



Seaford Town Council

To the Members of the Full Council

The Annual Meeting of the **Full Council** will be held electronically via Zoom* on **Thursday 21st May 2020** at 7.00pm, which you are summoned to attend.

Isabelle Mouland
Assistant Town Clerk
15th May 2020

***see overleaf for important information to join virtual meeting and accessing password**

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

AGENDA

1. Election of Mayor for the Municipal Year 2020-2021

To receive nominations for the office of Mayor.

2. Declaration of Acceptance of Office - Mayor

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

3. Election of Deputy Mayor for the Municipal Year 2020-2021

To receive nominations for the office of Deputy Mayor.

4. Apologies for Absence

To consider apologies for absence.

5. Disclosure of Interests

To deal with any disclosure by Members of any disclosable 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.

6. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Seaford Town Council Policy and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

7. Young Mayor 2020-2021

An update will be given at the meeting on the positions and activities of the Young Mayor and Deputy Young Mayor.

8. Committee Memberships

To consider report 01/20 to appoint members to Committees and appoint the Chair and Vice Chair positions for the 2020-2021 Municipal Year and consider the appointment of any new Committees (pages 9 to 11).

9. Outside Bodies Representation Update

To consider report 02/20 presenting an update on councillor representation on Outside Bodies and the 2020-2021 Municipal Year (pages 13 to 15).

10. Fixed Asset Register

To consider report 03/20 presenting an update on the Council’s Fixed Asset Register (report to follow – information for noting only).

11. Insurance Arrangements

To consider report 04/20 providing an update on the Council’s Insurance Arrangements (report to follow – information for noting only).

12. Annual Subscriptions

To consider report 05/20 regarding the Council’s Annual Subscriptions (pages 16 to 18).

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

Isabelle Mouland, Assistant Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

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

*Zoom Meeting:

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://us02web.zoom.us/j/88570895709?pwd=SVZYSG1CdDBPZXdYL05ldFZENVg5QT09>

Meeting ID: 885 7089 5709

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0203 481 5240 (you will be prompted to enter the meeting ID and password before joining the meeting)

Taking Part in a Zoom Meeting

Please note that the following instructions are for joining a meeting using a laptop, computer or tablet device. Accessing with a smartphone may differ.

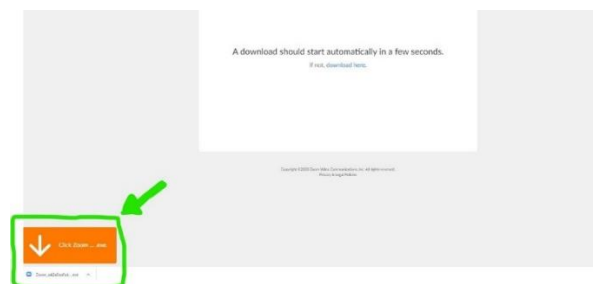
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1 – Joining

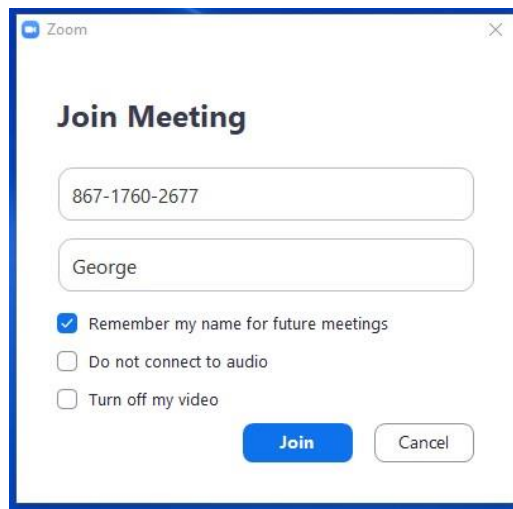
Follow the link provided by email/on the agenda.

