the policies carry full weight.
4. The policies require particular attention to the existing character when assessing proposed development in particular the size, layout, site coverage of the proposals.
5. In this case it is considered that the size and site coverage of the proposed development would be detrimental to the existing spacious character of the area and that the granting of consent would make it more difficult to resist similar applications elsewhere within the designated area.

6. The application is considered therefore to be contrary to the two policies referred to.

**Seaford**  
LW/20/0007

**3 Sherwood Road**  
Planning Application – Proposed new outbuilding

It was **RESOLVED** to **OBJECT** to the application for the following reasons:-

It was noted that the main property was now used as three flats following an appeal decision in October 2019. As the property was no longer in use as a single private dwelling it was unclear how the outbuilding was to be used. Without this additional information and given the size and specification of the building there was a clear possibility of it being used as a separate unit of accommodation which would not be appropriate or acceptable in this location under normal planning considerations

**Seaford**  
LW/20/0012

**8 Chesterton Avenue**  
Planning Application – Single storey rear extension

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

**Seaford**  
LW/20/0022

**3 Sutton Park Road**  
Advert Consent- Replacement of existing ATM header signage to comply with new HSBC UK branding

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

Planning Applications for week commencing 3<sup>rd</sup> February 2020

**Seaford**  
LW/20/0043

**61 Carlton Road**  
Planning Application – Proposed roof conversion including raising ridge and eaves to part of roof

It was **RESOLVED** to **SUPPORT** the application in principle but, due to obvious restrictions of the site, to request a special condition to regulate the construction work and ensure that no problems are caused to residents of nos.59 and 57 through noise, dust and vibration and that the common driveway is left free from obstruction

Planning Applications for week commencing 10<sup>th</sup> February 2020

**Seaford**  
LW/20/0058

**Bybuckle Court Marine Parade**  
Planning Application – Change of Use from Nursing Home to residential flats involving internal alterations

Councillor J Lord left the meeting prior to the consideration of this application

*A local resident commented that it was accepted that there would be no alteration to the footprint of the building and that it was not possible to bring the home up to the current standards required for nursing homes*

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

**P 101/02/19**

**Update Report**

Members considered report 145/19 of the Planning Officer on decisions taken by Lewes D.C on applications previously considered by this Committee

It was **RESOLVED** that the report be **NOTED**

The meeting closed at 7.05 p.m

Councillor L Wallraven  
Chairman

**Circulation:**

**Committee:** Councillor L Wallraven (Chairman) and Councillor R Honeyman (Vice Chairman).  
Councillors N Adil, D Argent, J Edson, M Everden and J Lord.

**For Information:** Councillors L Boorman, P Boorman, M Brown, J Cash, S Dunn, M Hayder, R Hayder, O Honeyman, J Meek, R Morland, R Reed, G Rutland and B Webb .





## 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 3<sup>rd</sup> March 2020** at **7.00pm**.

**Present:**

Councillors M Brown (Vice-Chair), N Adil, P Boorman, J Cash, J Edson, M Everden, R Hayder and O Honeyman.

Isabelle Mouland – Assistant 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 E Martin (Seaford Head Golf Club)

Mr Alan Miller (Seaford Head Golf Club)

No members of the public

**G23/03/19 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Cllr A Hayder, substitute Cllr O Honeyman and Cllr B Webb, substitute Cllr P Boorman.

**G24/03/19 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.

**G25/03/19 Public Participation**

There was no public participation.

**G26/03/19 Head Greenkeeper's Report**

The Committee considered report 142/19 presenting an update on the maintenance of the golf course and asked questions of the Head Greenkeeper.

The Committee received an update on funding for the Pump House and that the Town Council is not eligible to receive borrowing approval for projects under £100K. It was advised that a full report is going to the 26<sup>th</sup> March Full Council meeting for consideration.

The Committee thanked the Greenkeeping team for all their hard work.

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

**G27/03/19 Golf Professional's Report**

The Committee considered exempt report 143/19 presenting an update on golf course related matters and business and asked questions of the Golf Professional.

The Committee thanked the Golf Professional for all his excellent work in supporting the golf course.

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

**G28/03/19 General Manager's Report**

The Committee considered exempt report 144/19 presenting an update on the performance of The View and asked questions of the Assistant Manager. The Assistant Manager extended thanks to all The View team for their hard work and support.

The Committee thanked The View team for all the great work they carry out for the venue.

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

The meeting closed at 7.25pm

Councillor Mark Brown  
Vice Chair of the Golf & The View Committee

DRAFT



## Seaford Town Council

### Report 168/19

**Agenda Item No:** 5 (a)  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** New Councillor – Committee Appointments  
**By:** Isabelle Mouland, Assistant Town Clerk  
**Purpose of Report:** To note the acceptance of office by Councillor Argent and make appointments to Committees with vacancies.

---

#### Recommendations

##### You are recommended:

1. To note that, upon being elected, Councillor Dave Argent signed the Declaration of Acceptance of Office in the presence of the Proper Officer, as required, and has completed the Members Register of Interests Form.
  2. To appoint an additional councillor/s to the Planning & Highways Committee.
- 

#### 1. Information

##### New Councillor – Councillors Dave Argent

- 1.1 Further to the by-election on 6<sup>th</sup> February, Councillor Dave Argent was elected and has subsequently signed the Declaration of Acceptance of Office and completed his Members Register of Interests Form; the Council is now asked to note this as having occurred as required.

##### Committee Membership

- 1.2 Further to the resignation of former-Councillor Latham, this created vacancies on the following Committees:
- (a) Finance & General Purposes
  - (b) Golf & The View (and Chair position)
  - (c) Personnel
  - (d) Planning & Highways
- 1.3 Due to being so far into the Municipal Year it is not vital that all spaces are filled; the only Committee left to meet in this Municipal Year (with vacancies) is Planning & Highways. The others therefore can wait until the Annual Meeting on 21<sup>st</sup> May 2020.

1.4 The Council is therefore requested to seek nominations from members to join the Planning & Highways Committee (there are currently three vacancies) and appoint accordingly.

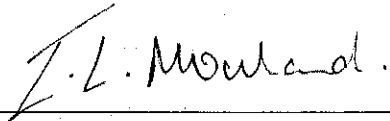
**2. Financial Appraisal**

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

**3. Contact Officer**

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk

Assistant Town Clerk

  
\_\_\_\_\_



Seaford Town Council

Report 164/19

**Agenda Item No:** 5 (b)  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**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 23<sup>rd</sup> January 2020 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

*S. Treadwell*  
\_\_\_\_\_

Assistant Town Clerk

*Z.L. Moulton*  
\_\_\_\_\_

## Appendix A Mayor's Report March 2020

Hello Dear Seafordians,

It is my second last council meeting and thus is a little special. The quarter had really been filled with meetings with the local businesses, shops, schools, groups, banks, bands, musicians, FM Radio reps and visits to the care homes of Seaford.

I wanted to engage everyone in Seaford to participate and contribute to fund raising for the two local charities

The Down Syndrome Development Trust &

The Youth Counselling Project

In the whole month of March.

It would not have happened without the support of Sue Treadwell and the STC team.

The idea was to invite Seafordians on board to organise any charity event, donate a raffle or auction prize, arrange a quiz night, have the charity pot on counters or simply keep aside a little change for the month of March in aid of the above mentioned charities to support and empower them.

It was well received and appreciated.

I had personally visited each and every shop, bank, few imminent and old running groups and all of the care homes in Seaford. It had been a great experience I could not contain my joy meeting the dear residents of Seaford who are active and important part of Seaford community.

It was overwhelming to see the warmth and support they offered to help in support.

This part of the quarter had been dedicated to meeting and knowing more residents of Seaford who are old, vulnerable or have lesser mobility and are confined to the special care and assistance.

I would like to thank the staff and management of each care/nursing home for the warm welcome and congratulate them for their dedicated services and special care and attention they provide to each individual resident according to their needs and requirements. I salute the carers and young carers who passionately serve the ones in need of care in any respect. It is a great act of kindness. Keep it up. We recognise your services and appreciate it.

There had been council business which is an on-going learning process and have helped me get better in its peculiar yet interesting ways.

There had not been many civil ceremonies to attend which gave me more relaxed time on diary to visit the local business and spent time at the care homes.

I attended several official engagements including the amazing show at The Barn Theatre featuring the Seaford school of Dance

The 10th Anniversary Dinner of Seaford Sweethearts group.

The Chair of East Sussex Volunteers Tea where my 'Unsung Heroes' this time had been the very special Christmas Dinner ladies Karen & Charlotte. Please take a moment to thank them for their services to the elderly of the town at festive times.

And then few more appearances are scheduled to support the Mayor's Mad March participants in their events.

The opening of the LITFEST at the Crypt gallery.  
The Seaford Rugby Clubs Annual Sponsors Lunch.

Few are scheduled in the month which shall be mentioned in the report next time.

The care homes holding themed coffee morning are Threeways Nursing Home, Burdyke Care Home, Freshford Cottage Care Home. I would like to thank the High Tides Band Seaford for confirming to play for us at the Burdyke Care home. Thank you to the shops who have kept the charity pots for the month. The shops which provide the auction prizes as their contribution to the Mayor's Mad March. I shall be announcing the names of all participating shops and businesses in a press release soon.

The big events of the Mad March

- Friday, 20th March, Seaford Golf Club Blatchington Quiz Night
- Sunday, 29th March, The Mayor's Charity Concert at the Barn Theatre featuring the Archway Choir and the Bond School of Dance
- Saturday 11th April, Mayor's Spring Charity Concert celebrating and featuring the local bands, groups and performers.

Thank you very much to management of The Barn Theatre, Little Theatre, Archway Choir, and The School of Dance, Rosemary Kemp, the Ukulele Band, manager and members Seaford Golf Club Blatchington and STC staff for all the cooperation and support.

Thank you to the little fairies from the 4th Blatchington Brownies group for the hand-written letters of love and support. It touched my heart deeply.

Thank you to both the charities for their support and participation.

Thank you to all the care homes for their hospitality and all the residents for their love and support.

Thank you to all my colleagues and each and every member of the public for the respect and appreciation.

The Mayor of Seaford Facebook page is flourishing. The likes and followers are increasing every day. Thank-you Seaford!

Together we can, together we will.

Kind regards,

Cllr Nazish Adil  
Seaford Town Council  
37 Church St , Seaford, E Sussex, BN25 1HG  
Tel: 01323 872 977 | Mobile: 07824 153158  
Web: [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

Appendix B Mayor's Report – January 2020

January	2020						
Yes	Mayor	Seaford Musical Theatre	Pantomime	Saturday	25-Jan-20		
February							
Yes	Mayor	Seaford Sweethearts	10th Anniversary	Tuesday	25-Feb-20		
Yes	Mayor	Crypt Gallery	Lifest	Thursday	27-Feb-20		
Yes	Mayor	ESCC Chairman's	Tea for Volunteers	Thursday	27-Feb-20		
Yes	Mayor	Seaford Rugby Club	Sponsors Lunch	Saturday	29-Feb-20		





## Seaford Town Council

**Report 150/19**

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>26<sup>th</sup> March 2020</b>
<b>Title:</b>	<b>Seafront Concession Proposal for Jet Ski hire</b>
<b>By:</b>	<b>Ellie Johnson-Bullock, Project Support Officer (Facilities)</b>
<b>Purpose of Report:</b>	<b>For Members to consider a proposal from a Seafront Concession to operate Jet Ski hire on Seaford Beach.</b>

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### **Recommendations**

**You are recommended:**

- 1. To consider the proposal from a Seafront Concession for jet ski hire on Seaford beach.**
- 

### **Information**

- 1.1** Skipper Water Sports has been running for the last two summers and have provided stand up paddle boarding and kayaking on Seaford beach.
- 1.2** In addition to the activities already on offer, Skipper Water Sports would like to offer jet ski hire; private hire for people to use the ski outside the buoy areas. See their full proposal at Appendix A.
- 1.3** Skipper Water Sports propose to use jet ski model Seadoo GTI; see Appendix B. They advise that this model is safe and eco-friendly and would be restricted to 30MPH.
- 1.4** Officers have reviewed the proposal and have the following comments:
  - 1.4.1** Skipper Water Sports advise that in eco-mode the jet skis are quiet and fuel-efficient minimising the noise and pollution effects. However, this could potentially create noise and pollution across the bay which the Town Council will be unable to monitor or restrict.
  - 1.4.2** Skipper Water Sports propose that customers would be outside the buoyed area. A member of the team would take customers to the jet ski area in a safety boat and collect them from this anchored spot. However, there is still a risk that this could disrupt swimmers and fishermen, restricting other beach users.
  - 1.4.3** Skipper Water Sports has Public Liability Insurance, which would have to cover the new services if agreed to. It proposes that customers would go through the correct health and safety briefing as well as being monitored by a team member in the rescue rib.

1.4.4 Skipper advises that water sports are great for mental health. However, allowing jet ski hire on Seaford beach could also have a negative impact on the mental health and wellbeing of other beach users as it could disrupt their time on the beach.

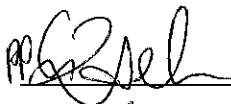
## 2. Financial Implications

In 2019 Skipper Water Sports paid a concession fee of £175 a month for June, July & August. If jet ski hire is added, the Town Council would add an additional cost – the total of this unknown at this stage but would be agreed between the Projects and Finance departments under delegated powers.

## 3. Contact Officer

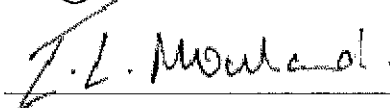
The Contact Officer for this report is Ellie Johnson-Bullock, Project Support Officer (Facilities).

Project Support Officer  
(Facilities)



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Assistant Town Clerk



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Responsible Financial Officer



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**REPORT 150-19**  
**APPENDIX A**

Dear all,

Skipper water sports has been running for the last two summers and we have provided stand up paddle boarding, kayaking, and wind sipping. We have also worked alongside maverick water sports who have offered inflatable toys and wakeboarding and water skiing.

We have managed to get many different people on the water, locals and people traveling from far away to experience Seaford beach.

We would like to offer Jet Ski hire, private hire for people to use the ski outside the buoy areas.

We truly believe this would be another great asset for the local community giving the younger and older people something a bit more adventurous to do.

We would use Seadoo GTI which are the most safe and eco friendly Jet ski they are used across the country for hire as they have an eco/learner mode and they are extremely safe. The jet ski would be restricted to 30MPH the noise cant be measured but is one of the quietest on the market.

In Eco mode the Jet ski are very quiet and fuel efficient minimising the noise and pollution effects. The customers would be assisted to the ski area and we would make sure they have full control of the ski before using on their own.

The customers would be outside the buoyed area therefore again minimising any noise issues and public safety. We would take customers to the ski area in are safety boat and collect them from this anchored spot too.

Every customer would go through the correct health and safety briefing as well as being monitored by us in the rescue rib. All customers would be under constant supervision and this would only be available to 18 year old plus. We would also refuse anyone we did not see in a fit state.

We at skipper have always wanted to make getting on the water affordable for all. That's why we have always stuck at our fair price of £10.00 per hour for all equipment. The jet ski hire would be affordable for the local people.

As well documented watersports is great for mental health and i truly believe skipper water sports has made Seaford beach a real attraction. The past summer due to the choppy conditions we were unable to get in the water as much. The Jet skis would allow us to still be able to provide a service if the conditions are not suitable for stand up paddle boarding as it has to be very flat water to be able to this activity.

We hope to work alongside the council to be able to offer the unique experience.

Jet Ski Seadoo GTI.





Seaford Town Council

Report 151/19

Agenda Item No: 8 (a)  
Committee: Council  
Date: 26<sup>th</sup> March 2020  
Title: Mayor's Portfolio Policy Review  
By: Sue Treadwell, Mayor's Secretary  
Purpose of Report: To present the revised Mayor's Portfolio for adoption.

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**Recommendations**

**You are recommended:**

1. To consider the motion received to include in the Mayor's Portfolio that "to be eligible to stand for election of Mayor, the member of the Council is required to have at least one year's experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new."
  2. To adopt the revised Mayor's Portfolio as presented.
- 

**1. Information**

- 1.1 The Council's Mayor's Portfolio Policy has been reviewed as per the Policy Schedule and a revised version, with amendments tracked, is now included with this report at Appendix A for consideration by the Council.
- 1.2 In accordance with Section 9 of the Town Council's Standing Orders, a written motion has been received by the Proper Officer in regard to the Mayor's Portfolio.
  - 1.2.1 The motion, proposed by Councillor L Boorman and seconded by Councillor Webb is:

"To include the following in the Mayor's Portfolio:

*To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year's experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new.*

The understanding of the role of a member, the policies and procedures in place and the protocols of Full Council should be understood by all members before becoming Mayor as this role also has a huge undertaking to understand. This will ensure that the Mayor

would be able to carry out the role effectively without having to learn every aspect of a member's role also."

