



**Seaford Town Council**

**MINUTES** of the **Annual Meeting** of the **Full Council** held via Zoom on **Thursday 21<sup>st</sup> May 2020** at **7.00pm**.

**Present:**

Councillor R Reed (2020-2021 Mayor), Councillor J Cash (2020-2021 Deputy Mayor), Councillor N Adil (2019-2020 Mayor) and Councillor J Lord (2019-2020 Deputy Mayor).  
Councillors D Argent, L Boorman, P Boorman, M Brown, S Dunn, J Edson, M Everden, M Hayder, R Hayder, R Honeyman, O Honeyman, J Meek, R Morland, G Rutland, L Wallraven and B Webb.  
James Jenkins (2019-2020 Young Mayor)  
Isabelle Mouland, Assistant Town Clerk  
Georgia Raeburn, Executive Support Officer  
Karen Singleton, Responsible Financial Officer  
Lucy Clark, Finance Manager  
Tony Jackson, Project and Facilities Manager  
3 members of the public

**C1/05/20 Election of Mayor for the Municipal Year 2020-2021**

It was **RESOLVED** that Councillor Reed be **APPOINTED** as Mayor of Seaford for the forthcoming 2020-2021 Municipal Year.

**C2/05/20 Declaration of Acceptance of Office – Mayor**

**C2.1** The Mayor, Councillor Reed, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

**C2.2** Mayor Councillor Reed moved:

*“Further to her time in office as the Mayor of Seaford, Seaford Town Council wishes to remember and record its gratitude to Councillor Nazish Adil for her commitment whilst Mayor of Seaford for the 2019 to 2020 Municipal Year.*

*Councillor Adil embraced the role of Mayor of Seaford with such enthusiasm; attending as many events and functions as she could, helping maintain and raise the profile of Seaford Town Council in its local and neighbouring communities.*

*Councillor Adil hosted many civic events including two well attended and thoroughly enjoyed Mayor’s Summer Receptions. The Mayor’s Carol Service however was a wonderfully memorable evening, with the main focus being on the youth of Seaford by encouraging and inspiring Seaford’s Young Mayors, school children and youth choirs to entertain and be involved in the local community. A huge thank you to the Mayor’s Chaplain, Reverend Arwen Folkes for her invaluable support in organising and delivering this event and all other support given throughout the year.*

*The Council also extends its gratitude to the Mayor’s Consorts. This was a role shared by many of the Mayor’s friends, colleagues and people in the community of which the Mayor wanted to give recognition. They all provided support to the Mayor throughout her Mayoral duties over the past year and helped her raise funds for her chosen charities; Down Syndrome Development Trust & The Youth Counselling Project.*

*In addition to the civic aspect of the role, Councillor Adil has carried out her other duties as Chair of the Council with unswerving devotion and has always acted with the Council’s and town of Seaford’s best interests at heart.*

*On this day, 21st May 2020, Seaford Town Council thank and honour Councillor Nazish Adil for her service and achievements as the Mayor of Seaford."*

### **C3/05/20 Election of Deputy Mayor for the Municipal Year 2020-2021**

It was **RESOLVED** that Councillor Cash be **APPOINTED** as Deputy Mayor of Seaford for the forthcoming 2020-2021 Municipal Year.

### **C4/05/20 Apologies for Absence**

There were no apologies received.

### **C5/05/20 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.

### **C6/05/20 Public Participation**

*Resident A*                      *Commended councillors for voting to hold this Annual Meeting. Expressed her sympathy for newly elected councillors who have not had the easiest year and officers too. Urged councillors to consider their duty of care and use the wealth of knowledge and experience the Council has at its disposal.*

Mayor Reed                      Thanked the resident for her statement and expressed his intention to work in pairing with the new Deputy Mayor, Councillor Cash, collaboratively for the Town Council and the town.

### **C7/05/20 Young Mayor 2020-2021**

The Assistant Town Clerk provided an update on the office of Young Mayor for the 2020-2021 Municipal Year. With the schools closing in March, it was not possible to hold elections for the Deputy Young Mayor. Chanel Pritchard is therefore taking on the role of 2020-2021 Young Mayor and the former 2019-2020 Young Mayor, James Jenkins, will be acting as Deputy Young Mayor to provide support until elections can be held.

The Young Mayor, Chanel, will have a video included as part of the virtual Town Forum Presentations event that is being organised, in which she sets out her plans for this coming year and fundraising for her chosen charity, Air Ambulance Kent Surrey Sussex.

Former Young Mayor and interim Deputy, James Jenkins, provided an update on his activities since his January, including attendance at events such as the Rotary's Young Writers and Young Musicians evenings and his fundraising activities, which has brought his grand total raised to £1,890 towards his aim of helping Seaford become more eco-friendly and in particular, funding the installation of more water refill stations to reduce the amount of single use plastic. James was proud to announce that he has been elected as a member of the UK Youth Parliament, representing the Eastbourne and Coastal.

James thanked all those that have supported him during his year in office.

### **C8/05/20 Committee Membership**

The Council considered report 01/20 regarding Committee membership for the 2020-2021 Municipal Year.

**C8.1** It was **RESOLVED** to **APPROVE** the existing committee structure and to **NOTE** that those committees with ongoing business would need to temporarily remain in tact specifically to resolve those items of business; namely the Appeals Committee and Grievance/Disciplinary Sub-Committee.