1a – If this your first time, you will probably see the screen below. Click the Zoom icon at the bottom to open the desktop app.



The you will be prompted to enter the meeting id and your name (note, this will be visible by all meeting participants). The meeting id can be found on the agenda, Council’s website or circulated email.

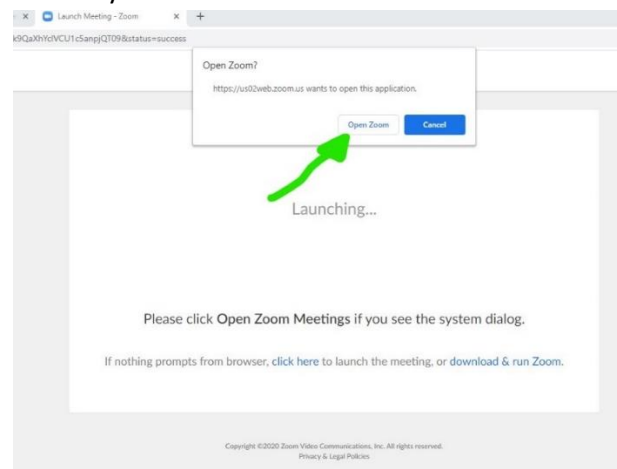
- For councillors, please do not choose to not connect your audio or turn off your video with the tick boxes.
- Members of the public will need audio as a minimum and whilst video is preferred, it is optional.



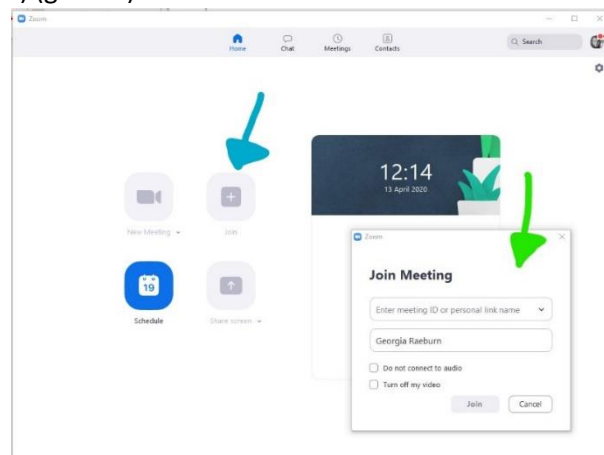
You will then be prompted to enter the meeting password, on the agenda, Council’s website or circulated email. Enter this and click to ‘join meeting’ (skip 1b and go to 2).

1b - If you have already downloaded the Zoom app, you can either:

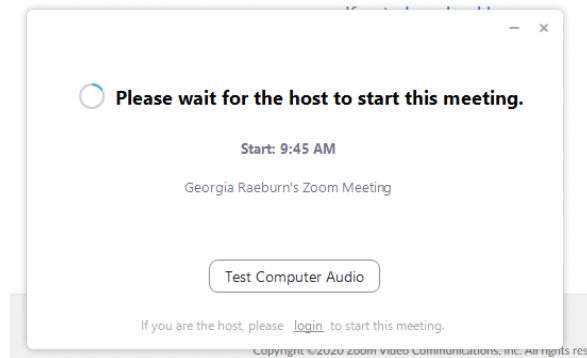
- i. Follow the link and you should see the screen below. Click the button to ‘open Zoom’ (go to 2)



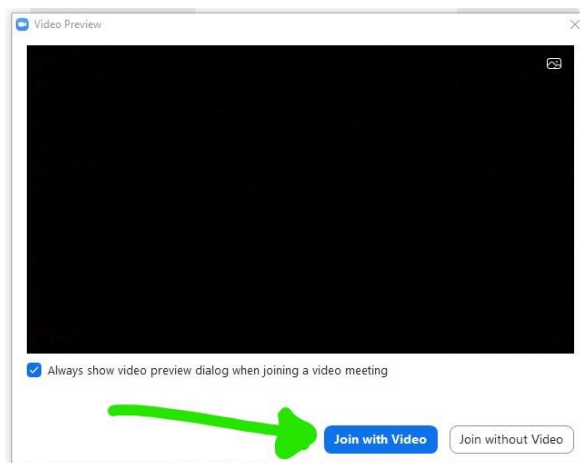
- ii. Open the Zoom desktop app and click ‘join’ (blue arrow) and then enter the meeting details (green arrow) (go to 2)



