

**NOTES** of **REMOTE DECISIONS** made by **Full Council** on Tuesday 31st March 2020.

**Councillors Involved:**

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,   
M Hayder, R Hayder, O Honeyman, R Honeyman, J Meek, R Morland, R Reed, G Rutland, L Wallraven and B Webb.

**Officers:**

Isabelle Mouland, Assistant Town Clerk

Karen Singleton, Responsible Financial Officer

Georgia Raeburn, Executive Support Officer

As these are the first notes of this kind, the below sets out the process in more detail:

As a result of the social restrictions due to coronavirus, local councils are no longer able to hold public meetings in the usual manner. Guidance from the National Association of Local Councils (NALC) is, at the time of the decision making:

‘We [NALC] are expecting government guidance on holding meetings remotely, and NALC will also produce further guidance as needed. In the meantime, if local councils do not hold meetings and take decisions by email or other remote methods NALC feels it’s likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, we would suggest for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision’

This has been done; councillors were issued with the necessary reports on 26th March 2020 and email votes collected on 31st March 2020. In order to maintain transparency, the Town Council is going one step further in issuing notes of the decisions made as a public record.

**C107/03/19** **Disclosure of Interests**

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

**C108/03/19** **Public Participation**

There was no public participation.

**C109/03/19 Scheme of Delegation**

The Council discussed and considered the contents of report 156/19 presenting a revised Scheme of Delegation.

**C109.1** It was **RESOLVED** to **ADOPT** the revised Scheme of Delegation as presented at Appendix A, with the amendments as discussed by email on 27 March 2020 removing a typo and clarifying the delegation of Proper Officer duties. (Vote CEA-1)

**C109.2** It was **RESOLVED** to **AGREE** to temporarily **DELEGATE POWER** to the Planning Officer in consultation with the Chair of the Planning & Highways Committee to agree and submit a response on planning applications and tree works applications, where a consensus is reached by Planning & Highways Committee members by email. Where a consensus cannot be reached, the application will be referred to a meeting of the Planning & Highways Committee. (Vote CEA-2)

**C109.3** It was **RESOLVED** to **AGREE** to temporarily **DELEGATE POWER** to the Finance Manager in consultation with the RFO and Chair of Finance & General Purposes to agree the timescale for the 2020 annual financial grants process. (Vote CEA-3)

**C109.4** It was **RESOLVED** to **AGREE** to temporarily **SUSPEND** section 6 of the Public Participation Policy and allow members of the public to submit representation in writing, to be read out at the meeting (providing it does not take longer than four minutes) with an answer being provided at the meeting and then minuted in the usual fashion. In the case of participation regarding planning applications or reports, this will be circulated to Committee members by email and then included in the notes with an answer, in the usual fashion. (Vote CEA-4)

**C109.5** It was **RESOLVED** to **AGREE** to temporarily **DELEGATE POWER** to the RFO in consultation with the Chair of the Personnel Committee and Mayor to temporarily increase individual staff members salary scale points to reflect additional responsibilities being taken on as a result of external factors. (Vote CEA-5)

**C110/03/19 Additional Authorised Signatory to the CCLA’s Public Sector Deposit Fund**

The Council discussed and considered the contents of report 141/19 regarding the Council’s CCLA’s Public Sector Deposit Fund.

It was **RESOLVED** to **APPROVE** the appointment of 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 the report. (Vote CEA-6)

**C111/03/19 Seaford Head Golf Course Pump House Tender Funding**

The Council discussed and considered the contents of report 158/19 regarding the funding for the golf courses pump house.

It was **RESOLVED** 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. (Vote CEA-7)

**C112/03/19 Pay Grading & Awards EXEMPT**

The Council discussed and considered the contents of exempt report 170/19 regarding the pay grading and awards of Council staff members.

**C112.1** It was **RESOLVED** to **APPROVE** the pay increases for relevant members of staff and casual workers as per exempt report 170/19. (Vote CEA-8)

**C112.2** It was **RESOLVED** to **NOTE** that inflationary increases will be given to the relevant staff, as per exempt report 170/19, once announced by the National Joint Council, along with any backdated payment due. (Vote CEA-9)

Decisions were received by email to the Assistant Town Clerk and Executive Support Officer, by 31st March 2020 and confirmed with the Mayor, Councillor Nazish Adil, on 2nd April 2020.

Councillor Nazish Adil

Mayor of Seaford