1.2.2 Appendix A has included this motion for members consideration.

1.3 It is recommended that the Mayor's Portfolio Policy be adopted and reviewed in 2023.

**2. Financial Appraisal**

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

**3. Contact Officer**

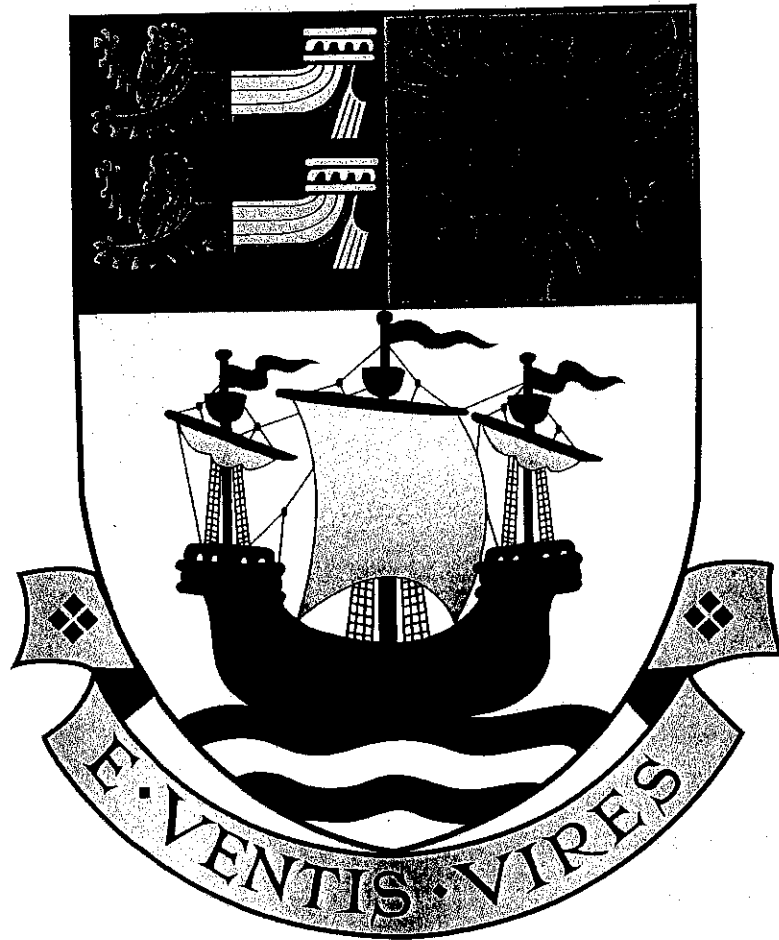
The Contact Officer for this report is Sue Treadwell, Mayor's Secretary

Mayor's Secretary

*S. Treadwell*

Assistant Town Clerk

*Z.L. Moulton*



# Seaford Town Council

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## Mayor's Portfolio

**Contents**

<b>1. Introduction</b>	<b>p3</b>
<b>2. The Mayor's Role</b>	<b>p3</b>
<b>3. Election of Mayor</b>	<b>p3</b>
<b>4. Deputy Mayor</b>	<b>p4</b>
<b>5. Written &amp; Verbal Protocol</b>	<b>p4</b>
<b>6. Chain of Office</b>	<b>p6</b>
<b>7. Dress Code</b>	<b>p5</b>
<b>8. Political Activities</b>	<b>p5</b>
<b>9. Promotion of the Council</b>	<b>p5</b>
<b>10. Managing External Engagements</b>	<b>p5</b>
<b>11. Website / Social Media</b>	<b>p6</b>
<b>12. Mayor's Allowance</b>	<b>p6</b>
<b>13. Gifts</b>	<b>p6</b>
<b>14. Mayor's Charities</b>	<b>p6</b>
<b>15. Mayor's Awards</b>	<b>p6</b>
<b>16. Mayor's Christmas Card</b>	<b>p7</b>
<b>17. Conduct</b>	<b>p7</b>
<b>18. Expected Events</b>	<b>p7-8</b>
<b>19. Young and Deputy Young Mayor</b>	<b>p8</b>

Appendix – Charity Pot Collection Guidelines



## 1. Introduction

The aim of this Portfolio is to give to the incoming Mayor and Deputy Mayor an outline of the role and set out expectations.

The contents present several aspects of the Mayoral year, for example, general notes on the Mayor's role, fundraising and annual events. There are notes on etiquette and the financial arrangements, including available staff resources to assist with Mayoral engagements.

Whilst the Portfolio is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor's year of Office. The Portfolio will be subject to periodic updating.

## 2. The Mayor's Role

As a Town Council, Seaford Town Council's Chair is entitled to the title of Mayor of Seaford.

The Mayor is the public face and Chair of the Council and as such is the First Citizen of the Town of Seaford. The Mayor is the ambassador of the Town and can help in the promotion of the Council's objectives in the local community. In turn the people of the Town will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the Town.

**This is a *non-political* role and the Mayor has no more power than any other Councillor except that of a casting vote and has no power to make decisions without a resolution of the Council.**

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- To Chair Council Meetings, ensuring that effective and lawful decisions are taken and, with the assistance of Officers, guide activities by managing the meetings of the Council giving all Councillors the opportunity to speak.
- Use a casting vote in the event of a tied vote.
- To attend internal meetings with Council representatives & Officers such as the Committee Chairs Management Group (CCMG).
- To monitor the Town Clerk's performance by signing timesheets and conducting appraisals with the Chair of Personnel and professional support.
- To focus his/her activities on the communities of the Town and, by focusing on the Council's priorities, strengthen its links between those communities and the Council.
- To promote the Town at official functions, and at such functions represent views of the Council and not personal views.
- If necessary, call an extraordinary meeting of the Council subject to provisions in the Council's Standing Orders.
- Attend and represent the Council at Seaford Town Council events.
- To lead on fundraising activities for the Mayor's chosen charity/charities.

The Mayor and Deputy will undertake chairmanship as soon as elected into office. It should be noted that if the Mayor/Deputy Mayor were to attend a any Committee of the Council, they do so in an ex-officio capacity or where they are appointed to a Committee, they are appointed as a Councillor not as Mayor/Deputy Mayor.

The Mayor/Deputy Mayor will have no automatic right to attend a meeting of a non-Standing Committee; that being the Disciplinary/Grievance Sub-Committee or Appeals Committee, unless they are appointed as a member of that Committee (again the appointment would be as a Councillor not as Mayor/Deputy Mayor).

### 3. Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to elect a Mayor (from members of the Council) as the first business to be transacted at the Annual Council meeting. To be eligible to stand for election of Mayor, the member of the Council is required to have at least one year's experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new. The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

In addition to the Declaration of Acceptance to Office as a Councillor of Seaford Town Council, at the meeting at which the Mayor is elected he/she must sign a Declaration of Acceptance to the Office of Mayor of Seaford, and sign for care of the Mayoral Chains.

***The term of office will be limited to 1 year only, subject to approval by Full Council. However, a Mayor can choose to re-stand as the Mayor the following Municipal Year if they so wish.***

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

After the new Mayor has been elected, an official photograph will be taken and framed for the Council Chamber.

The Mayor may appoint support such as a Mayor's Consort to accompany and assist at engagements. The Mayor may also wish to appoint a Chaplain or other religious support, to support civic events such as the Mayor's Civic Service and Carol Service as appropriate. They may also attend five minutes before Full Council meetings and this could to allow for prayers/reflection before the meeting opens. ~~five minutes before Full Council meetings.~~

### 4. Deputy Mayor

The Deputy Mayor will also be elected at the Annual Council meeting. This position is only activated when the Mayor is unavailable, the Deputy is not invited in his/her own right to attend functions it would be the Mayor's decision whether the engagement should be offered to the Deputy Mayor.

Invitations to engagements should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor.

All invitations should be sent for consideration to the Mayor as First Citizen (via the Mayor's Secretary) and, if the Mayor cannot attend, it may be appropriate to "pass down" the invitation. However, this should be by no means automatic or desirable.

On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor does not wear his/her chain of office when the Mayor is attending the same function.

#### **5. Written & Verbal Protocol**

The full title of the Mayor is: The Mayor of Seaford.

Addressed as: Dear Mr. Mayor or Dear Madam Mayor

#### **6. Chain of Office**

The Chain of Office should only be worn when the Mayor is undertaking official duties in his/her capacity as Mayor.

The Chain of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Town Council Office considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn, nor badge of office.

The Mayor is responsible for the Chain during his/her term of Office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely and securely in a protective case so that it does not get damaged and should only be worn for official duties organised by the Civic Officer. It must not be left unattended in a public place (including in a vehicle) and must be kept in the Mayor's possession.

Outgoing Mayors will be presented with a 'Past Mayors Badge' a replica link from the chain, on completion of a full term of office, unless they are re-elected as Mayor or have previously received a past Mayor Medal.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor.

#### **7. Dress Code**

The Mayor and Deputy Mayor should look smart and well-groomed and appropriately dressed at all engagements.

#### **8. Political Activities**

The Mayor's role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

## 9. Promotion of the Council

The office of Mayor is a valuable avenue through which to improve ties with the local community and the Mayor has a key role in acting as ambassador, promoting the Town to the wider community.

This may take a number of forms, including attending events arranged by other organisations as the Council's official representative; leading in the organisation of and hosting events that fundraise, recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town.

It is expected that the Mayor will lead in the organisation of fundraising events such as the Mayor's Quiz and the Mayor's Garden Trail. The Mayor's Secretary will assist in such events by issuing press releases and promotion, however it should be noted that this is a shared part-time staff resource which is limited.

## 10. Managing External Engagements

The Mayor's Secretary is responsible for the Mayor's diary. When the Mayor is elected in May, there will be a meeting arranged to discuss preferred communication about appointments.

~~It is best for a~~ All invitations to must come through the Mayor's Secretary; this ensures that the diary can be kept up to date. The Mayor should notify the Mayor's Secretary of any invitations received, and/or respond to so the Mayor's Secretary can respond directly. ~~If the Mayor is able to attend an engagement,~~ there is a specific Mayoral Engagements Form which will be used sent to the organiser of the event; this helps to collect all information needed for the Mayor's attendance.

~~It should be noted that the Mayor's Secretary position is part-time, spread over 3 days and that the Mayoral support element of the role is at most 25% of this time with peaks when civic events approach.~~

## 11. Website / Social Media

The Mayor's Secretary will update the Mayor's section of the website.

The Mayor will be encouraged to manage post on their Mayoral Facebook page (linked to the Seaford Town Council page). Posting should be non-political. Posts should highlight the Mayoral Engagements hosted and attended, and the Mayoral Charity/Charities. The Mayor's page – as with all Seaford Town Council pages, will be from time to time monitored by officers to ensure posts and comments are appropriate.

## 12. Mayor's Allowance

Section 15(5) of LGA 1972 enables a Mayor to be ~~paid~~ granted an allowance to meet the expenses of his/her office. Which is set by the Council when adoption the Council budget

The Council recognises the need for a Mayor's allowance to deal with the expectations of the office in connection with printing, travel and refreshments. The Mayor has a budget which is set by the Council annually in January. Such expenditure is recorded by the Mayor's Secretary and payments managed by the Finance Manager. It is important that the purpose to which the allowance is put can withstand public scrutiny.

On occasion, the Mayor may be invited to out of town engagements, it is expected that ~~if the Mayor's own funds are depleted the Mayor would use their own~~ personal funds to attend. ~~Out of~~

~~town events should not be attended at the expense of Seaford Civic events.~~ Invites to events within Seaford will usually have priority over out of town events.

### **13. Gifts**

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts over a value of £25 must be reported to the Town Council Office in writing, within 28 days of receipt.

The Mayor/Deputy Mayor should familiarise themselves with the Council's Gifts & Hospitality Policy.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor's Budget.

### **14. Mayor's Charities**

If the Mayor decides they wish to support a charity(ies) and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose. All monies raised or donated will be banked at Seaford Town Council and coded to the Mayor's Charity(ies) being presented to the charity(ies) at the end of the Municipal Year at the Town Forum.

See guidance notes in the appendix regarding charity pot collections.

### **15. Mayor's Awards**

Each year the Mayor and Young Mayor will be asked to give thought to the civic awards; whether they will assign categories, how many they will award and the process for nominations. A budget is agreed by the Council annually for both sets of awards.

The Mayor and Young Mayor may opt to choose their own recipients or open up the award scheme for nominations from the public. Council Officers will give guidance and support with either approach. Please also check the Awards Policy.

Nominations for awardees must however reflect the Council's Code of Conduct and practices; awardees based solely on political or religious roles, for example, will therefore not be allowed unless a benefit to the community also outside of their 'group' can be evidenced.

Nominations for Young Mayor's Awards will either be a young person under the age of 21 or have made a significant contribution to the youth service provision within the town.

The civic awards will be presented at the Annual Town Forum; usually held in late-May each year.

### **16. Mayor's Christmas Card**

The Mayor's Secretary will liaise with the Mayor in the productions and distribution of the Mayor's Christmas card. This is sent to the selected individuals on the civic list and others as agreed by the Mayor.

## 17. Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised.

In the first instance, any misconduct by the Mayor or Deputy should be reported to the Monitoring Officer at Lewes District Council who is responsible for Councillor conduct.

## 18. Expected events

### **Civic Service**

It is usual procedure for the Mayor to have a Civic Service around the start of their Mayoral year. This service is usually held at a local ~~venue~~ venue of the Mayor's choice. If a Mayor's Chaplain has been appointed they will liaise with the Mayor regarding the service arrangements.

*Note: As this is technically a religious event, a Mayor of non-Christian faith or that follows no religion may not wish to arrange this service. If this is the case an alternative event can be arranged as an opportunity for the public to meet their new Mayor. Options will be discussed with the Mayor.*

### **Sussex Day**

Sussex Day is celebrated officially on 16<sup>th</sup> June annually. The Projects and Facilities ~~team~~ department arrange a small ceremony to commemorate the day which is held on the Saturday closest to the 16<sup>th</sup> June unless it's required to be moved due to exceptional reasons.

The ceremony is held at the Martello Tower on the seafront. It is led by the Town Crier and the Mayor.

Councillors and members of the public are invited to witness the raising of the flag at 12 noon by the Mayor and hear the proclamation given by the Town Crier. They will then sing along to a rendition of "Sussex by the Sea" if they wish to take part. ~~Local Sussex craft stalls and entertainment are all provided at the event which takes place between 11am and 2pm.~~

### **Mayor's Garden Trail**

~~The Mayor's Garden Trail is held annually and is organised by local resident Geoff Stonebanks of Driftwood, Bishopstone. Proceeds from the event go to the Mayor's charity fund. It's usually held sometime between May and June.~~

### **Armed Forces Day**

Armed Forces Day is an event held on a Saturday in late June annually. It's arranged by Seaford Town Council and other organisations such as the Royal British Legion and the Royal Society of St George. It's mainly handled by the Projects and -Facilities ~~d~~Department.

The Mayor will be required to attend meetings prior to the event to stay current with the preparation details, they will be notified of the meeting dates and times by the Projects and ~~F~~facilities department.

On the actual day of the event the Mayor will be required to open the event and give a speech. They will also be invited to inspect the parade; they should be made aware of this in the meetings so they should be prepared. It's also generally good practice for them to stay around for the majority of the day if possible, as it's one of ~~STC~~ Seaford Town Council's main events for the year.

### **Remembrance Sunday**

This is an event that is organised by the Royal British Legion ~~Seaford Town Council's~~ Facilities Team and is held on the Sunday nearest the 11<sup>th</sup> November at the War Memorial and St Leonard's Church.

The Mayor and Young Mayor lay a wreath at the War Memorial. The Mayor's Secretary orders these from the appointed person at the Royal British Legion.

### ***Blessing of the Christmas Tree***

This is an optional event that some of the Mayors like to arrange. This normally takes place the Friday before Christmas Magic. It is a short ceremony usually conducted by the Mayor's Chaplain if appointed or Vicar of St Leonards Church. The Mayor and guests attend.

### ***Seaford Christmas Magic***

The Facilities team holds regular meetings throughout the year in preparation for Christmas Magic. They will invite the Mayor and Mayor's Secretary along once needed to discuss the Mayor's involvement, such as:

- Opening the Event
- Window Display judging in conjunction with the Seaford Chamber of Commerce
- Switching on the Christmas Lights

The Mayor may also look at ways in which they can fundraise on the day, such as guided walks in the town.

### ***Mayor's Carol Service***

A Mayor's Carol Service can be arranged in early December. It is an optional short religious service, ~~and therefore optional~~. A retiring collection is usually donated to the Mayor's Charity/Charities. Local dignitaries such as the Lord Lieutenant of East Sussex and High Sherriff for Sussex can be invited, and refreshments are usually provided after the service.

An alternative civic event could be arranged to raise funds for the Mayor's Charity/Charities in lieu of a religious service.

### ***Town Forum & Mayor's Awards***

This is a meeting of the residents of the town of Seaford ~~at the end of~~ in May and *not* a Council meeting. Councillors attend the meeting as the public and the meeting should provide the opportunity for local organisations who have received Council grants to report directly to the people of Seaford. There is an opportunity for questions to discuss matters affecting the town.