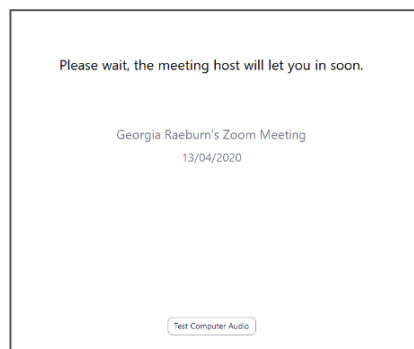
2 – Once in the desktop app, if the meeting has not yet started, you may see this below. If you wait, the host of the meeting just needs to start the meeting.



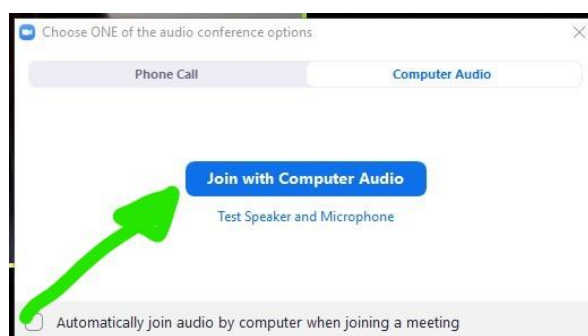
3 – Once the host starts the meeting, you will see the pop up below in your desktop app. Click the button to 'join with video'.



4 – You will then join the 'waiting room' and the host will have to approve you entering. Your screen will probably show the below.



5 – Once admitted entry by the host, you will see the screen below. Click to 'join with computer audio'.



6 – Settings

6a - Screen View

Once in, you will see all participants in the meeting so far. More participants may join and the screens will get smaller/move around to accommodate this. If you can just see one big person and the rest are fitted around, you are on 'speaker view' change in the top right hand corner of the screen; try out 'gallery view' and see which you prefer!

6b - Mute / Unmute

Check to see if you are muted (shows on bottom left of screen):

- If it says 'unmute' with a red line this means you are muted and can't be heard
- If it says 'mute' you can be heard

It will be best to remain muted until you want to speak – this prevents too much background noise and will make it easier for everyone to hear the speaker.

6c - Technical Run Through – Chat Function

We will go through the meeting at the start to make sure everyone can hear and see and be heard and seen. If you have any problems with the audio and can't hear/be heard, we can use the 'chat' function to try to resolve this.

Click on 'chat' at the bottom of the screen. Type your issue in the text box and hit 'enter' – your message will go to the host only who will respond to try and help.

7 – Once everyone is up and running, the Chair will conduct the meeting in the usual manner; going through the agenda. The Host (an officer) will monitor the IT/technical side of the meeting.

8 – Participation

Please remember to keep yourself on mute unless you are speaking (save for the Chair and host, who will need to be able to speak freely). It is imperative that all participants are able to clearly hear the speakers without lots of background noise.

8a – Public Participation

- i. The Chair will introduce public participation and invite any members of the public wishing to speak to raise their hands clearly in the video.
- ii. The host will note down those wishing to speak (using the name/id shown by the person's screen).
- iii. The host will inform the Chair in turn who is next to participate.
- iv. Once at the end of the list, the Chair will check if any other members of the public were wishing to speak.
- v. The Chair, or an officer and other councillor if invited to do so, will respond where relevant to the member of public.
- vi. The public statement and any response will be recorded for the minutes in the usual manner.
- vii. If a member of public does not have video feed, when the Chair is asking who would like to participate, the member of public should unmute themselves and state their name and that they wish to speak. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

8b – Councillor Discussion/Participation

To try and prevent councillors from speaking over each other, it is encouraged that councillors keep their video/audio 'muted' until invited to speak by the Chair.

- i. Councillors wishing to speak should raise their hand clearly in the video (as above) and the host will note the hands raised. All hands then go down, when prompted.
- ii. The host will inform the Chair who is to speak, and the Chair will invite that councillor.
- iii. The councillor speaking first should 'unmute' themselves and make their statement; then 'mute' their video/audio again.
- iv. The Chair will either respond or ask an officer to reply, where necessary.
- v. The Chair will then ask if any other councillors are wishing to respond to the councillor's statement by show of hands. The host will note the hands raised and prompt the Chair as to who to invite to speak.
- vi. Then follow the above steps ii-iv and work through the list of councillors wishing to respond.
- vii. Then return to the list of councillors who had originally wanted to speak and follow the above steps again.
- viii. If councillors do not have video feed, when the Chair is asking which councillors would like to speak or respond to another councillor's statement, the councillor should unmute themselves and state their name. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

This may feel over the top but is trying to ensure that all councillors have a fair chance to partake in discussions. Hopefully when we are all more accustomed to this way of 'meeting', this will all become more second nature.

8c – Voting

The Chair/an officer will clearly read out what it is that is being voted on, in the usual manner.

The host will then read through councillor's names asking for their vote, whether 'for', 'against' or 'abstain'. This is to ensure that votes are marked down correctly and remove any error of doubt.

The host will confirm verbally whether or not the resolution was carried.

Please note, this does not mean they are recorded votes and individual votes will not be shown in the minutes; a councillor would still have to specifically request a recorded vote if one was wanted.

9 – Leaving the Meeting

To leave the meeting, you can click on the 'leave meeting' in red text at the bottom right hand of the screen. You will be prompted to confirm you want to leave.

If you leave by accident, please follow the above steps in section 2 to re-join the meeting.

9a – Exclusion of Press & Public

Where an exclusion of press & public is resolved, all members of press and public will need to leave the meeting. They can do this themselves or the host does also have the ability to remove them.

The host will then 'lock' the meeting so no new attendees can join and interrupt the confidential session.

9b – Declaration of Interest

If a councillor has declared an interest in an item on the agenda and it is deemed best that they 'leave the meeting' for that item. They should leave following the meeting in the usual manner but keep their Zoom desktop app open. The host will then 'invite' them to return once the item has concluded.

When invited to return, a pop up will appear that the councillor should then 'accept' and they will re-join the meeting.



Agenda Item No: 8

Committee: Council

Date: 21st May 2020

Title: Committee Membership

By: Georgia Raeburn, Executive Support Officer

Purpose of Report: To appoint members to committees, appoint the Chairs and Vice Chairs, and consider the appointment of any new committees.