This is where the Mayor would present any Civic Awards as mentioned previously in section 15.

## **19. Young and Deputy Young Mayor**

The Young Mayor is a position held for one Municipal year (May to April) with the aim of representing the views of young people in Seaford, to Seaford Town Council.

The Young Mayor will be supported by a Deputy Young Mayor, who is elected annually in February at Seaford Head School, prior to the Annual Meeting of the Council in May, during which the previous Deputy is sworn in as Young Mayor for the forthcoming year. The Mayor's Secretary and Seaford Head School are responsible for publicising and carrying out these elections.

The Young Mayor, and Deputy, will be invited to take part in the Civic events and occasions, some alongside the Mayor of Seaford and others representing the Mayor. The Young Mayor will be invited to give talks or speeches where possible, to help build a relationship with the people of Seaford and increase their profile.

After election At the beginning of the Municipal year the new Young Mayor, the Town Clerk, Mayor's Secretary and Mayor of Seaford will meet with the Young Mayor and new Deputy to discuss plans for the year ahead.

More information can be obtained from the Council's Young Mayor Handbook via the Council Office.



**Seaford Town Council Collection Pot Guidelines**  
**(based on information from the Fundraising Regulator)**

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**Collecting Money or other property**

At the beginning of the Mayor's Municipal Year, the Mayor may choose to nominate a charity or charities. Once the charity has been informed that they have been nominated, the Mayor needs to ask for a Certificate (letter) of Authority giving the Mayor permission to collect on their behalf.

**Charity Pots** – The labelling needs to have the charity's;

- Logos (permission must be sought to use any images or logos from the people or organisation who holds the rights),
- Name,
- Charity number, and
- Address where 'Registered in England'.

If, there are two charities it needs to be clear how the funds are going to be split, e.g. 50/50.

**Pots left in commercial properties –**

Each pot is numbered underneath. A spreadsheet record is kept of each pot including

- The date left at the premises,
- Who it was left with i.e. the manager,
- The date it was collected back in, and by whom
- Total amount collected

Ideally, they should be chained and The Council hold the key to the lock. If not possible it should be tied to something secure.

**The Mayor needs a letter of authority to collect the pots (and should wear their STC name badge when collecting).**

**General notes re cash collected**

- Unsecured cash must not be left unattended i.e. pots must be secured.
- Charity pots must be brought into the Finance Office at Seaford Town Council to be counted by a Finance Officer.
- It must be stored in a secure place if not banked immediately
- The full amount must be given to the charity(s) or split in the way advertised if more than one charity. No deductions from the cash that you receive must be taken.
- The money will be paid into the Seaford Town Council account and coded to 'The Mayor's Charity Funds' for distribution at the end of the municipal year.

**Events organised by others to raise money for the Mayor's Charities (e.g. Mad Fundraising March)**

In any advertising by a 3<sup>rd</sup> party, it must state they are raising funds in support of the Mayor's Charities and the municipal year' e.g. *'In support of the Mayor's Charities 2020/2021'*

**Other STC Events**

**Charity Pots are also used at Veteran's and Armed Forces Day and Christmas Magic events.**

**Veterans and Armed Forces Day (AFD)**– The Royal Society of St George (RSSG) /The British Legion members on the committee borrow the pots to collect on the day for the chosen Armed Forces Charity. The Projects & Facilities team label them up accordingly.

The same procedure would apply regarding allocation and collection whether they are left in shops prior to the event or allocated to a person collecting on the day.

The Pots are collected and brought in by the volunteers and funds banked by Seaford Town Council then sent to RSSG who present a cheque to their charity at a formal dinner in September

**Christmas Magic** as above, but funds are collected to go towards paying for the event.

**Reference:**

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

**For advice on running a raffle/tombola or sweepstake**

See the Gambling Commission – Running a Lottery

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)



Seaford Town Council

Report 154/19

**Agenda Item No:** 8 (b)  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Bad Debt Policy Review  
**By:** Karen Singleton, RFO  
**Purpose of Report:** To present the reviewed Bad Debt Policy for adoption.

---

**Recommendations**

**You are recommended:**

1. To adopt the Bad Debt Policy as presented with report 154/19.
- 

**1. Information**

- 1.1 The Council's Bad Debt Policy has been reviewed as per the Policy Schedule and it is felt that there are no required changes to the Policy.
- 1.2 The Policy is included at Appendix A for information and is recommended for adoption as presented, with a review date of April 2022.


**2. Financial Appraisal**

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

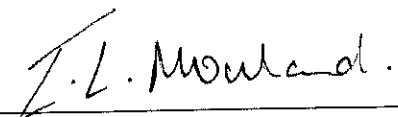
**3. Contact Officer**

The Contact Officer for this report is Karen Singleton, RFO.

RFO

  
\_\_\_\_\_

Assistant Town Clerk

  
\_\_\_\_\_



## Seaford Town Council

### Bad Debt Policy

#### 1. Introduction

This policy outlines Seaford Town Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulations.

#### 2. Policy Objectives

The aim of this policy is to make clear the procedure that Seaford Town Council will follow to identify, minimise and recover potential bad debts and write off any debts which cannot be recovered.

#### 3. Credit Control

All income due will be collected in accordance with Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance & General Purposes Committee and Full Council.

Unpaid income and bad debts shall be treated in the following manner:

- Invoices which remain unpaid after 30 days will receive a telephone call or email reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 45 days will receive a letter reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 60 days will receive a letter reminding the customer that the invoice remains unpaid and that all of the town councils' financial information, including bad debts, is reported to Council and published on its website.
- Invoices which remain unpaid after 90 days will receive a letter reminding the customer that the invoice remains unpaid, that all of the town councils' financial information, including bad debts, is published on its website and notifying of the withdrawal of the service provided. This letter will also include a statement that Seaford Town Council will actively pursue all outstanding debts through the legal system.
- All letters will be accompanied by a statement of account from the town council's financial system.

#### 4. Write off bad debts

Seaford Town Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and all reasonable legal procedures.

The Town Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice. Whilst writing off bad debts is a non-routine function; all practical means should be taken to recover outstanding amounts due to the Town Council before the RFO recommends writing off a bad debt to the Finance & General Purposes Committee. Before this decision is made, due diligence consideration should include the following: -

- The cost of recovery against the amount owed.
- The likelihood of success.
- Where the correct credit control procedures followed.
- Could procedure and practices be improved.

Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee, who have delegated powers to write off bad debts of up to £3,000; any larger debts must be reported to Full Council. The write off schedule should contain the following information:

- Customer Reference.
- Invoice number.
- Date of invoice.
- Amount of debt.
- Reason for write off.
- Recovery history.
- Date of write off.
- Authorisation of write off.

#### **5. Year-end write offs**

The RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end.

To be Adopted:        March 2020  
Review Date:         April 2022



Seaford Town Council

Report 159/19

**Agenda Item No:** 8 (c)  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Purchase Ordering & Payment for Goods & Services Policy Review  
**By:** Karen Singleton, RFO  
**Purpose of Report:** To present the revised Purchase Ordering & Payment for Goods & Services Policy for adoption.

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**Recommendations**

**You are recommended:**

1. To adopt the revised Purchase Ordering & Payment for Goods & Services Policy as presented with report 159/19.

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**1. Information**

- 1.1 The Council's Purchase Ordering & Payment for Goods & Services Policy has been reviewed as per the Policy Schedule and a revised version is now included with this report at Appendix A for adoption by the Council.
- 1.2 The recommended changes have been tracked on the attached version and are largely providing clarity on aspects of the policy, not changing the position of the policy.

**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 Karen Singleton, RFO

RFO

Town Clerk



# Seaford Town Council

## Purchase Ordering and Payment for Goods and Services Policy

### INDEX

	Page no.
1. <u>INTRODUCTION</u> .....	2.
2. <u>LINKS TO STRATEGIC OBJECTIVES</u> .....	2.
3. <u>AIMS OF THE POLICY</u> .....	2.
4. <u>PURCHASE ORDER RESPONSIBILITIES</u> .....	3.
5. <u>ORDERING OF GOODS AND SERVICES</u> .....	4.
6. <u>RECEIVING GOODS AND SERVICES</u> .....	5.
7. <u>CERTIFICATION OF PURCHASE ORDERS</u> .....	6.
8. <u>INVOICE PROCESSING AND AUTHORISATION</u> .....	6.
9. <u>PAYMENT OF INVOICES AND ACCOUNTING FOR EXPENDITURE</u> .....	7.
10. <u>CHEQUE AND BAC'S PAYMENT AUTHORISATION</u> .....	8.
11. <u>DIRECT DEBITS</u> .....	9.
12. <u>USE OF COUNCIL DEBIT CARDS</u> .....	10.
13. <u>ACCOUNTING FOR PETTY CASH</u> .....	11.

## 1. Introduction

1.1 This policy sets out the Council's arrangements for ordering, receiving, authorising and subsequently paying for the supply of goods, materials, services and works to the Council. The policy sets out the detailed rules and procedures around the Council's purchase ordering system and payments.

1.2 The policy encompasses the following areas:

- Raising of purchase orders for goods or services or works.
- Receiving and checking of goods and services upon delivery.
- Certification of orders and authorisation of expenditure.
- Accounting for payments for goods and services.
- Direct debit payments.
- Use of the Council debit cards.
- Petty cash arrangements.

1.3 This policy provides the detail behind the overall financial framework as set out in the Council's approved Financial Regulations, particularly under the 'Payments for Goods and Services' section and in the Standing Orders for Financial Control and Procurement which set out the framework for the procurement of all works, goods, materials and services and the Council's tendering and contract procedures.

1.4 The Finance Manager is ultimately responsible for all systems and procedures in relation to the ordering and payment for goods, services and works provided to the Council.

## 2. Links to Strategic Objectives

2.1 This policy contributes to the strategic objective *'to practice good governance and fiscal responsibility'*.

## 3. Aims of the Policy

3.1 The aims of the policy are to supplement the Financial Regulations and Standing Orders for Financial Controls and Procurements by setting out detailed procedures and controls for the ordering and the authorisation of expenditure on the supply of goods, services and works to the Council.

3.2 In particular the Policy aims to ensure that;

- Purchase orders are raised only by authorised officers.
- Orders are placed only when sufficient budget provision exists.
- Appropriate checks are made upon delivery of goods and services to enable the effective future authorisation of the expenditure.
- Invoices received from creditors are properly checked for cost, arithmetic, VAT etc prior to release for payment.



- Invoices are certified for payment only by an authorised officer.
  - Systems are in place for the effective checking and authorisation of regular payments and direct debits.
  - Robust procedures are in place for the use of petty cash.
  - Robust systems are in place for the use of the Council's debit cards.
  - Creditors are paid on time, within the relevant payment terms.
  - All expenditure is properly and accurately accounted for.
- 3.3 The policy is intended for use by all officers of the Council with responsibility for ordering goods, services and works, and subsequently verifying and authorising that expenditure as well as the staff of the Finance Section in managing the purchase ordering system and checking, paying and accounting for all expenditure.

#### **4. Purchase Order Responsibilities**

- 4.1 The key principle of separation of duties must be observed, as far as is practicable within the staffing resources available, in connection with the following areas of ordering and purchasing:
- a) The duty of ordering the goods, services and works.
  - b) The duty of receiving those goods and services.
  - c) The duty of checking invoices received for payment and authorising expenditure.
  - d) The duty of payment of invoices.
  - e) The duty of recording and reconciling expenditure in the Council's financial management system.
- 4.2 Responsibility for raising orders for goods and services, receiving those goods and services and checking invoices received from suppliers for payment in respect of those goods and services lies with the senior officers within the departments.
- 4.3 It is important to note that in the application of the following procedures for purchase ordering, and in particular the requirement for separation of duties as set out above, there is an acceptance that due to the small size of the Council, the importance of operation requirements, and the limitations of the staffing structure, that full adherence to this procedure may not always be possible. This fact will be taken into account during the audit of procedures in each department by the Council's Internal Auditor. However, all managers must ensure as far as possible that one officer does not take part in all aspects of ordering, receiving and certifying purchases.
- 4.4 Responsibility for the payment of all invoices for goods, services and works supplied to the Council and for recording and reconciling expenditure in the

Council's financial management system lies with the Finance Department. All invoices received from suppliers will in the first instance be received and checked by the Finance Department.

4.5 The Finance Department is responsible for the following procedures:

- Setting up new suppliers on the computerised RBS Omega Accounts Package.
- Entering all purchase invoices onto the purchase ledger.
- Checking the calculation and arithmetic of amounts due.
- Ensuring the correct VAT treatment and calculation.
- Ensuring the correct coding of the expenditure.
- Ensuring payment of creditors within the payment terms.
- Reconciliation of expenditure through the purchase ledger, cash books and bank statements.

## 5. Ordering Goods and Services

5.1 An official purchase order must be raised by an authorised officer for every supply of all goods, services and works to the Council with the exception of the following:

- Regular payments such as utilities costs, telephones etc.
- Payments made by direct debit and standing order.
- Goods and services of an emergency nature.
- One off purchases made using a debit card.
- Services for which a formal contract has been entered into.
- Petty cash purchases.
- Kitchen Food (only) for The View

5.2 The approved authorised officers with responsibility for raising and certifying purchase orders are as follows:

- Town Clerk
- Assistant Town Clerk
- Projects and Facilities Manager
- Executive Support Officer
- General Manager, The View
- Deputy Manager, The View
- Golf Professional
- Head Greenkeeper
- RFO (only in the absence of no other duly authorised officer or to countersign all orders over £2,000).

5.3 The above officers only have the authority to sign a Purchase Order if the expenditure is within the approved budget or has been approved by the Relevant Committee. For emergency expenditure, in extreme cases of risk the Town Clerk is authorised to spend up to £5,000. This expenditure should be reported to Council as soon as possible thereafter. See Financial Regulation 4.

5.4 All POs over £2,000 must be countersigned by the Town Clerk or RFO

5.35 Completed purchase orders must include enough detail i.e. not just what is being ordered but what it is being used for, using the description field on the order to enable proper checking of the subsequent invoice. If multiple orders are being placed, each individual item or set of items must be shown on a separate line on the order.

5.46 Purchase Orders must be coded to the correct account code and cost centre using the Council's Budget Book approved coding list. These codes determine which Budget the expenditure is to be charged against and authorised officers should ensure that only codes relating to their own responsible budget area are used unless with the knowledge and acceptance from other budget managers. Officers must check that there is sufficient funds remaining within the budget. If there is insufficient funds within the budget the officer should speak to the Finance Manager or the RFO in the first instance.

5.57 Suppliers must be supplied with the relevant purchase order number and a copy of the order forwarded if required. The supplier should be requested to quote the Council's official order number on the invoice relating to the order placed. The carbon pink copy of the purchase order should then be forwarded to the Finance Department and placed in the Live File.

5.68 In accordance with the Financial Regulations, Regulation 10.3 (Orders for Work, Goods and Services); all officers involved in the ordering process are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of all purchase orders.

5.79 In accordance with the Financial Regulations, Regulation 11.1 (h), (Contracts); When the Council enters into a contract of less more than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services the Clerk or RFO should check that 3 quotations have been obtained; where the value is below £7,000 and above £3,000 the Clerk or RFO should check that 3 estimates are obtained. Contracts over £25,000 are subject to the Public Contracts Regulation. 3 quotations must be obtained, and the contract should be listed on contract finder.

5.810 Where an Authorised Officer proposes to enter into a contract of more than £20,000, a project plan and financial plan will be brought to the Central Management Team for consideration before seeking tenders. Thereafter the performance of the contract will be reported to the CMT throughout its progress until the contract is complete.

## 6. Receiving Goods and Services

6.1 In order to comply with the minimum expected level of internal control and ensure value for money, the duties of ordering, receiving and certifying goods and services must be separated as far as possible, within the constraints of a

small organisation, limited staffing structure and the need to meet day to day operational requirements.

- 6.2 The easiest way to achieve this is to ensure that the duty of raising a purchase order is separated from the duty of receiving and checking the goods and services.
- 6.3 Where the goods are to be delivered to the Council premises, the receiving officer should examine the goods at the point of delivery, check all items against the delivery notes or original order and then sign, whether this is manually or electronically, only for those items present. The officer must then ensure that the goods are stored in a secure area.
- 6.4 Signed delivery notes or goods received notes should be forwarded to the appropriate authorising officer to enable the proper certification of purchase orders when the invoice is subsequently received.
- 6.5 When food orders are delivered to The View, the delivery note is also the invoice. This is checked against the order and signed and dated by the Head Chef as confirmation that this can be paid.