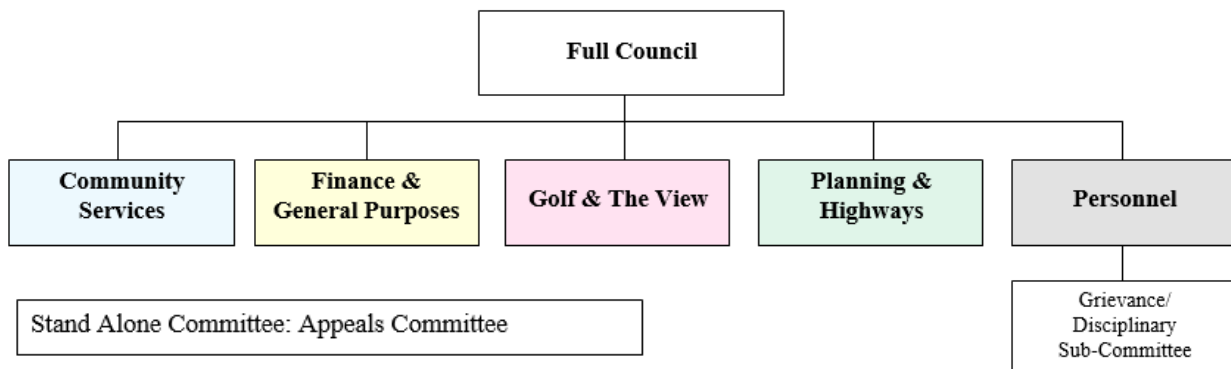
Recommendations

You are recommended:

1. To approve the existing committee structure.
2. To appoint Members to the standing committees and sub-committee (excluding the Appeals Committee membership).
3. To appoint Chairs to the relevant committees.
4. To appoint Vice-Chairs to the relevant committees.
5. To appoint Members to the stand-alone Appeals Committee.

1. Information

- 1.1 Standing Order 5 j.v requires that at its Annual Meeting the Council allocate membership to its committees.
- 1.2 The committee reporting structure is shown below:



- 1.3 The committee membership to be allocated is set out below:
 - a. Community Services Committee – 10 members
 - b. Finance & General Purposes Committee – 10 members
 - c. Golf & The View Committee – 10 members
 - d. Planning & Highways Committee – 10 members

- e. Personnel Committee – 6 members
 - f. Disciplinary/Grievance Sub-Committee – 6 members
 - g. Appeals Committee – 4 members (none of whom can be on the Personnel Committee or Disciplinary/Grievance Sub-Committee)
- 1.4** The Council may resolve to change the membership size of a committee if it is deemed necessary, although it is recommended not to for the membership of the Personnel, Disciplinary/Grievance and Appeals Committee for risk of not meeting the quorum at meetings (minimum of 3 members present to be quorate).
 - 1.5** One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Appeals and Grievance/Disciplinary.
 - 1.6** As a standalone committee, the Appeals Committee will also ideally have Members who are not Chairs of other committees, who through their chairmanship are possibly less likely to be completely impartial/free of pre-judgement. It is therefore recommended that the Appeals Committee have Members appointed as the final item of business of this report.
 - 1.7** To assist with preparation and discussion on the night, any Councillors wishing to be appointed to committees may inform the Executive Support Officer in advance of the meeting, who will make a note of all requests. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee the Council will need to discuss this.
 - 1.8** Appendix A includes the Committee Membership list at it currently stands.
 - 1.9** Once committee membership has been allocated (excluding the Appeals Committee, as above) the Council will need to elect a Chair and Vice-Chair for each of the relevant committees.
 - 1.10** Under the current climate, the Council may decide to have committee and Chair positions remain unchanged to enable continuity, but this is dependent on individual councillors being happy with this arrangement and their appointments. There are also some vacancies that would need filling, as shown at Appendix A.
 - 1.11** Due to having ongoing business, the current Appeals Committee and Disciplinary/Grievance Sub-Committee would have to stay unchanged whilst dealing with the current items of business. The Council can however resolve that this Committee and Sub-Committee remain intact specifically for these items of business and still appoint the Committee and Sub-Committee that will be in place for the remainder of the Municipal Year.
 - 1.12** Standing Order 5 j.vi requires that at its Annual Meeting the Council also consider any requirement to establish any new committees in accordance with Standing Order 4.
 - 1.13** It is the recommendation that there is no need for any additional committees to be created at this moment in time. This recommendation takes in to account the resource cost to operate committee meetings and the productivity of such committees.
 - 1.14** Officers would like to note that in due course, it is intended to review the Committee structure and that it is likely that a report will be brought back to Council seeking amendments to the structure. This does not affect that decision being asked of the Council at this meeting.

2. Financial Appraisal

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

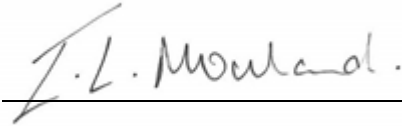
3. Contact Officer

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

Executive Support Officer



Assistant Town Clerk



Appendix A – Report 01-20 Committee Membership

STC Committee Members for 2020-2021 Annual Meeting							
FINANCE & GENERAL PURPOSES		COMMUNITY SERVICES		PLANNING & HIGHWAYS		GOLF & THE VIEW	
2019-2020 Current	2020-2021 Proposed	2019-2020 Current	2020-2021 Proposed	2019-2020 Current	2020-2021 Proposed	2019-2020 Current	2020-2021 Proposed
Nazish Adil		Nazish Adil		Nazish Adil		Nazish Adil	
Liz Boorman		Jean Cash		John Edson		Mark Brown (Vice Chair)	
Mark Brown (Chair)		Sylvia Dunn (Chair)		Morag Everden		Jean Cash	
Jean Cash		John Edson		Richard Honeyman (Vice Chair)		John Edson	
Richard Honeyman		Morag Everden		Jim Lord		Morag Everden	
Olivia Honeyman		Rahnuma Hayder		Linda Wallraven (Chair)		Rahnuma Hayder	
James Meek		Mohamed Ali Hayder		<i>(vacant)</i>		Mohamed Hayder	
Richard Morland (Vice Chair)		James Meek		<i>(vacant)</i>		Richard Morland	
Linda Wallraven		Rodney Reed		<i>(vacant)</i>		Bill Webb	
<i>(vacant)</i>		Linda Wallraven (Vice Chair)		<i>(vacant)</i>		<i>(vacant) (Chair)</i>	
		Bill Webb					
9 / 10		11 / 10		6 / 10		9 / 10	
PERSONNEL		GRIEVANCE/DISCIPLINARY		APPEALS			
2019-2020 Current	2020-2021 Proposed	2019-2020 Current	2020-2021 Proposed	2019-2020 Current	2020-2021 Proposed		
Jean Cash		Liz Boorman (Chair)		Morag Everden (Vice Chair)			
John Edson		Phil Boorman		Rahnuma Hayder			
Richard Honeyman (Chair)		Mark Brown (Vice Chair)		Jim Lord			
Olivia Honeyman		Sylvia Dunn		James Meek			
Richard Morland		Linda Wallraven		Rodney Reed (Chair)			
<i>(vacant) (Vice-Chair)</i>		Bill Webb		Geoff Rutland			
5 / 6		6 / 6		6 / 6			Drafted 15-May-2020



Agenda Item No:	9
Committee:	Council
Date:	21st May 2020
Title:	Outside Bodies Representation Update
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present an update on councillor representation on Outside Bodies and the 2020-2021 Municipal Year

Recommendations

You are recommended:

- 1. To note the update regarding the representation on Outside Bodies.**
 - 2. To note that a review of the representation on Outside Bodies is postponed until a review can be carried out of the Bodies, in particular with regard to the current circumstances and impacts of covid-19; this review to be carried out during the current Municipal Year and by the 2021-2022 Annual Meeting at the latest.**
 - 3. To note that the Council's Representation on Outside Bodies Policy will be reviewed in conjunction with the review of Outside Bodies.**
-

1. Information

- 1.1** Standing Order 5.j.vii states that at its Annual Meeting the Council will conduct a review of representation on or work with external bodies and arrangements for reporting back.
- 1.2** In light of the current circumstances, it would not make sense to reappoint representatives to Outside Bodies until the Council has made contact with each group and can be certain of the requirements for a representative and on from that, the role to be undertaken and the expectations of this representative.
- 1.3** It is therefore recommended that the appointments for Outside Body representatives remain as shown at Appendix A, save for where an individual councillor wishes to stand down or indeed volunteer to be appointed to one of the three vacancies.
- 1.4** Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current representative.
- 1.5** To assist with preparation and discussion on the night, any Councillors wishing to remove themselves from an appointment or to be appointed to represent an Outside Body may inform the Executive Support Officer in advance of the meeting, who will make a note of all changes. This will then be issued at the meeting for members to vote on appointments; where there are more members

requesting to act as representative than the current allocated number the Council will need to discuss this.