## **7. Certification of Purchase Orders**

- 7.1 The duty of certifying purchase orders and therefore authorising expenditure will normally be undertaken by the authorised officer who originally raised the purchase order. As such, it is important that this duty is, as far as practicable, separated from the duty of receiving and checking the goods and services as per Section 6.
- 7.2 Wherever possible, certification of purchase orders should be made by reference to the signed delivery note, or other proof that the works, goods or services have been received, delivered in the correct quantity and to an acceptable quality and standard. It is acknowledged that in a minority of cases, this proof may be based on the knowledge of the certifying officer, rather than physical verification.
- 7.3 Purchase orders should be part certified if only part of the works, goods or services have been received or if the Council has only been part invoiced for the goods or services.
- 7.4 Certification of a purchase order by an authorised officer, provides the confirmation from that officer that the goods or services have been received as per the original order and to an acceptable standard and quality and that responsibility is taken for the subsequent expenditure.
- 7.5 There should be no instances where an officer would need to be the only officer involved in all three stages of the ordering process as detailed in Sections 5, 6 & 7 above. If circumstances are such, then it should be ensured that another senior officer e.g. the Town Clerk or RFO is the final certifying officer when the invoice is authorised for payment.

## **8. Invoice Processing and Authorisation**

- 8.1 The process for receiving, checking and processing for payment all invoices received from suppliers, service providers and contractors and accounting for the subsequent expenditure is split between the Finance Department and the authorised officer within the relevant department.
- 8.2 Invoices are initially received by the Administration Section, Facilities and Projects Department, Seaford Head Golf Club and The View and are then forwarded to the Finance Department.
- 8.3 The Finance Assistant will first separate invoices between those for which a purchase order has been raised and those which relate to direct debit payments. The procedures in respect of direct debits are set out in Section 11 of this Policy.
- 8.4 Invoices for which a purchase order has already been raised are then matched with the purchase order and forwarded to the relevant authorised officer with a copy of the purchase order and an authorisation slip attached.
- 8.5 The authorised officer should first check back to the purchase order and delivery note. If the cost of the invoice varies from that of the purchase order, the authorising officer will either investigate and put the invoice on hold or amend and counter sign the purchase order if the variation is correct. The authorisation slip on the invoice should then be completed. This records the purchase order number, whether the goods or services were received and is signed by the officer certifying the purchase order.
- 8.6 If the Purchase Order has been raised and receipted by the same Officer, then the authorisation of the invoice for payment should be undertaken by another authorised officer e.g. the Town Clerk or the RFO.
- 8.7 Once the authorisation slip has been completed and duly signed certifying the purchase order and invoice, the invoice should then be returned to the Finance Assistant for processing.
- 8.8 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.

## **9. Payment of Invoices and Accounting for Expenditure**

- 9.1 The process of payment of invoices and the subsequent accounting for the expenditure for all creditors is the responsibility of the Finance Section and is therefore separated completely from the purchase order process.
- 9.2 Once the invoices have been received back from the authorising officers, the Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and

the calculation of any VAT. The Finance Manager/RFO will then sign as being ready for payment.

- 9.3 The Finance Assistant will process the invoices on the RBS Omega Accounts System.
- 9.3 The invoices will then be filed in an 'invoices awaiting payment' file and will be paid in the next weekly payment run ~~in and in~~ accordance with the relevant payment terms for each supplier.
- 9.4 Payments to creditors are made by BAC's transfer, ~~which the Finance Department actively encourages suppliers to accept~~ this rather than payment by cheque as this method is quicker and cheaper. Cheque payments are only made however if the supplier so requests.
- 9.5 All payment runs, and suppliers accounts are reconciled on a monthly basis and all expenditure is also checked and verified independently to supplier statements and via the cash book and bank reconciliations. Internal Audit checks are also undertaken regularly on the purchase order system and creditors payments.

## **10. BAC's and Cheque Payment Authorisation**

- 10.1 The Finance Assistant will process all invoices on the RBS Omega Accounts System.
- 10.2 Each week, prior to the creditors payment run, the Finance Assistant will provide the Finance Manager with a copy of the 'Proposed Payment of Invoices' list produced from the RBS Omega Accounts System. Copies of all source documents such as supplier invoices and other similar requests making up the payment run will be attached.
- 10.3 The Finance Manager is responsible for undertaking a final check of the invoices due for payment, including querying any invoices or payments which look unusual.
- 10.4 The 'Proposed Payment of Invoices' list including all source documents will be presented to the Town Clerk/RFO and two Councillors for approval. Each will check and sign the Authorisation Sheet attached to the report. In the Town Clerk or ~~'s absence,~~ the RFO's absence, or the Finance Manager will sign.
- 10.5 The Finance Assistant will process the approved payments from the Council's Co-operative Bank Account by using the Financial Director (FD) Online banking system and entering them as payment requests.
- 10.6 The RFO or the Finance Manager will then make a final check that the payment requests have been entered correctly and continue to approve. Following this

approval, the suppliers will be paid by immediate payment (or by 'future dated payment' if necessary).

10.7 The Approved Authorised Users with access to the online bank account, Financial Director (FD) Online are as follows:

- Responsible Finance Officer
- Finance Manager
- Finance Assistant

10.8 In the interest of security, it should be noted that whilst the Finance Assistant has access to the Council's online banking system, his function only allows the creation of payments and is physically unable to authorise any payments. Whilst the RFO and Finance Manager can create and authorise payments, their function only allows the authorisation of a payment created by a separate user. No single user can create and authorise any payment and there will always be the need for at least two users to complete a payment transaction

10.9 A token is required each time the online banking system is accessed. Each user has their own token with their own unique log on and passcode. These are held by each individual in a secure place.

10.10 Any changes to the operators must be approved by the Town Clerk or RFO.

10.11 Where a small number of payments are required by cheque, an Authorisation Sheet is attached to the source documentation such as an invoice or similar along with a hand-written cheque from the current cheque book.

10.12 This is presented to the Town Clerk/RFO and two Councillors who are current signatories in accordance with the council's bank mandate for signature. The cheque will be signed by the two councillors who will also initial the cheque stubb.

10.13 In the interest of security, the cheque books are kept with the Finance Manager in a locked drawer.

10.14 All payments made by the Council will be made available to the internal auditor for validation during internal audits.

## **11. Direct Debit Payments**

11.1 Regular payment invoices relate to those payments which are received on a regular basis throughout the year e.g. monthly, quarterly, annually and for which a 'purchase order' is not therefore raised. In most of these cases the payment to suppliers will be set up on a direct debit from the Council's current account, in line with supplier requirements or to avoid paper billing charges. Examples of direct debit payments include gas, electricity and water bills, business rates, rental charges, service agreements, telephone bills, payroll and pension costs, banking charges, loan repayments and subscriptions.

- 11.4 In order to set up a new direct debit with a supplier, a direct debit mandate will need to be signed by two councillors who are signatories in accordance with the Council's bank mandate and the instructions reported to the Finance and General Purposes Committee.
- 11.3 As set out in Section 8 of the policy, direct debit invoices are separately identified by the Finance Section and checked and authorised in a slightly different way.
- 11.4 The invoices will be forwarded to the relevant authorised officer with a Authorisation Slip attached.
- 11.5 The invoice should be checked, the authorisation slip be completed and returned to the Finance Assistant for processing.
- 11.6 Any invoices in dispute should be notified to the Finance Department and held back by the relevant authorising officer.
- 11.7 The Finance Assistant will undertake a number of final checks on the invoices including checking of cost, arithmetical accuracy, coding of the expenditure and the calculation of any VAT. The Finance Manager will then sign as payment being verified.
- 11.8 The Finance Assistant will process the invoices on the RBS Omega Accounts system.
- 11.9 Direct debit invoices will be filed on the direct debit file and reconciled to the bank account when the payment is taken, via the cash book and bank reconciliation.
- 11.10 A monthly list of direct debits with the invoices attached will be presented to the Town Clerk/RFO and two councillors for verification.
- 11.11 As per the Financial Regulation 6.4, the approval of the use of direct debit shall be renewed by resolution of the Council at least every two years.

## **12. Use of Council Debit Cards**

- 12.1 On occasions, Department Managers may need to purchase goods or services of an urgent nature or for which a purchase order followed by an invoice will not be accepted, or for which there will be a significant saving with an online purchase.
- 12.2 In view of the above, Seaford Town Council may authorise the issue of debit cards to managers for business use.
- 12.3 The issue of a Council debit card to a manager must be authorised by the Finance and General Purposes Committee and be issued to a named employee for their use only, no other individual may use the debit card.



- 12.4 The financial limit of each issued debit card shall not exceed £1,000. Upon being issued a debit card, the manager shall be advised of their individual limit.
- 12.5 Each manager issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the cardholder and must be kept confidential, as must the (CSC/CVN) number.
- 12.6 Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing via the Finance Manager or in their absence directly by the named cardholder themselves. The RFO must also be informed.
- 12.7 In the event of the named cardholder's termination of employment, the debit card must be returned to the Finance Manager for the card to be destroyed. The issuing bank will be advised to cancel the debit card to prevent any unauthorised usage.
- 12.8 Cash withdrawals are only permitted when being made to top-up of petty cash and shall not be used for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself and must be authorised by the Finance Manager or RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.
- 12.9 A debit card issued to an employee shall be used for business purposes only and in conjunction with the employee's job role. It shall not be used for any non-business transactions nor for any personal purchases.
- 12.10 Every debit card transaction must be entered by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Finance Department on the 1<sup>st</sup> working day of each month. The spreadsheet and accompanying receipts are checked by the Finance Manager and are subsequently reviewed by the Town Clerk and two councillors.
- 12.11 The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO and Chair of the Finance & General Purposes Committee must be notified, and an investigation initiated.
- 12.10 The cardholder is responsible for obtaining and submitting receipts for all transactions. The cardholder may become liable for any payments that cannot be supported by a valid receipt.
- 12.11 If the cardholder misuses the debit card or fraudulently uses the card, this will result in disciplinary action being taken against them.

12.12 Wherever possible if a debit card is used to top up petty cash this should be done at the Post Office, where the exact amount required can be withdrawn, not at ATM machine.

### **13. Accounting for Petty Cash**

13.1 Petty Cash Floats allow responsible officers to purchase small sundry or one-off items that may be required immediately to meet operational needs, without the need to raise a purchase order.

13.2 Petty Cash Floats are currently issued to the following departments:

- Council Offices                      £250
- The View                                £250

13.3 The following general rules apply to the use of Petty Cash Floats:

- (a) There is a Petty Cash Float limit of £250
- (b) Receipts must be retained for payments made from petty cash to substantiate the payment. VAT receipts should be requested for all purchases to which VAT applies.
- (c) Any income (cash) received by the department must not be paid into the Petty Cash Float but must be separately banked.
- (d) A Petty Cash Voucher should be completed in order to make a claim for reimbursement of payments made from Petty Cash Floats.
- (e) Petty Cash Vouchers and accompanying receipts are passed to the Finance Manager for approval and entered onto the relevant Cash Book on the RBS Omega Accounts System.
- (f) Payments to reimburse Petty Cash Floats will be made by the Finance Manager by making a debit card cash withdrawal via the Post Office only.



Seaford Town Council

**Report 167/19**

**Agenda Item No:** 8 (d)  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Council Representation on Outside Bodies Policy Review  
**By:** Isabelle Mouland, Assistant Town Clerk  
**Purpose of Report:** To present the revised Council Representation on Outside Bodies Policy for adoption.

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**Recommendations**

**You are recommended:**

- 1. To adopt the revised Council Representation on Outside Bodies Policy Review as presented.**
- 

**1. Information**

**1.1** The Council's Council Representation on Outside Bodies Policy has been reviewed as per the Policy Schedule and a revised version, with amendments tracked, is now included with this report at Appendix A for consideration by the Council.

**1.2** It is recommended that the Council Representation on Outside Bodies Policy be adopted and then reviewed in March 2024.

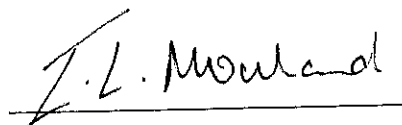
**2. Financial Appraisal**

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

**3. Contact Officer**

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk

Assistant Town Clerk

  
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## Seaford Town Council

### Council Representation on Outside Bodies

#### 1. Introduction

Seaford Town Council has Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∅ The work of the outside body or group directly affecting Council business, services, land or property;
- ∅ The body or group specifically requesting a Council representative;
- ∅ It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∅ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∅ The Council having a financial interest or commitment with the body or group and/or its function.

The outside bodies generally fall in to one of the following categories;

- ∅ A local voluntary community group or organisation;
- ∅ A local charity;
- ∅ A larger association that has an impact on the business of the Council or town;
- ∅ A liaison meeting with other companies or local authorities;
- ∅ A management committee/society managing either Council owned land or properties, or that the Council is in some way financially connected with.

#### 2. The Role of the Council Representative

A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

The representative allows its outside body to gain access to the expertise and knowledge of the Council and also ensure that the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Councillor to substitute for them if the outside body is willing.

Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May. If circumstances occur, such as a Council representative resigning from the Council before the Annual Meeting of the Council, the Town Clerk has authority to amend/revise the representatives on outside bodies in consultation with all members as and when necessary where consensus is achieved.

#### 3. Limitations

It is vital that the representative and the body itself understand the limitations of the Council representative.

A Council representative cannot commit Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.

Administrative support by Council staff is not available to outside bodies nor to Council representatives on outside bodies. Council representatives are responsible for carrying out the administration to support their own role.

An exception to the above is at liaison or management committee meetings where Council Officers may be present, as it has been deemed in the Council's best interest to have an Officer directly involved.

#### **4. Reporting**

In order for both the outside body and Council to benefit from the representation it is important that regular updates are reported back to the Council by the representative.

The four methods considered most effective for reporting back are;

∂ Minutes of meetings;

Any minutes of meetings received by a representative should be sent to Council Officers for forwarding on to all councillors, unless the minutes are confidential. This is a very effective and efficient way of keeping the Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this.

∂ Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a Committee then in the first instance the Town Clerk should be approached. If it is deemed necessary that a report is made to Council or one of its Committees then Council Officers will liaise with the representative to arrange this.

∂ Email Updates;

Representatives may forward Council Officers any email updates with a request for this to be circulated to all councillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input.

∂ Annual Reports;

Regardless of the number of reports or updates made during the course of the municipal year, representatives will be required to submit an end of year report as part of the agenda for the Council's Annual Meeting. There is a standard form for this report, available from the Council offices, and as much information as possible should be shared.

It is urged that representatives ensure they are regularly feeding back information that is relevant to the Council, Seaford, its residents and/or visitors.

Councillors wishing to view or refer to reports on outside bodies may do so by accessing a folder which is available on the Councillor Network Drive. This folder will store reports and minutes of outside bodies, where they have been sent to Council officers.

#### **4. Change of Representation**

An outside body is free to reject a specific Council representative on the understanding that the replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.

Adopted: September 2015 (Reviewed March 2018) March 2020

Review: April 2020 March 2024

An outside body is free to inform the Council at any time that Council representatives are no longer required, if its constitution so allows.

A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. The Town Clerk has authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved. Where consensus is not achieved, Aa report will then be taken to the next available Full Council meeting to appoint a replacement. Where possible, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by the Councilappointed.

Adopted: ~~September 2015 (Reviewed March 2018)~~March 2020

Review: ~~April 2020~~March 2024



Seaford Town Council

Report 155/19

Agenda Item No:	8 (e)
Committee:	Council
Date:	26 <sup>th</sup> March 2020
Title:	Standing Orders Review
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present the revised Standing Orders for adoption

---

**Recommendations**

You are recommended to:

1. Adopt the revised Standing Orders as presented at Appendix A.
  2. Agree that in the absence of the RFO for a significant period of time, the Town Clerk shall assume the legal responsibilities of RFO and the Finance Manager shall assist in covering other aspects of the RFO's workload, where required.
- 

**1. Information**

- 1.1 At its meeting on 28<sup>th</sup> January 2020, the Council agreed to certain changes being made to Standing Orders as set out in exempt report 146/19.
- 1.2 These changes have now been made and are tracked within the attached appendix.
- 1.3 Depending on the outcome of agenda item 7a (Mayor's Portfolio), there may be a requirement to add ' in accordance with the Mayor's Portfolio' not in bold at the end of Standing Order 5e.
- 1.4 Beyond the above, there are no further recommended changes to the Standing Orders, as they are based on the model Standing Orders as issued by the National Association of Local Councils.
- 1.5 The Council is asked to adopt the revised Standing Orders as presented with a next review date in May 2021, unless required sooner.
- 1.6 Standing Order 16a requires that the Council 'shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the RFO is absent'
- 1.7 In order to ensure complete clarity of process, the Council is asked to agree that in the absence of the RFO for a significant period of time, the Town Clerk shall assume the legal responsibilities of RFO and the Finance Manager shall assist in covering other aspects of the RFO's workload, where required.

'Significant period of time' is not intended to refer to a normal-length period of pre-booked annual leave and more a period of unexpected leave (whether sickness absence or another leave type) or a longer pre-planned absence i.e. a month's annual leave.

**2. Financial Appraisal**

This report has no direct financial implications.