1.6 It is intended that officers will coordinate a review of the Outside Bodies, as alluded to at 1.2, and present a report back to Council either during the course of this Municipal Year or at the 2021-2022 Annual Meeting by the latest.

1.7 As part of the above review process, officers will review the Council's Representation on Outside Bodies Policy to ensure it is fit for purpose and relevant, with a view to presenting this to Council for adoption.

2. Financial Appraisal

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

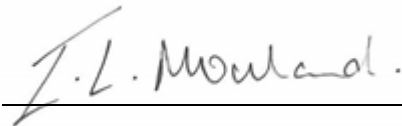
3. Contact Officer

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

Executive Support Officer



Assistant Town Clerk



Appendix A – Report 02-20 Outside Bodies Representation Update

Seaford Town Council Outside Body Representatives		2019-2020
Outside Body	Representative/s	No. of Reprs
Access in Seaford & Newhaven	Olivia Honeyman	1
Bishopstone United Charities	Linda Wallraven	2
	non-cllr Penny Lower	
Citizen's Advice Bureau	Nazish Adil	1
Community Rail Partnership	Richard Honeyman	1
Community Transport - Lewes Area (CTLA)	James Meek	1
Crouch Bowling Club	Jim Lord	1
Cuckmere Community Bus	John Edson	1
Cuckmere Estuary Group	Liz Boorman	1
East Sussex Association of Local Councils	Mark Brown	1
Environment Agency Meetings	John Edson	3
	Jean Cash	
	James Meek	
Impact Seaford	Sylvia Dunn	1
Lewes Community Safety Partnership - Joint Action Group	John Edson	2
	Liz Boorman	
Lewes District Assoc of Local Councils (LDALC)	Mark Brown	2
	John Edson	
Mercread Youth Centre	Liz Boorman	1
Newhaven Port Access Road Liaison Committee	John Edson	1
Plastic-Free Seaford Steering Group	Rodney Reed	2
	James Meek	
Seaford Allotment & Leisure Garden Society	Richard Morland	1
Seaford Befriending Group	Jean Cash	1
Seaford Chamber of Commerce	Phil Boorman	2
	Nazish Adil	
Seaford Community Flood Action Group	Jean Cash	2
	Olivia Honeyman	
Seaford Community Partnership	Richard Honeyman	1
Seaford Cricket Club	Jim Lord	1
Seaford Head Golf Club	Richard Morland	1
Seaford Head Nature Reserve M'tment Committee	Phil Boorman	2
	Jean Cash	
Seaford Head Swimming Pool	Richard Morland	1
Seaford Senior's Forum	<i>(vacant)</i>	1
Stakeholders Group on Health Issues	Nazish Adil	4
	Rahnuma Hayder	
	<i>(vacant)</i>	
	<i>(vacant)</i>	
Strengthening Local Relationships	Linda Wallraven	3
	Nazish Adil	
	Mahamed Ali Hayder	
Tree Wardens Group	Rodney Reed	1
Youth Task Group	Morag Everden	2
	Nazish Adil	



Agenda Item No: 12
Committee: Council
Date: 21st May 2020
Title: Annual Subscriptions
By: Georgia Raeburn, Executive Support Officer
Purpose of Report: To review the Council's annual subscriptions and approve the spend therein.