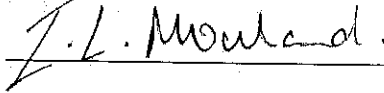
**3. Contact Officer**

The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

Executive Support Officer

  
\_\_\_\_\_

Assistant Town Clerk

  
\_\_\_\_\_

Responsible Financial Officer

  
\_\_\_\_\_





Seaford Town Council

# Standing Orders

Adopted  
Review

~~20<sup>th</sup> June 2019~~ March 2020  
~~June 2020~~ May 2021

# Contents

Standing Order	Page
1 Rules of Debate at all meetings	3
2 Disorderly Conduct at meetings	5
3 Meetings generally	5
4 Committees and Sub-Committees	7
5 Ordinary Council Meetings	8
6 Extraordinary meetings of the Council and Committees and Sub-Committees	9
7 Previous resolutions	10
8 Voting on appointments	10
9 Motions for a meeting that require written notice to be given to the Proper Officer	10
10 Motions at a meeting that do not require written notice	11
11 Management of Information	12
12 Draft Minutes	12
13 Code of conduct and dispensations	13
14 Code of conduct complaints	14
15 Proper Officer	14
16 Responsible Financial Officer	15
17 Accounts and accounting statements	15
18 Financial controls and procurement	16
19 Handling staff matters	16
20 Responsibilities to Provide Information	17
21 Responsibilities under Data Protection Legislation	17
22 Relations with the press/media	17
23 Execution and sealing of legal deeds	18
24 Communicating with District and County or Unitary Councillors	18
25 Restrictions on Councillor activities	18
26 Standing Orders generally	18

# Seaford Town Council

## Standing Orders

### 1 Rules of debate at all meetings

- a These rules apply to Full Council as well as Committee and Sub-Committee meetings.
- b Debate on an agenda item can and usually will take place prior to any motion being made.
- c Reports, recommendations and motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- d A recommendation or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- f If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- g An amendment is a proposal to remove or add words to a recommendation or motion. It shall not negate the motion.
- h If an amendment to the original recommendation or motion is carried, the amended motion becomes the Substantive motion upon which further amendment(s) may be moved.
- i An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- j A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- k If there is more than one amendment to an original or Substantive motion, the amendments shall be moved in the order directed by the Chair.
- l Subject to Standing Order 1(m) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

- m One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- n A Councillor may not move more than one amendment to an original or Substantive motion.
- o The mover of an amendment has no right of reply at the end of debate on it.
- p Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final Substantive motion immediately before it is put to the vote.
- q Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- r The Chair will only allow a Councillor to speak again if the Councillor is introducing new information.
- s During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- t A point of order shall be decided by the Chair of the meeting and his/her decision shall be final.
- u When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a Committee or Sub-Committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular Standing Order (s) excepting those which reflect mandatory statutory requirements.

- v Before an original or Substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- w Excluding motions moved under Standing Order 1(u) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

## 2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3 Meetings generally

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other suitable premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may, if they are present, during public participation make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, subject to the Council's Public Participation policy.

- f Subject to Standing Order 3 (g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- g A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- h The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- i Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her absence be done by, to or before the Vice-Chair of the Council (if any).
- j The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- k Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or non-Councillors with voting rights present and voting.
- l The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he gave an original vote.  
*See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.*
- m Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- n The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of Councillors present and absent, noting those that have given apologies;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- o **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**
  - p **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council or Committee are present and in no case shall the quorum of a meeting be less than three. See Standing Order 4d(viii) below for the quorum of a Committee or Sub-Committee meeting.**
  - q **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
  - r **A meeting shall not exceed a period of three hours.**
  - s In the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by the Council (or Committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.
  - st All formal meetings of the Council and its committees must be administered by an appropriate Council officer or, where that is not deemed appropriate, from an officer sourced from another local authority or authorised local government body.

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## 4 Committees and Sub-Committees

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d **Councillors who cannot attend a Committee or Sub-Committee can appoint any**

Councillor to attend in their absence as a voting ex-officio member. The absent Councillor must advise the Town Clerk or Committee Clerk of the nomination.

- e All Councillors who are not members of a Committee are entitled to attend the said meeting and participate but not vote. Non-Committee or Sub-Committee Councillors will however be excluded for exempt items at these meetings.
- f The Council may appoint standing Committees or other Committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of Full Council;
  - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
  - iv. shall, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such a Committee;
  - v. may, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the Substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer one day before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing Committee, appoint the Chair of the standing Committee;
  - vii. shall permit a Committee other than a standing Committee, to appoint its own Chair at the first meeting of the Committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a Committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
  - xi. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
  - xii. may dissolve a Committee or Sub-Committee.

## 5 Ordinary Council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.



- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.
- f The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chair of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
  - i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a Committee;
  - iv. Consideration of the recommendations made by a Committee;
  - v. Appointment of members to existing Committees;
  - vi. Appointment of any new Committees in accordance with Standing Order 4 above;
  - vii. Review of representation on or work with external bodies and arrangements for reporting back;
  - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - ix. Review of inventory of land and assets including buildings and office equipment;
  - x. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xi. Review of the Council's and/or staff Subscriptions to other bodies.

## **6 Extraordinary meetings of the Council and Committees and Sub-Committees**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.
- c The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.
- d If the Chair of a Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by four members of the Committee or the Sub-Committee, any four members of the Committee or the Sub-Committee may convene an extraordinary meeting of a Committee or a Sub-Committee.

## **7 Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8 Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9 Motions for a meeting that require written notice to be given to the Proper Officer**

- a The preferred operation of the Council is for Councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary. However, if a Councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- f If the wording or Subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

## **10 Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular Committee or Sub-Committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a Committee or Sub-Committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a member of the public;
- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

## 11 Management of Information

*See also Standing Order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12 Draft minutes

- a **If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b **There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.**
- c **The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as**

an accurate record of the meeting to which the minutes relate.

- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13 Code of conduct and dispensations

See also Standing Order 3(o) above.

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which he/she has a prejudicial interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- d A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required and that decision is final.
- e A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- f Subject to Standing Orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(e) above if**

having regard to all relevant circumstances the following applies:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;
- ii. granting the dispensation is in the interests of persons living in the Council's area or;
- iii. it is otherwise appropriate to grant a dispensation.

## 14 Code of conduct complaints

- a Upon notification by the District that it has deemed a complaint worthy of investigation that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

## 15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **At least three clear days before a meeting of the Council, a Committee or a Sub-Committee,**
    - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda**

(provided the councillors has consented to service by email), and  
• Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

- ii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from Councillors;
- vii. retain a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
*See also Standing Order 22 below.*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations.
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chair or in his/her absence Vice-Chair (if any) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
*See also Standing Order 23 below.*

## 16 Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17 Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

## 18 Financial controls and procurement

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

## 19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee or the Grievance / Disciplinary Sub-Committee is subject to Standing Order 11 above.
- b The Town Clerk shall manage the Council's sickness absence in accordance with Council Policy.
- c The Mayor of the Council and the Chair of the Personnel Committee (or Vice-Chair if this is the Mayor) or in his/her absence, the Deputy-Mayor shall conduct an annual review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Personnel Committee.
- d All staff grievances will be conducted in accordance with the Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password



protected and encrypted.

- g In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only Managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

## 20 Responsibilities to Provide Information

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]*  
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 21 Responsibilities Under Data Protection Legislation

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.

## 22 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the

Council's Press & Media Policy, Press Release Procedure and Communications Strategy.

## 23 Execution and sealing of legal deeds

See also Standing Order s 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to Standing Order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

## 24 Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillors of the District and County Council representing the area of the Council.
- b Where deemed necessary by the relevant officer correspondence sent to the District or County Council shall be copied to the relevant District or County Councillor(s).

## 25 Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect (this does not apply to publicly accessible property); or
  - ii. issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Council.

## 26 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.

- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his/her acceptance of office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.



Seaford Town Council

Report 156/19

<b>Agenda Item No:</b>	<b>8 (f)</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>26<sup>th</sup> March 2020</b>
<b>Title:</b>	<b>Scheme of Delegation Review</b>
<b>By:</b>	<b>Georgia Raeburn, Executive Support Officer</b>
<b>Purpose of Report:</b>	<b>To present the revised Scheme of Delegation for adoption.</b>

---

**Recommendations**

**You are recommended to:**

- 1. Adopt the revised Scheme of Delegation as presented at Appendix A.**
- 

**1. Information**

- 1.1** Further to the changes to the staff structure in November 2019 and the Council meeting on 28<sup>th</sup> January 2020, the Council's Scheme of Delegation has been reviewed.
- 1.2** Attached at Appendix A is the revised Scheme of Delegation with tracked changes.
- 1.3** The key changes are as follows:
  - a.** Delegations to committees and those powers retained by Council have been corrected to reflect current and best practice.
  - b.** The Disciplinary/Grievance Sub-Committees delegated powers have been clarified and an addition made, as per the recommendation within exempt report 146/19 considered by the Council on 28<sup>th</sup> January 2020.
  - c.** The Town Clerk's delegated powers have been put in a table to aid the reader and also allow clear identifying of which role is responsible for each item in the absence of the Town Clerk.
  - d.** The role of Deputy Town Clerk has been removed.
  - e.** The role of Responsible Financial Officer has remained with the necessary delegated powers.
  - f.** The newly-created role of Assistant Town Clerk has been included with the necessary delegated powers.
  - g.** Further to the role becoming part time, the Executive Support Officer's delegated powers have been reviewed to reflect the responsibilities of the role as amended. Any responsibilities and associated delegated powers removed from Executive Support Officer's role have been included in the newly-created role of Assistant Town Clerk.

h. The General Manager of The View and Golf Professional both deal with incoming complaints relating to their services; the Scheme of Delegation now reflects this.

1.4 The Council is recommended to adopt the revised Scheme of Delegation as presented with a next review date of May 2021, unless required sooner.

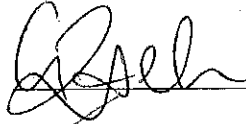
**2. Financial Appraisal**

This report has no direct financial implications.

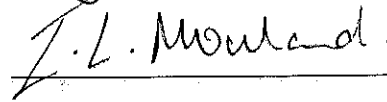
**3. Contact Officer**

The Contact Officer for this report is Georgia Raeburn, Executive Support Officer.

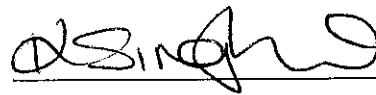
Executive Support Officer



Assistant Town Clerk



Responsible Financial Officer





## Seaford Town Council

# Scheme of Delegation

The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

### 1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Appointing Council representatives to outside bodies.
- 1.9 All other matters which must, by law, be reserved to the Full Council.

### 2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

#### 2.1 All Committees

- 2.1.1 Creation and Appointment to Working Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

## **2.2 Finance & General Purposes Committee**

**All matters (except for creating Council Policy) relating to:**

- 2.2.1 Review of budget position.
- 2.2.2 Consideration of annual budget request of all standing Committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all Internal Audit reports.
- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- ~~2.2.8~~ Checking annual review of salaries is in order.
- ~~2.2.9~~2.2.8 Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).

## **2.3 Community Services Committee**

**All matters (except for creating Council Policy) relating to:**

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & Recreation Ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course and The View).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 37 Church Street.
- 2.3.12 Hurdis House.
- 2.3.13 CCTV.
- 2.3.14 Other open spaces.
- 2.3.15 Seating, dog & litter bins.
- 2.3.16 Events.
- 2.3.17 Community support.
- 2.3.18 Tree Wardens.
- 2.3.19 Bus shelters.
- 2.3.20 Street lighting.

2.3.21 Spend within the Community Services Budget. (including the Planning & Highways cost centre).

2.3.21.2.3.22 Consideration of annual budget request of Community Services Committee for recommendation to Finance & General Purposes Committee.

## **2.4 Planning & Highways Committee**

**All matters (except for creating Council Policy) relating to:**

2.4.1 Planning applications.

2.4.2 Tree works applications.

2.4.3 Highways & traffic matters.

2.4.4 Street naming.

2.4.5 Local and regional plans.

2.4.6 All other planning or highway matters the Town Council is consulted on.

## **2.5 Golf & The View Committee**

**All matters (except for creating Council Policy) relating to:**

2.5.1 Seaford Head Golf Course.

2.5.2 The View at Seaford Head.

2.5.3 Reviewing and commenting on policies of Seaford Head Golf Club.

2.5.4 Spend within the Golf & The View Budget

2.5.5 To withdraw club memberships and bar from the premises, and any golfers whose behaviour justifies this.

2.5.6 The Golf Professional service and associated service level agreement.

2.5.6.2.5.7 Consideration of annual budget request of Golf & The View Committee for recommendation to Finance & General Purposes Committee.

## **2.6 Personnel Committee**

**All matters (except for creating Council Policy) relating to:**

2.6.1 All personnel matters not delegated to officers or Sub-Committees.

2.6.2 Authorise or not all incremental pay rises following staff appraisals.

2.6.3 Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.

~~2.6.4 Authorise overtime payments for essential overtime when requested and deemed appropriate.~~

2.6.4 Authorise permission for staff to accept secondary employment.

2.6.5 Authorise adjustments to employees Terms & Conditions of employment.



## **2.7 Grievance/Disciplinary Sub-Committee**

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:**

**2.7.1** Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.

**2.7.12.7.2** Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.

**2.7.3** Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.

**2.7.22.7.4** Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

## **2.8 Appeals Committee**

Note: the committee cannot consider an appeal against a decision taken by the Full Council.

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:**

**2.8.1** Consider and resolve all staff appeals concerning grievance or disciplinary matters.

**2.8.2** Consider and resolve all Freedom of Information Act appeals.

**2.8.3** Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.-

**2.8.4** Consider all appeals against decisions where this is available within a policy.

## **3 Delegation to Officers**

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

### **3.1 Town Clerk**

**3.1.1** The Town Clerk shall be the Proper Officer of the Council as defined in law.

**3.1.2** See the table below for delegated responsibilities and the individuals to cover these in the absence of the Clerk:

	<b><u>Delegated Responsibility</u></b>	<b><u>Responsible in Absence</u></b>
<b>a.</b>	<u>Issue all statutory notifications.</u>	<u>Assistant Town Clerk</u>
<b>b.</b>	<u>Receive Declarations of Acceptance of Office.</u>	<u>Assistant Town Clerk</u>
<b>c.</b>	<u>Receive and record notices disclosing pecuniary interests.</u>	<u>Assistant Town Clerk</u>
<b>d.</b>	<u>Receive and retain documents and plans.</u>	<u>Assistant Town Clerk</u>
<b>e.</b>	<u>Hold the Council's Seal and apply it to documents as approved.</u>	<u>Assistant Town Clerk</u>
<b>f.</b>	<u>Sign notices or other documents on behalf of the Council.</u>	<u>Assistant Town Clerk</u>
<b>g.</b>	<u>Receive copies of By-laws made by principal authority.</u>	<u>Assistant Town Clerk</u>
<b>h.</b>	<u>Certify copies of By-laws made by the Council.</u>	<u>Assistant Town Clerk</u>
<b>i.</b>	<u>Sign summons to attend meetings.</u>	<u>Assistant Town Clerk</u>
<b>j.</b>	<u>Ensure compliance with Standing Orders.</u>	<u>Assistant Town Clerk</u>
<b>k.</b>	<u>Manage all Town Council staff, either directly or indirectly.</u>	<u>Executive Support Officer</u>
<b>l.</b>	<u>Manage the provision of Council services, buildings, land and resources.</u>	<u>Projects &amp; Facilities Manager</u>
<b>m.</b>	<u>Incur expenditure in an emergency up to £5,000 whether budgeted or not.</u>	<u>Responsible Financial Officer?</u>
<b>n.</b>	<u>Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.</u>	<u>Assistant Town Clerk / Responsible Financial Officer / Projects &amp; Facilities Manager</u>
<b>o.</b>	<u>Deal with dispensation requests from Members under the Code of Conduct.</u>	<u>Assistant Town Clerk</u>
<b>p.</b>	<u>Deal with matters specifically delegated by Council or Committee.</u>	<u>To be assessed individually by Senior Management Team</u>
<b>q.</b>	<u>Take all decisions relating to the training of Councillors &amp; staff.</u>	<u>Executive Support Officer</u>
<b>r.</b>	<u>Appoint all employees in accordance with the Council's staff structure.</u>	<u>Executive Support Officer</u>
<b>s.</b>	<u>Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.</u>	<u>Executive Support Officer</u>

<u>t.</u>	<u>Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.</u>	<u>Executive Support Officer</u>
<u>u.</u>	<u>Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.</u>	<u>Executive Support Officer</u>
<u>v.</u>	<u>Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.</u>	<u>Executive Support Officer</u>
<u>w.</u>	<u>Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.</u>	<u>Responsible Financial Officer</u>
<u>x.</u>	<u>Responsible for the overall management of all budgets in accordance with Council policies.</u>	<u>Responsible Financial Officer</u>
<u>y.</u>	<u>Authorised to issue press releases on any Council activity exercised in accordance with Council policy.</u>	<u>Senior Management Team members</u>
<u>z.</u>	<u>Overall responsibility for Health &amp; Safety across all Council owned sites.</u>	<u>Projects &amp; Facilities Manager</u>
<u>aa.</u>	<u>Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.</u>	<u>Responsible Financial Officer</u>
<u>bb.</u>	<u>Authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting).</u>	<u>Assistant Town Clerk</u>
<u>cc.</u>	<u>Matters specifically delegated within Council policies.</u>	<u>(broadly speaking)</u> <u>Financial Policies – Responsible Financial Officer or Finance Manager</u> <u>Personnel Policies – Executive Support Officer</u> <u>Civic/Freedom of Information/Consultation Policies – Assistant Town Clerk</u> <u>To be assessed individually by Senior</u>

		<u>Management Team as and when required.</u>
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### **3.2 Assistant Town Clerk**

- 3.2.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.2.2 Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3 Day to day management of Civic functions for the Council.
- 3.2.4 Day to day management of the Council's website and social media activities.
- 3.2.5 Day to day management of employees within section.
- 3.2.6 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.2.7 Matters specifically delegated by Council or Committee.

### **3.3 Executive Support Officer**

- 3.3.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.3.2 Day to day management of all of the Council's Human Resources functions.
- 3.3.3 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- 3.3.4 Matters specifically delegated by Council or Committee.

### **3.4 Responsible Financial Officer**

- 3.4.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.4.2 Proper administration of the Council's financial affairs.
- 3.4.3 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.4.4 Ensure compliance with Financial Regulations.
- 3.4.5 Ensure compliance with all financial procedures.
- 3.4.6 Determine accounting policies, records and control systems.
- 3.4.7 Manage risk management of the Council.
- 3.4.8 Day to day management of employees within section.
- 3.4.9 Matters specifically delegated by Council or Committee

### **3.5 Finance Manager**

3.5.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

~~3.5.13.1.1~~ Proper administration of the Council's financial affairs.

~~3.5.23.1.1~~ Report to External Auditor matters under Local Government Finance Act 1988 s114.

3.5.33.5.2 Arrange and manage the Council's insurance arrangements.

3.5.43.5.3 Management of Council salaries in accordance with contracts of employment.

3.5.53.5.4 Day to day management of all employees within section.

3.5.63.5.5 Matters specifically delegated by Council or Committee.

### **3.6 Projects & Facilities Manager**

3.6.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.6.13.6.2 Day to day management of land, buildings and other resources.

3.6.23.6.3 Project development for consideration by relevant Committee.

3.6.33.6.4 Management of maintenance contracts.

3.6.43.6.5 Day to day management of all employees within section.

3.6.53.6.6 Matters specifically delegated by Council or Committee.

3.6.63.6.7 Developing income generating activities.

3.6.73.6.8 Responsible for the management of the Community Services budget in accordance with Council Policy.

3.6.83.6.9 (Above responsibilities assumed by Projects Support Officers in the absence of the Manager).

### **3.7 General Manager - The View at Seaford Head**

3.7.1 Day to day management of The View.

3.7.2 Management of the maintenance of the facility, including the car park.

3.7.3 Day to day management of all employees within section.

3.7.4 Appointment of all employees within structure.

3.7.5 Appointment of temporary and casual employees where a business case can be demonstrated.

3.7.6 Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.

3.7.7 Developing income generating activities.

3.7.8 Matters specifically delegated by Council or Committee.

3.7.9 Responsible for the management of The View budget in accordance with Council policy.

3.7.9.3.7.10 Dealing with complaints regarding The View, as per the Complaints Procedure.

3.7.10.3.7.11 (Above responsibilities assumed by Assistant Manager in the absence of the Manager).

**3.8 Golf Professional (non-employee service contract)**

**3.8.1** Day to day management of the Golf Course.

**3.8.2** Management of the maintenance of the Course.

**3.8.3** Day to day management of all employees within section.

**3.8.4** Authorising licensed vermin control shooters on course up to a maximum of four.

**3.8.5** Developing income generating activities.

**3.8.6** Matters specifically delegated by Council or Committee.

3.8.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.

3.8.7.3.8.8 Dealing with Complaints regarding activities on Seaford Head Golf Course, as per the Complaints Procedure.



## Seaford Town Council

Report 141/19

**Agenda Item:** 9  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Additional Authorised Signatories to the CCLA's Public Sector Deposit Fund.  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To approve changes for the management of the Public Sector Deposit Fund

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### Recommendations

You are recommended to:

1. To APPROVE the appointment the RFO and the Assistant Town Clerk as authorised signatories and the RFO as a main correspondent for the CCLA Public Sector Deposit Fund as set out in 1.7 of this report.
- 

### 1. Information

- 1.1 The CCLA Public Sector Deposit Fund Account was set up in November 2018 by the previous Responsible Financial Officer.
- 1.2 On the set up of this account there were four appointed signatories:
  - o Town Clerk
  - o Responsible Financial Officer (RFO)
  - o Finance Manager
  - o Projects & Facilities Manager
- 1.3 The opening balance of £400,000 increased to £850,000 at its highest and currently sits at £575,000 at the time of writing this report. The total interest received to date is £4,890.33.
- 1.4 The Finance Manager is responsible for drawing down from this account and transferring into the Co-Op Current Account as and when necessary with the aim of leaving as much as possible within the CCLA account to maximise on the interest.
- 1.5 For clarity, the redemption of funds can only be transferred to the Co-op Current Account as per the original mandate and requires two authorised signatories to do this.
- 1.6 Following the departure of the Deputy Town Clerk and RFO in September last year, he was removed from the account reducing the signatories to three. This can make transferring funds difficult if people are on leave.

1.7 Approval is now sought to appoint the new RFO, Karen Singleton and the Assistant Town Clerk, Isabelle Mouland as authorised signatories and the RFO as a main correspondent for the Councils CCLA Public Sector Deposit Fund.

**2. Financial Appraisal**

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

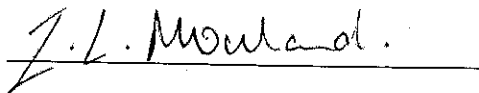
**3. Contact Officer**

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

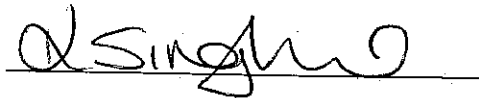
Finance Manager



Assistant Town Clerk



Responsible Financial Officer







Seaford Town Council

Report 153/19

**Agenda Item No:** 10  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Annual Review of Internal Controls  
**By:** Karen Singleton, RFO  
**Purpose of Report:** To Review and Approve the Council's Internal Controls

---

**Recommendations**

You are recommended to:

1. Review, comment upon and approve the Council's Internal Controls as set out in Appendix A.
  2. Note that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B.
- 

**1. Information**

- 1.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Council's Internal Controls, including measures designed to prevent and detect fraud and corruption.
- 1.2 Part of this process is performed by the Internal Auditor who performs tests to check the effectiveness of the Internal Controls.
- 1.3 The Council's Internal Controls have been reviewed by Officers and are attached as Appendix A for Members to review, comment upon and approve.
- 1.4 Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The statements in the table attached in Appendix B appertain to this report. The review of Internal Controls gives the Council the assurance required to approve the Annual Governance Statement at its meeting in June.

**2. Financial Appraisal**

This report has no direct financial implications.

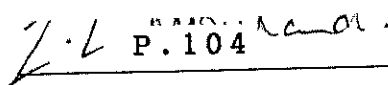
**3. Contact Officer**

The Contact Officer for this report is Karen Singleton, RFO.

RFO

  
\_\_\_\_\_

Assistant Town Clerk

  
\_\_\_\_\_

**SEAFORD TOWN COUNCIL**  
**INTERNAL CONTROLS**

INTERNAL CONTROL	RESPONSIBILITY
------------------	----------------

**Minutes**

CHECK QUORUM PRESENT FOR EACH FULL COUNCIL MEETING	CLERK TO MEETING
CHECK MINUTES PROPERLY SIGNED	CLERK TO MEETING
PAGES IN MINUTE BOOKS SEQUENTIALLY NUMBERED	CLERK TO MEETING
MINUTES REVIEWED BY TC AND CHAIR	CLERK /TC/CHAIR

**Assets & Investments**

<b><u>1. Assets</u></b>	
REGISTER OF ALL COUNCIL ASSETS KEPT AND UPDATED ANNUALLY	RFO/FM
ASSET REGISTER AS PER FINAL ACCOUNTS & ANNUAL RETURN	RFO/FM
<b><u>2. Investments</u></b>	
CHAIR OF F&GP TO CHECK MONTHLY WITH BANK RECONCILIATION	CHAIR OF F&GP

**Income**

<b><u>1. Cash</u></b>	
CASH BANKED FREQUENTLY AT LEAST ONCE PER WEEK	FM/FA
<b><u>2. Credit Income</u></b>	
CHECK BOOKINGS MATCH INVOICING	FM/FA
<b><u>3. Credit Control</u></b>	
CHECK DEBTOR BALANCES MONTHLY- FM	FM/FA
<b><u>4. Bad Debts</u></b>	
REVIEW REASONS FOR NON PAYMENTS	RFO/FM
CHECK ALL REASONABLE STEPS TAKEN TO COLLECT DEBTS	RFO/FM
F&GP AUTHORITY OBTAINED FOR BAD DEBTS WRITTEN OFF	TC/RFO/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
------------------	----------------

**Cash & Bank**

<b><u>1. Receipt of Money- Admin Office</u></b>	
BANKED PROMPTLY - KEPT IN LOCKED TIN UP TO £250	FM/FA
MOST INCOME IS RECEIVED BY BANK TRANSFER	FM/FA
<b><u>2. Receipt of Money- The Golf Club</u></b>	
LOCKED TILL	All Pro Shop Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	All Pro Shop Staff
FIRE PROOF SAFE	TC/GP
ALL CASH KEPT IN LOCKED SAFE OR TILL	GP
ALL CASH RECONCILED TO ACCOUNTS	GP
COLLECTION OF CASH AND BANK WEEKLY	FA
<b><u>3. Receipt of Money- The View</u></b>	
LOCKED TILL	All View Staff
CASH REMOVED FROM TILL TO SAFE OVER NIGHT	Staff on Duty
SAFE	TC/GM
ALL CASH KEPT IN LOCKED SAFE OR TILL	GM
ALL CASH RECONCILED TO ACCOUNTS	GM
CASH BANKED WEEKLY	GM/AM
<b><u>4. Bank Reconciliation</u></b>	
PERFORMED AT LEAST ON A MONTHLY BASIS AND ALL BANK ACCOUNTS AGREED	FM/FA
CHECK & ENSURE NO PAYMENTS OR RECEIPTS ARE BEING C/F FOR A NO. OF MONTHS	FM/RFO
CHAIR OF F&GP TO CHECK & SIGN MONTHLY WITH CORRESPONDING BANK STATEMENTS-REPORTED TO COMMITTEE	FM/ CHAIR F&GP
REVIEW CHEQUES OUTSTANDING FOR OVER 6 MONTHS AND ENSURE WRITTEN OFF	RFO/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
------------------	----------------

Payments

<b><u>1. Payments</u></b>	
PURCHASE ORDERS RAISED FOR MOST PURCHASES	STAFF/ RFO/FM
PURCHASE ORDER BOOKS KEPT SECURELY AND SIGNED OUT TO SPECIFIC STAFF MEMBERS	RFO/FM/STAFF
PURCHASE ORDERS AUTHORISED BY APPROVED BUDGET HOLDER	COUNCIL / STANDING ORDERS
INVOICE APPROVED BY BUDGET HOLDER BEFORE PAYMENT	STAFF
RFO AUTHORISES ALL INVOICE PAYMENTS (FM IN ABSENCE)	RFO/FM
ORDER & AUTHORISE FOR PAYMENT SLIP ON INVOICE AND SIGNED BY SEPARATE OFFICERS	BUDGET HOLDER/FM/RFO
ORDERS & DELIVERY NOTES CHECKED AGAINST INVOICE BEFORE PAYMENT	FM/FA
CONTROL COPY OF ORDER KEPT IN SEPARATE FILE	FA
TWO AUTHORISED COUNCILLOR SIGNATORIES REQUIRED FOR EACH PAYMENT	STANDING ORDERS
PAYMENT SCHEDULE PRESENTED WITH CHEQUES TO RFO & AUTHORISED COUNCILLOR SIGNATORIES	FM/FA
PAYMENT SCHEDULE SIGNED BY RFO & AUTHORISED SIGNATORIES	FM/FA
SECURITY OF CHEQUES & PETTY CASH - STORED IN LOCKED ROOM WHEN KEY STAFF ARE OUT OF OFFICE	FM
MAJORITY OF PAYMENTS BY BACS. 1 PERSON INPUTS & ANOTHER AUTHORISES. NO ONE PERSON CAN MAKE A PAYMENT - NEED TWO PEOPLE USING THEIR OWN PERSONAL FOB	FM/FA/RFO
<b><u>2. Petty Cash</u></b>	
EXAMINE PETTY CASH EXPENSES AND CHECK BALANCES	FM/GM
CHECK VAT IS APPROPRIATELY CLAIMED ON PETTY CASH RECEIPTS	FM
REGULAR FREQUENCY OF RECONCILIATION	FM
CHECK APPROVAL OF RECEIPTS & REIMBURSEMENTS	FM
<b><u>3. Debit Card payments</u></b>	
FOUR DEBIT CARDS ISSUED TO TC, GM, PFM & FM	TC/FM
STAFF MEMBER RESPONSIBLE FOR OWN CARD	STAFF
CARD HOLDER UPDATES SPREADSHEET & CODES, COUNCILLORS GIVEN SHEET & RECEIPTS EACH MONTH TO SIGN	STAFF/FM

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
------------------	----------------

Payroll

PREPARE CONTRACTS OF EMPLOYMENT FOR ALL STAFF	TC/ESO
CHECK GROSS PAY FOR EACH EMPLOYEE IS AT CORRECT RATE	FM/ESO
CHECK SICK LEAVE/PAY AGAINST REPORTING MECHANISM & TIMESHEETS	ESO
CHECK ANNUAL LEAVE/PAY AGAINST REPORTING LEAVE CARDS & TIMESHEETS	ESO
CHECK ANY STATUTORY SICK PAY OR MATERNITY PAY DEDUCTIONS	FM/ESO
TC APPROVAL FOR NEW STARTERS / GM APPROVAL FOR NEW CASUAL WORKERS	TC / GM / ESO
PROMPT REMOVAL OF LEAVERS FROM PAYROLL SYSTEM	FM/ESO
RFO TO COUNTERSIGN PAYROLL AND LIST OF PAYMENT MADE	RFO
COUNCILLORS TO APPROVE BACS	COUNCILLORS/FM
INTERNAL AUDIT TO AUDIT ANNUALLY	RFO/FM
LINE MANAGER AUTHORISES ALL OVERTIME & MILEAGE COUNTERSIGNED BY TC	TC/RFO/LINE MANAGERS
STAFF GRADING REVIEWED ANNUALLY BY COUNCIL	ESO/TC/RFO/CLLRS

Supplier Invoices

CHECK PURCHASE ORDERS & DELIVERY NOTES MATCH INVOICES	FA
CHECK PURCHASE ORDERS AUTHORISATION	FA
CHECK UNMATCHED PURCHASE ORDERS	FA
CHECK EXPENDITURE CODING - CORRECT BUDGET HEAD & COST CENTRE	FA/FM
CHECK AUTHORISATION FOR PAYMENT OF INVOICE	FA/FM
ENSURE SUPPLIER STATEMENTS CHECKED AGAINST PURCHASE INVOICE RECORDS	FA
CHECK ANY OLD CREDITORS & ASCERTAIN WHY STILL UNPAID	FM

Insurance

REVIEWED ANNUALLY FOR ACCURACY	FM/RFO
INDEX LINKED	FM/RFO
PROVIDER REVIEWED EVERY 3-5 YEARS	FM/PFM/RFO

## SEAFORD TOWN COUNCIL

## INTERNAL CONTROLS

INTERNAL CONTROL	RESPONSIBILITY
------------------	----------------

General

CHECK TRIAL BALANCE MONTHLY	FM
PERFORM A DATA CHECK IN OMEGA MONTHLY	FM
CHECK VAT RETURN & VAT CONTROL ACCOUNT MATCH MONTHLY	FM
AT LEAST TWICE EACH FINANCIAL YEAR - CHECK ACTUAL EXPENDITURE AGAINST ESTIMATES & INVESTIGATE ANY OVERSPENDS	FM
CHECK REGULAR REPORTING OF EXPENDITURE AND VARIANCES FROM BUDGET	FM/RFO
MONTHLY CHECKING OF ALL TRANSACTIONS FOR CORRECT CODING	FM
STANDING ORDERS PREPARED IN LINE WITH BEST PRACTICE & REVIEWED REGULARLY	TC//FM/ESO
REGULAR CONTRACTS REVIEWED ANNUALLY	RFO/FM
CODE OF CONDUCT ADOPTED FOR MEMBERS	TC

TC=Town Clerk; RFO= Responsible Financial Officer; FM= Finance Manager;  
 FA=Finance Assistant; GM=General Manager; AM=Assistant Manager; ESO= Executive Support Officer;  
 PFM=Projects & Facilities Mgr



## Seaford Town Council

Report 160/19

**Agenda Item No:** 11  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Annual Investment Strategy 2020/21  
**By:** Karen Singleton, RFO  
**Purpose of Report:** To approve the Annual Investment Strategy

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### Recommendations

You are recommended to:

1. Approve the Annual Investment Strategy 2020/21 as set out in Appendix A.
  2. Note the contents of the report.
- 

### 1. Information

- 1.1 The Town Council is required to produce an Annual Investment Strategy and review it each financial year.
- 1.2 The 2020/21 Annual Investment Strategy is attached at Appendix A. It is a requirement that this Strategy is made available to the public and therefore when approved a copy will be put on the Town Council's website.
- 1.2 Commercial Interest Rates are very low in general and have been so for a number of years.