Recommendations

You are recommended:

1. To approve the Council's subscriptions and spend therein as detailed below.

1. Information

The Council and its officers hold subscriptions to the following external bodies, which it is recommended the Council approves continuing with:

	Subscription (<i>purpose</i>)	2020-21 Budgeted
1.1	Association of Accounting Technicians <i>(continuation of membership for Finance Manager to ensure access to relevant accounting materials and updates)</i>	£134
1.2	British and International Golf Greenkeepers Association <i>(key greenkeeping professional body, membership covers all Greenkeeping staff and the Council, valued source of information and updates)</i>	£457
1.3	Chartered Institute of Legal Executives <i>(Town Clerk's membership, necessary to retain Chartered Lawyer status)</i>	£386
1.4	Chartered Institute of Management <i>(Town Clerk's membership)</i>	£218
1.5	Chartered Institute of Personnel and Development <i>(Town Clerk membership)</i>	£107
1.6	Employer Link <i>(via the Local Government Association, this provides employment/HR support and access to useful guidance and updates)</i>	£470

1.8	Lewes District Council Association of Local Councils <i>(key association for networking with other local councils and receiving updates and information on local council news and issues)</i>	£52
1.9	Local Council Review publication <i>(quarterly publication with local council and government updates)</i>	£18
1.10	Seaford Chamber of Commerce <i>(provides vital networking opportunities with local traders and publicity)</i>	£50
1.11	Seaford Rotary Club (Business Partnership Scheme) <i>(provides vital networking opportunities with local traders and publicity)</i>	£75
1.12	Survey Monkey <i>(platform for Council to consult with and seek views of public easily, and effectively collate and analyse data)</i>	£330
1.13	Sussex Association of Local Councils (SALC) *see 1.16 below* <i>(key association for support and information for local councils, also includes National Association of Local Councils membership, ANLC)</i>	£3,193.38
1.14	NEW - Association of Chartered Certified Accountants (ACCA) <i>(Responsible Financial Officer's membership to ensure access to relevant accounting materials and updates)</i>	£0 (cost £258)
1.15	NEW – Society of Local Council Clerks (SLCC) <i>(membership for a member of staff to enable access to SLCC's support systems, guidance, ongoing updates and access to regular SLCC publications)</i>	£0 (cost £440 maximum, plus £20 joining fee)

1.16 At its meeting on 28th January 2020, the Council agreed to temporarily suspend its membership from SALC. Officers are recommending that the Council reconsiders its position and considers renewing its membership with SALC and as a result, also with NALC.

1.17 The recent crisis and consequences as a result of this have highlighted the need for the Council to have points of contact, as support for officers and councillors, and vitally, to provide advice, information and resources. One recent example is with potential funding options for town councils to cover lost income as a result of Covid-19, which SALC is able to provide its members councils with guidance on but is information that non-member councils may not be aware of. Officers would strongly recommend that membership with SALC and NALC be reinstated.

1.17 The figure at 1.14 is a new subscription that was not included in the budget for the 2020-2021 Financial Year. This is to cover the RFO's membership to ACCA, providing access to relevant materials and updates that are vital in this role.

1.18 The figure at 1.15 is also an unbudgeted subscription. This would provide membership for a specific employee to SLCC but allows access to a wealth of information, legal updates, publications, advice lines, networking channels and other support systems. The recent crisis has shown the importance of having access to information and networking channels such as this.

2. Financial Appraisal

The figures at 1.1-1.13 above are the cost for 2019-2020 plus 3% and therefore may be subject to slight change for actual amount due for the 2020-2021 subscription.

There is an estimated total of £6,208 to spend as an implication of this report, against the budgeted figure for subscriptions of £5,490.

The additional £718 covers the cost of memberships to ACCA and SLCC, both of which provide access to vital information to enable officers to advise the Council effectively.

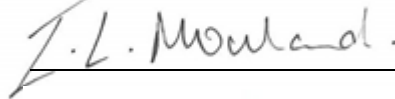
3. Contact Officer

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

Executive Support Officer



Assistant Town Clerk



Responsible Financial Officer