### 2. Financial Appraisal

- 2.1 The Town Council has a current account with the Co-Op Bank and also invests in CCLAs Public Sector Deposit fund which is an instant access fund with a yield of 0.7201% as at 31/01/2020. £4,150.77 in interest has been received as at 01/03/2020. £375,000 remains in the fund as at 19/02/2020. This is likely to reduce slightly by the year end.
- 2.2 The Town Council's limited resources means adopting a cautious approach to investing any surplus funding. The General Reserves are low and therefore there is little to invest. The Precept is paid in two lump sums twice a year which means that for a few months, after the receipt of the Precept, funds would be available that could potentially earn more interest than in the Business Instant Access Account.
- 2.3 There haven't been sufficient funds to invest in The Local Authority Property Fund (LAPF). This would only be suitable for funds that are available to be invested for a minimum of 2 years e.g. should the Town Council receive a large receipt for the sale of land and the receipt not be required for 2-5 years.

**3. Contact Officer**

The Contact Officer for this report is Karen Singleton, RFO.

RFO

K. Singleton

Assistant Town Clerk

I. L. Moulard





## Seaford Town Council

**ANNUAL INVESTMENT STRATEGY 2020/21**

1. The Council has had regard to the Department of Communities and Local Government's (DCLG) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
  - 3.1 All investments will be in sterling.
  - 3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
  - 3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
  - 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
  - 3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
  - 4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2020/21 will be up to £1,100,000
  - 4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. Should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 2 years.
  - 4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through CCLA's Public Sector Deposit Fund which provide an optimal rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.
5. **Investments defined as capital expenditure**
  - 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as "non specified investments".
  - 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons or if it is an investment for treasury management

purposes. The latter will be governed by the framework set by the Council for "specified" and "non-specified" investments.

- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2020/21. Investment in the LAPF is not classed as Capital Expenditure.

## 6. Provisions for credit related losses

- 6.1 If any of the Council's investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

## 7. Investment Strategy to be followed in house

- 7.1 To retain not less than one month's average working capital (revenue) requirement in the current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year may be to be placed on deposit of up to one year's duration depending on the prevailing interest rates. The Council currently has no such reserve and is not expected to have a Capital Receipts Reserve in 2020/21.
- 7.3 Any other funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Suitably available funds may be placed for more than one year in CCLA's LAPF, depending on cash flow requirements, up to a maximum of £2,000,000. See 4.2.
- 7.5 Having reviewed the Council's current banking arrangements no practical alternatives are available in Seaford.

## 8. End of year Investment Report

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.
- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

**Adopted: March 2020**  
**Review: March 2021**



## Seaford Town Council

**Report 161/19**

<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>26<sup>th</sup> March 2020</b>
<b>Title:</b>	<b>Annual Review of Risk</b>
<b>By:</b>	<b>Karen Singleton, RFO</b>
<b>Purpose of Report:</b>	<b>To Review and Approve the Town Council's Corporate Risk Register Action Plans.</b>

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### **Recommendations**

**You are recommended to:**

- 1. Review, comment upon and approve the Town Council's Corporate Risk Register Action Plans as set out in Appendix A.**
  - 2. To adopt the revised General & Financial Risk Assessment as presented in Appendix B.**
- 

### **1 Corporate Risk Register**

- 1.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of their resources. Part of good governance is the annual review of the Town Council's Corporate Risk Register including General and Financial Risk.**
- 1.2 Risk Management is the process whereby councils methodically address the risks associated with what they do and the services that they provide. Identifying things that could go wrong and taking the appropriate steps to avoid this or manage the consequences where the risk cannot be avoided.**
- 1.3 Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. The Governance and Accountability in Local Councils Guide therefore recommends that once per year Members should:**
  - Take steps to identify and update their record of key risks facing the Town Council**
  - Evaluate the potential consequences for the Town Council if an event that is identified as a risk, takes place**
  - Decide upon measures to avoid, reduce or control the risk or its consequences, and**
  - Record any conclusion or decision reached.**
- 1.4 The Town Council's Risk Register Action Plan is attached as Appendix A. The risks have been reviewed and updated by the Town Council's Senior Officers and approved by the RFO. Members are asked to consider, comment upon and, if satisfied, approve the Action Plan.**
- 1.5 The full Risk Register is available for members to review in the Finance Office.**

**2. General & Financial Risk Assessment**

- 2.1 The Council originally adopted its General & Financial Risk Assessment in March 2017, as a document that should be reviewed annually. Although last year it was reviewed in June, Officers felt it was good practice to bring it back in line with the annual review of the corporate Risk Register.
- 2.2 Officers have reviewed the Assessment and made the recommended changes/updates as included at Appendix B.
- 2.3 Officers did not identify any new risks that needed adding to the risk assessment at this moment in time.

**3. Annual Governance Statement**

- 3.1 Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The following Statements appertain to this report. This review of the Corporate Risk Register gives the assurance required for the Council to approve the Annual Governance Statement, in June.

Statement	Explanatory note
<p>5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where require'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• The overall control environment, including Internal Audit;</li> <li>• The identification, evaluation and management of operational and financial risks;</li> <li>• Budgetary control and monitoring arrangements; and</li> <li>• The documentation and application of control procedures</li> </ul>

**4. Financial Appraisal**

The report has no direct financial implications.

**5. Contact Officer**

The Contact Officer for this report is Karen Singleton, RFO.

RFO

*K. Singh*

Assistant Town Clerk

*Z.L. Moulton*



**Seaford Town Council  
Assessment for year 2020 To 2021**

**LCRS 7b - All Action Plans**

Action completed

Likelihood Impact Score Action to be taken Action by person/position Action by date

**Commons and Common Pastures**

Ref	Risk	Hazard	Control	Likelihood	Impact	Score	Action to be taken	Action by person/position	Action by date
8	Environmental	Dog fouling	Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Liaise with LDC Arrange for appropriate agency to deal with stray dogs.	Medium	Medium	4	Ongoing. Ensure sufficient dog waste bins/dual purpose bins are in place and contract for their frequent emptying reviewed.	Inspector	

**Community Centres**

Ref	Risk	Hazard	Control	Likelihood	Impact	Score	Action to be taken	Action by person/position	Action by date
143	Physical	Security of Hazardous Substances + D73	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Medium	Medium	4	Lockable unit to be installed in garage. Inspector to check all relevant premises, together with Projects and Facilities manager thereafter implement appropriate actions.	P & F Manager & Inspector	01/06/2020

**Computing**

Ref	Risk	Hazard	Control	Likelihood	Impact	Score	Action to be taken	Action by person/position	Action by date
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Medium	Medium	4	Reminders to staff	ATC	30/06/2020

**Public Buildings - Clubs**



**Seaford Town Council  
Assessment for year 2020 To 2021**

**LCRS 76 - All Action Plans**

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Set up building compliance check list. Ensure tenants are clear on responsibilities and leases identify key responsibilities of all parties.	P & FM	01/06/2020
271	Physical	Hazardous substances	Define responsibility for use and control. Tenants responsibility	Medium Medium	4	Ongoing Ensure that Tenants are aware of this responsibility.	P & FM / Inspector	
282	Physical	Lack of Maintenance	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Medium Medium	4	Undertake risk assessment of facilities and look to minimise risk. Additional CCTV to be installed at the Salts.  Compliance list & maintenance schedule to be drawn up for all STC buildings	Projects and Facilities  P & FM / Inspector	31/12/2020  31/12/2020

P. 1117  
**Public Conveniences**



**Seaford Town Council  
Assessment for year 2020 To 2021**

**LCRS 7b - All Action Plans**

Action completed

Action by person/position by date

Likelihood Impact Score Action to be taken

No of issues listed: 7

Ref Risk Hazard Control

Submitted to council: \_\_\_\_\_

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Cllr Nazish Adil \_\_\_\_\_

Signed by responsible Finance officer - Karen Singleton \_\_\_\_\_

**How to complete (individual risk section):**

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS).



## Seaford Town Council

Report 157/19

<b>Agenda Item No:</b>	13
<b>Committee:</b>	Full Council
<b>Date:</b>	26 <sup>th</sup> March 2020
<b>Title:</b>	West View Beach Huts, Concession Huts and Porta-Toilet Huts on the Seaford Promenade
<b>By:</b>	Tony Jackson, Projects & Facilities Manager
<b>Purpose of Report:</b>	To update Members regarding the setting up of eight seasonal beach huts, four concession huts and three porta-toilet huts for the forthcoming 2020 summer season on Seaford Promenade and plan for 2021.

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### Recommendations

#### You are recommended:

1. To approve extending Wynne's of Seaford's contract to erect, take down and undertake remedial works as required to the West View beach huts for an additional year to 2021.
- 

#### 1. Background information

- 1.1 This is the second year of operation for the West View beach huts (WVBH), having been launched in April 2019, allowing people to book a beach hut for a day or a week during the months of April to September. Four concession huts were also erected and three porta-toilets were put in place for use by hirers of all the huts and patrons of Frankie's Kiosk Café.
- 1.2 The WVBH's were very well received during the first year of operation, so much so that an additional accessible beach hut and toilet were provided to supplement the existing stock. Seaford Tourist Information Centre has already started to take bookings for the forthcoming 2020 season and has had a lot of positive interest regarding the huts.
- 1.3 In January 2019 a WVBH specification was sent out to four companies and three quotes were received. Wynne's of Seaford provided the most competitive quote to supply the beach huts, erect them on site and undertake the painting in situ.
- 1.4 Wynne's of Seaford did an excellent job in 2019 and therefore have been asked to do the work for the 2020 season.
- 1.5 Section 11.1 (a) of the Town Council's Financial Regulations states that ...  
*this regulation need not apply to contracts which relate to item...*
  - iv. 'for works to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council'
- 1.6 Officers are recommending that Wynne's are contracted for a further year to do the work for a third season in 2021. Before the 2022 season a further three quotes will be sought for another three-year term.




## 2. Financial Implications

- 2.1 For the 2020 summer season, to supply an additional accessible beach hut and collect all existing stock from storage, erect on site with a new roof felt and paint, the cost will be £6,310 plus VAT.
- 2.2 At the end of the 2019 season, Wynne's of Seaford were commissioned to dismantle the stock and take it to a storage facility, apart from two porta-toilets and one concession hut which remained on site. The total cost of this work was £2,300 plus VAT. Wynne's has advised that there will be no increase to these costs per unit in October 2020.
- 2.3 Responding to feedback from 2019 hirers, a one metre deck to the front of the beach huts will be installed. This is due to the repositioning of the beach huts to the front of the promenade. This will incur an additional cost of £1,000 plus VAT.
- 2.4 There is no financial risk to the Town Council as there is adequate budget (£10,000) for 2020-2021.

### Contact Officer

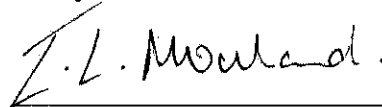
The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



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Assistant Town Clerk



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Responsible Financial Officer



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## Seaford Town Council

158/19

**Agenda Item No:** 14  
**Committee:** Full Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Seaford Head Golf Course Pump House Tender Funding  
**By:** Tony Jackson, Projects & Facilities Manager  
**Purpose of Report:** For members to consider the following report outlining the need and funding requirements for a new pump house servicing the irrigation system at the Seaford Head Golf course.

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### Recommendations

#### You are recommended:

1. To approve reallocating the Ear-Marked Reserve (EMR) set aside towards the cost of a spike bar at the Seaford Head Golf Course, to use in funding the building of a new pump house for irrigation of the Golf Course.
- 

#### 1. Background information

- 1.1 In the last two years significant work has been undertaken to improve the irrigation system and associated infrastructure that supports the Seaford Head Golf Course.
- 1.2 Lakes and Greens currently undertake the annual servicing of the irrigation system and advised that the water storage tank was showing perforations in the steel shell which was as a result of advanced corrosion on the inside of the structure. They advised that the tank should be replaced as soon as possible to avoid the possibility of a structural failure causing injury and damage to surrounding buildings and equipment. This service was undertaken in 2019.

- 1.3 At the time Lakes and Greens also provided the following advice:

*'Both pumps are advancing in years and we would recommend replacement of both the pump set and pump house in the near future.*

*The pumphouse is so small, servicing of equipment is difficult with the close proximity of extreme high-pressure delivery pipe work and 3 phase electricity in a confined space is a high risk to operatives.*

*One of the pumps is in need of a replacement motor bearing we are arranging to have this replaced by the manufacturer we hope this can be carried out on site.'*

- 1.4 The Head Greenkeeper has kept members informed of the need for a new pump house via the Golf & The View Committee meetings.

- 1.5 It was hoped that with the introduction of a borehole this would negate the need to pay for the water for the Golf Course and this saving, in time, could be used to pay for a new pump house. However, there is a need to prioritise the new pump house as it is felt that the current installation is nearing the end of its life and could fail significantly in the near future.
- 1.6 Members are advised that the funding for the new water tank and borehole was from a VAT refund for the Golf Course of £50,000.
- 1.7 At the 23<sup>rd</sup> January 2020 budget meeting of Council, members budgeted to do the work in 2020, funded by a Public Works Loan Board (PWLB) loan. The repayments were budgeted for over 25-years.
- 1.8 Officers have been advised that it is unlikely that borrowing approval would be granted for this project. Approximately £40,000 is required and one of the criteria for borrowing approval is *'that the amount to be borrowed should generally not be less than £5 x the number of local government electors'* taken from the NALC Department for Communities and Local Government Guidelines providing a checklist of key information to be provided with any Parish and Town Councils borrowing application.

For Seaford Town Council this is £100,000. The renewal of the pump house has not been subject to a public consultation which is also a criteria of a successful borrowing approval decision.

- 1.9 As the project is of a relatively urgent nature, officers have looked at alternative sources of funding. There is currently £38,548 in an Ear-Marked Reserve (EMR) to be used for any planning and preliminary works associated with the building of a new spike bar at Seaford Head Golf Course.
- 1.10 This project is at a feasibility stage at present and therefore it is proposed to reallocate the £38,548 from the spike bar to fund a new pump house and revisit the funding for the spike bar as part of the 2021/22 budget setting process.
- 1.11 A formal tender process will be required to award a contract for a new pump house, subject to funding being approved.

## **2. Financial Implications**

- 2.1 Members need to consider the financial implications should the pump house fail, and the irrigation system could not be used to water the golf course.
- 2.2. During 2019, the pumps failed for two weeks and the greenkeeping team had to hire a water bowser and hand water the course, which is not a sustainable process and required working over and above their contracted hours of work and usual working hours i.e. early starts and late finishes.

Some damage to the greens also occurred. If the greens are not kept in a good condition, there is risk to potential revenue as golfers and societies could choose not to use the course if it was not maintained to an acceptable level.

- 2.2 There is £38,548 in EMRs for a spike bar at the golf course and a budget for loan repayments of £1,971; a total of £40,519. This is thought to be sufficient for the

project, but the exact amount will be unknown until the tenders have been received and opened.

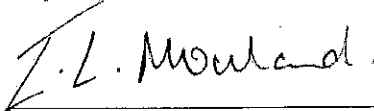
**2. Contact Officer**

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

Projects & Facilities Manager

  
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Assistant Town Clerk

  
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Responsible Financial Officer

  
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## Seaford Town Council

**Report 169/19**

**Agenda Item No:** 15  
**Committee:** Council  
**Date:** 26<sup>th</sup> March 2020  
**Title:** Climate Change Working Group Interim Report  
**By:** Isabelle Mouland, Assistant Town Clerk  
**Purpose of Report:** To present an interim update report from the Climate Change Working Group

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### Recommendations

You are recommended:

1. To consider the contents of the Working Group's report
- 

#### 1. Background

- 1.1 At its meeting on 17<sup>th</sup> October 2019, the Town Council established a Council Working Group with the purpose of:

*'Considering the climate change situation in town and bringing forward recommendations for climate change actions/amelioration measures; reporting back at 3, 6 & 9 months.'*

- 1.2 The members of the Group are Councillors J Meek, J Cash, J Edson, M Everden and R Reed.

- 1.3 The interim update report of the Group is included with recommendations at Appendix A for members to consider.

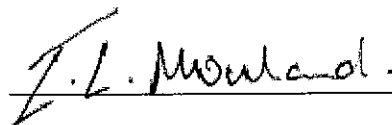
#### 2. Financial Appraisal

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

#### 3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk

  
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## Seaford Town Council

**Committee:** Climate Change Working Party

**Date:** 26 March 2020

**By:** Cllr James Meek as Working Party Chair

**Purpose of Report:** To inform the Council of progress and actions relating to the Climate Change Working Party

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### Recommendations

#### You are recommended:

1. To note the contents of the Report
  2. To acknowledge the imperative of the town aspiring to achieve carbon neutrality by 2030
  3. To approve a motion to declare a Climate Emergency
  4. To approve becoming a Member, rather than continuing as a Supporter, of the Greenhavens Group
  5. To begin an audit and mapping of existing community projects and groups in the town specific to climate change interests and capabilities
  6. To lead in building a diverse, community-volunteer base to address the many issues.
- 

#### 1. Information

- 1.1 Initial Findings
- 1.2 Background studies referenced
- 1.3 Suggested Initial Scheme and Actions

Appendix A - summarises the studies and reports consulted

Appendix B - summarises recent actions taken by Local Government

Appendix C - attempts to illustrate the many and diverse actions that STC and the community could undertake to address the issues of climate change

#### 2. Financial Appraisal

The financial implications of this report and its proposals will be appraised in future meetings of the Working Group and reported to future Council meetings.

#### 3. Environmental Considerations

A new consideration for all Seaford Town Council Reports – the specific content of this Report.

#### 4. Contact for this Report

Cllrs Meek, Everden, Cash, Edson and Reed – members of the Climate Change Working Party.

## 1.1 Initial findings

- That Climate Change is a real and present risk – see Appendix A
- That Seaford Town Council (STC or the Council) should consider implementing adaptation and amelioration actions to help protect the town from climate change effects – see Appendices.

<b>SUGGESTIONS TO STC FOR MITIGATION, PROTECTION AND AMELIORATION</b>	<b>Short term</b>	<b>Medium term</b>	<b>Long term</b>
<b>1 STC POSSIBLE DIRECT INITIATIVES:</b>			
i. Audit all Council owned and used properties for sustainability and carbon footprint	X		
ii. Audit all Council direct transportation environmental costs	X		
iii. Assess potential for all Council assets to reduce carbon footprint	X		
iv. Investigate Council's supply chains, both in and out, for sustainability	X		
v. Assess Burley's sustainability accountability	X	X	
vi. Assess Council's concession holders for sustainability		X	
vii. Investigate Council's energy suppliers and change to sustainable providers if not	X	X	
viii. Make sustainability and environmental accountability paramount in all decisions	X	X	X
ix. Declare a Climate Emergency, to focuses minds and inspire action	X		
<b>2 STC INDIRECT INITIATIVES (i.e. Working with others)</b>			
A. Transport	X		X
B. Green Spaces, Parks, Sports Facilities, Seaford Head,	X	X	X
C. Sea Defences and Flooding			X
D. Sustainable Power		X	X
E. Planning and New Developments		X	X
F. Procurement	X	X	
G. Health and Well-Being	X	X	X
H. Sustainable Economic Regeneration and Jobs			
I. Consider Carbon Capture Potentials in all Planning Considerations		X	X
J. Encourage the community to be involved in Climate Action	X		

## 1.2 Background studies

- Appendix A summarises the studies and reports consulted
- Appendix B summarises recent actions taken by Local Government
- Appendix C attempts to illustrate the many and diverse actions that STC and the community could undertake to address the issues of climate change

### 1.3 Suggested Initial Scheme and Actions

- Estimate and recommend means to reduce the Council's 'carbon footprint' – examples in Appendix C
- Consider adaptation and amelioration actions which can be implemented immediately in the town and by the Council
- Consider longer term adaptation, amelioration and resilience actions and the time frame once the realities of budgeting and scheduling are considered
- To create a visual aid by the mapping of:-
  - Seaford's nature corridors and green spaces.
  - Existing green credentials.
  - Flood prevention initiatives.
  - A Carbon Neutral Seaford in order to show.....where the town and Council are now, with the objective of focussing the Council and our community on what we have already achieved and on what the Council wants and can achieve in our town by cooperating with local groups and residents.

This idea would be a practical project, designed to focus ideas, survey where the Council are now, and pinpoint areas for future projects. It could involve useful visual aids with accompanying documentation to present to others (including schools) and get views/ideas, support and new volunteers. This could be achieved in collaboration with the Greenhavens Network which is achieving and promoting exciting and ground-breaking community programmes along the coastal strip from Saltdean to Seaford and up the Ouse Valley as far as Barcombe.

#### STC could:-

- Investigate and mark on the map existing and on-going projects and note the community groups already involved as well as any Council-led initiatives.
- Highlight sites on the map for possible new initiatives. (e.g. South Barn project and the Splash Point Community/council/environment agency project etc.)
- Show footpaths, cycle routes, stations, disabled access, cafes, water refill sites etc.
- In the longer term, think about designing a residents' and visitors' pamphlet to share useful information as things progress.

#### Advantages

Community groups, schools and individuals would then be able to expand ideas in more detail on specific areas of interest.

Updating this as projects progress would give all involved a good overview of what others are achieving and encourage cooperation, shared expertise and the sense of working together as a community to achieve common aims and objectives, and take the steps to creating a brighter greener future for our town which we can all be proud of.



## **For the later consideration**

Appendix A gives an idea of the wide range of initiatives which could be developed and actioned under the heading of Climate Change Initiatives for the Council and for the community.

## **Appendix A Background**

1. It is immediately apparent that the subject of Climate Change is immensely complicated, far-reaching and controversial. It is complicated in that even amongst top scientists there is no consensus about exactly what is happening, over what time period and with what potential effects. It is far-reaching as there is dramatic evidence that it will affect every aspect of the world. It is controversial because still not everyone subscribes to its presence or cause, although the facts proving it, together with the visual evidence in the media and documentaries, far outweigh the contrary view.
2. The overwhelming opinion worldwide is that the climate situation is critical, almost certainly fuelled by human activities and threatens our present existence.
3. It is also emphasised by most scientists that addressing the heating of the planet must be done now and the 1.5C degree cap on warming signed up to in the Paris Agreement should be met, and certainly 2C not exceeded.
4. It is further acknowledged that this must be achieved earlier than the 2050 previously set, with 2030 now the new goal for many governments and councils.
5. Climate Change as an issue headlined much of the recent general election and now occupies centre stage in the media, in debates and in people's daily lives.
6. The COP 26 summit is being held in Glasgow in November and provides another opportunity for world leaders to reach agreement about carbon reduction policies, which they singularly failed to do in Madrid.

### Observations

- i. Climate Emergencies have been declared in 1,330 jurisdictions worldwide affecting 810 million people. 270 councils in Britain have declared Climate Emergencies, affecting 57 million people, 85% of the population.
- ii. When the Climate Emergency motion was put to STC in October 2019 there was some scepticism expressed, so the Climate Change Working Party was formed.
- iii. Since that motion part of the Splash Point walkway has been destroyed by storms
- iv. Since that motion vast areas of Australia have burned and evidence of massive thawing in the Arctic and Antarctic has been proved.
- v. Since that motion the UN has confirmed unprecedented biodiversity decline and loss of a million species.

- vi. Also, since that motion the British Government has advanced the cut-off date for diesel and petrol cars to 2035 from 2040, which acknowledges the severity of the situation.
- vii. Mark Carney's valedictory speech at the Bank of England warned companies to gear up to climate change or face economic losses long term.
- viii. A Declaration of a Climate Emergency acknowledges that a council recognises there is an urgent issue which needs addressing to mitigate a potential danger and safeguard the citizens it represents.
- ix. Acknowledging the problem gives a precedent to taking action in response to it.
- x. In the present absence of Central Government initiatives and undertakings to engage fully with the problem, and the possibility that world leaders will again not reach consensus in Glasgow, it is apparent that action must be taken locally

## **Appendix B      Action in Local Government**

1. While it is true that many councils have done little more than declare a climate emergency, some did this several years ago and now have action plans.
2. Depending on the council and its influence and resources these can be very detailed and relate to most aspects of the area and its citizens, from agriculture to renewable energy plants, from poverty to transport.
3. There is an increasing body of knowledge becoming available as to what councils can do to attempt to achieve carbon neutrality. The Working Party understand that NALC are compiling a template to enable Councils to audit their carbon footprint and sustainability.
4. Lewes District Council (LDC) and East Sussex County Council have both declared Climate Emergencies and LDC has recently appointed a Sustainability Officer to draft a sustainability plan for the next four years.
5. Eastbourne Borough Council unanimously declared last summer and has pledged to try to achieve carbon neutrality by 2030, as have many others.
6. Local government exists to act in the interests of its citizens and take responsibility for public spaces, public buildings and the welfare of its citizens. It should also take appropriate action to safeguard its citizens and properties.
7. STC's options as a town council are limited, due to its budget and limited liabilities for infrastructure compared to those of LDC. It can nonetheless have great local influence in addressing climate change issues which do not attract large costs
8. Thus, STC can identify its sustainability and existing carbon footprint and address means to reduce it. STC can also encourage residents and local businesses to do the same. STC can foster local organisations, both voluntary and commercial, to work together in aspiring to make Seaford carbon neutral by, say, 2030.
9. Actions that STC could take range from immediate audits followed by appropriate reductions in carbon output, to long term strategies which could take time to implicate but reap substantial benefits. What is apparent, is that ALL options should be considered and initiated as soon as possible, after first evaluating the situation as far as practical.

10. It is critical to make an Action Plan, based on good assessment of Seaford's present situation, considering present carbon liability and sustainability. Also, to take advice in order to set achievable measurable goals over a period, to an eventual goal of carbon neutrality by a given date. Many councils are setting a 2030 target as imperative to address the situation, rather than the Government's 2050 date.
11. In the absence of an action plan, opportunities for the funding of adaptation, amelioration and resilience actions may be lost to STC, as may opportunities to learn from P]plans put in place by neighbouring and national authorities

## **Appendix C    Some possible actions by Seaford Town Council for Carbon footprint reduction - Ideas for Mitigation and Protection Actions**

### **1 STC Premises/Estates:**

- i. Solar PV panels for the STC office
- ii. More solar PV panels for The View
- iii. Solar hot water for The View
- iv. South Hill Barn renovations to include solar PV, solar hot water and a bio-digester
- v. Solar PV and solar hot water for the Salts Cafe
- vi. Solar PV and solar hot water to be included in the rebuild of the Martello toilets
- vii. Solar PV panels for the Martello cafe and Salts concessions

### **2 STC Direct Initiatives:**

- i. Audit all Council owned and used properties for sustainability and carbon footprint
- ii. Audit all Council direct transportation environmental costs
- iii. Assess potential for all Council assets to reduce carbon footprint
- iv. Investigate Council's supply chains, both in and out, for sustainability
- v. Assess Burley's sustainability accountability
- vi. Assess Council's concession holders for sustainability
- vii. Investigate Council's energy suppliers and change to sustainable providers if not
- viii. Make sustainability and environmental accountability paramount in all decisions
- ix. Pressurise ESCC to divest their pension investments away from fossil fuel companies
- x. Pressurise ESCC to release Warwick House as a Seaford asset for community use. This could be a hub for a permanent climate action initiative display and help-centre.
- xi. Declare a Climate Emergency, as this focuses minds and inspires action

### **3 STC Indirect Initiatives:**

- A. Transport
- B. Green Spaces, Parks, Sports Facilities, Seaford Head,
- C. Sea Defences and Flooding
- D. Sustainable Power

- E. Planning and New Developments
- F. Procurement
- G. Health and Well-Being
- H. Sustainable Economic Regeneration and Jobs
- I. Consider Carbon Capture Potentials in all Planning considerations
- J. Encourage the Community to be Involved in Climate Action

#### **A. Transport**

- i. Encourage healthy transport and walking options in the town
- ii. Promote cycling and public transport use within, and to, Seaford
- iii. Provide cycle parking facilities in town centre sites – Broad Street
- iv. Develop safe and easy cycle routes within town and linked to main inter-town routes
- v. Develop better cycle connection routes between towns and centres: Buckle by-pass
- vi. Investigate potential for extending Cuckmere bus service
- vii. Investigate potential for electric public transport facilities
- viii. Encourage take up of electric bikes in Seaford, with charging points
- ix. Encourage private electric car ownership, with charging points – Hyundai?

#### **B. Green Spaces, Parks, Sports Facilities, Seaford Head**

- i. Audit the council owned green spaces for their suitability for more diverse uses
- ii. Examine potential for more insect-friendly and bio-diverse planting in council holdings
- iii. Examine the sustainability of the 'Seaford in Bloom' contract
- iv. Investigate the potential for less cutting of verges/open spaces with biodiversity in mind
- v. Investigate funding for regenerative bio-diversity initiatives in urban areas
- vi. Investigate the potential for 'bio-diversity corridors' within the town
- vii. Consider the possibility of more wildflower marginal areas in public parks and facilities
- viii. Assess value of grazing land on Seaford Head against potential for alternative management

#### **C. Sea Defences and Flooding**

- i. Consult with the Environment Agency (EA) about advisability of seawall between Martello Tower and Splash Point
- ii. Consult with East Sussex Highways about clearing of drains in Brooklyn Road and Corsica Road (done)
- iii. Investigate flood mitigation due to run off from unmade, un-adopted roads
- iv. Assess implications of local planning flood risk areas in the town
- v. Assess the risk of flooding in Martello Fields and resultant sewage in watercourses
- vi. Ask EA for advice on long-term strategy for sea defences in face of increased sea levels
- vii. Link with Newhaven, Lewes & Lullington Councils to take combined initiatives on flood risks

#### **D. Sustainable Power**

- i. Incorporate power generation in all new initiatives if possible, plus retrofitting (Hurdis?)
- ii. Actively look to install renewable energy generation schemes on Council properties
- iii. Investigate funding for same
- iv. Investigate possibility of collaborating with businesses in town re energy projects

- v. Consider consulting with local renewable firms such as OVESCO

#### **E. Planning and new Developments**

- i. In the absence of central Government regulation, insist on sustainability in new builds
- ii. Object to planning proposals that are unsustainable and environmentally damaging
- iii. Encourage eco-development in all construction planning
- iv. Challenge local builders and developers to support Seaford's sustainability agenda
- v. And engage them actively to adopt environmentally friendly criteria
- vi. Engage actively eco-responsible companies and service-providers in all building projects

#### **F. Procurement**

- i. Look to employ sustainable suppliers for all contracts
- ii. Consider linking with other councils to procure services and supplies at scale
- iii. Consider engaging local suppliers to reduce transport and infrastructure eco-costs
- iv. Consider sourcing materials from local production outlets

#### **G. Health and Well-Being**

- i. Promote healthy lifestyles amongst the population for a vibrant town
- ii. Involve the community in decision making to engage them in best health practice
- iii. Investigate the possibility of finding/funding/building a community hall in town centre
- iv. Evaluate the limited use of the library for social initiatives – solar array on roof?
- v. Evaluate extent of homeless people living in Seaford- it's reported there might be 50
- vi. Investigate if there are any vacant properties or potential sites for occupation in town
- vii. Investigate the poverty level in Seaford
- viii. Invoke positive action re climate crisis to defray potential negative psychological impact

#### **H. Sustainable Economic Regeneration and Jobs**

- i. Are there 'Green New Deal' initiatives which could create jobs and boost local economy?
- ii. Are there grants or public funding for Green infrastructure initiatives in the town?
- iii. Are there any small eco-businesses STC could encourage to come to, or start up in, Seaford?
- iv. Could the Council investigate a 'start-ups' initiative with the Chamber of Commerce?
- v. Are there any potential sites in the town for regeneration/sustainable development?
- vi. Does the Council have any corners of land or properties that could be developed?
- vii. Investigate untapped potential of local celebrities, sites, associations - Virginia Woolf?

#### **I. Carbon Capture Potentials**

- i. Consider any possibilities for carbon capture on Council land in addition to chalk swathe
- ii. Consider carbon capture potential generally in the town
- iii. Research proven carbon capture models and instigate where possible
- iv. Research possible high-carbon capture cottage industries for local initiatives – biochar?

#### **J. Encourage the Community to be Involved in Climate Change Avoidance Action**

- i. Engender a community mindset to address the problem as a town
- ii. Consider hosting/encouraging/facilitating town events to profile carbon reduction
- iii. Instigate community initiatives to encourage everyone to get involved

- iv. Create a website of resources people could use with contacts, help and benefits
- v. Encourage local businesses to get onboard to provide local support
- vi. Encourage the local community to shop and source locally- street markets?
- vii. Tap the huge resource of Greenhavens voluntary groups by joining to collaborate: At present STC are shown as a supporter of Greenhavens whereas other councils are members. This would enable STC to share ideas, resources and grants, as well as showing our commitment to making the town greener. Greenhavens with the SDNP are in process of bidding for a Lottery Fund Grant to address climate change and are keen that STC be seen to be a partner in that bid, which if successful, STC would benefit from for projects STC might identify in the town.