**C8.2** It was **RESOLVED** to **INCREASE** the membership of the Finance & General Purposes Committee to **11** and **APPOINT** members as set out below for the forthcoming Municipal Year:



Councillors N Adil, D Argent, L Boorman, M Brown, J Cash, O Honeyman, R Honeyman, J Meek, R Morland, R Reed and L Wallraven.

- C8.3** It was **RESOLVED** to **APPOINT** members of the Community Services Committee as set out below for the forthcoming Municipal Year:

Councillors N Adil, P Boorman, J Cash, S Dunn, J Edson, M Everden, M Hayder, R Hayder, J Meek, L Wallraven and B Webb.

- C8.4** It was **RESOLVED** to **APPOINT** members of the Planning and Highways Committee as set out below for the forthcoming Municipal Year:

Councillors D Argent, L Boorman, J Edson, M Everden, R Honeyman, J Lord, J Meek and L Wallraven.

- C8.5** It was **RESOLVED** to **APPOINT** members of the Golf & The View Committee as set out below for the forthcoming Municipal Year:

Councillors N Adil, D Argent, M Brown, J Cash, J Edson, M Everden, M Hayder, R Hayder, R Morland and B Webb.

- C8.6** It was **RESOLVED** to **INCREASE** the membership of the Personnel Committee to 7 and **APPOINT** members as set out below for the forthcoming Municipal Year:

Councillors D Argent, J Cash, J Edson, O Honeyman, R Honeyman, R Morland and R Reed.

- C8.7** It was **RESOLVED** to **APPOINT** members of the Grievance/Disciplinary Sub Committee as set out below for the forthcoming Municipal Year:

Councillors L Boorman, P Boorman, M Brown, S Dunn, B Webb and L Wallraven.

*(7.55pm-8.06pm - break to allow for a clap for NHS and key workers)*

- C8.8** The Council considered the positions of Chair and Vice-Chair for each of the Committees:

**i. Finance & General Purposes:**

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chair.

It was **RESOLVED** to **APPOINT** Councillor R Morland as Vice-Chair.

**ii. Community Services:**

It was **RESOLVED** to **APPOINT** Councillor S Dunn as Chair.

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Vice-Chair.

**iii. Planning & Highways:**

It was **RESOLVED** to **APPOINT** Councillor L Wallraven as Chair.

It was **RESOLVED** to **APPOINT** Councillor R Honeyman as Vice-Chair.

**iv. Golf & The View:**

It was **RESOLVED** to **APPOINT** Councillor M Brown as Chair.

It was **RESOLVED** to **APPOINT** Councillor B Webb as Vice-Chair.

**v. Personnel Committee:**

It was **RESOLVED** to **APPOINT** Councillor J Edson as Chair.

*(8.37pm - Cllrs M & R Hayder left the meeting as stated verbally at start of meeting)*

*(8.41pm - It was **AGREED** to defer the remainder of this agenda item and continue through the other agenda items. Two members of the public left the meeting.)*

### C9/05/20 Representation on Outside Bodies

The Council considered report 03/20 presenting an update on councillors' representation on Outside Bodies and the 2020-2021 Municipal Year.

- C9.1** It was **RESOLVED** to **NOTE** the update regarding the representation on Outside Bodies.
- C9.2** It was **RESOLVED** 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.
- C9.3** It was **RESOLVED** to **NOTE** that the Council's Representation of Outside Bodies Policy will be reviewed in conjunction with the review of Outside Bodies.

### C10/05/20 Fixed Asset Register

The Council considered report 03/20 presenting the Council's Fixed Asset Register.

It was **RESOLVED** to **NOTE** the revised Fixed Asset Register as attached at Appendix A.

*(8.53pm-8.57pm – break to allow technical issues to be resolved)*

*(9.04pm – It was **PROPOSED** to **AGREE** that the meeting carry on; this **MOTION** was **CARRIED**.)*

### C8/05/20 Committee Membership *(continued from above)*

#### v. Personnel Committee:

It was **RESOLVED** to **APPOINT** Councillor D Argent as Vice-Chair.

#### vi. Grievance/Disciplinary Sub-Committee:

It was **RESOLVED** to **APPOINT** Councillor L Boorman as Chair.

It was **RESOLVED** to **APPOINT** Councillor M Brown as Vice-Chair.

#### vii. Appeals Committee:

It was **RESOLVED** to **APPOINT** Councillor G Rutland as Chair.

It was **RESOLVED** to **APPOINT** Councillor M Everden as Vice-Chair.

- C8.9** It was **RESOLVED** to **APPOINT** members of the Appeals Committee as set out below for the forthcoming Municipal Year:

Councillors N Adil, M Everden, R Hayder, J Lord, J Meek and G Rutland

- C8.10** It was **RESOLVED** to **APPROVE** the Committee Structure remaining unchanged.

### C11/05/20 Insurance Arrangements

The Council considered report 04/20 presenting an update on the Council's Insurance Arrangements.

It was **RESOLVED** to **NOTE** the information regarding the Council's Insurance arrangements.

### C12/05/20 Annual Subscriptions

The Council considered report 06/19 and discussed the Council's subscription arrangements, including the importance of renewing the Council's membership with the Sussex Association of Local Councils.

It was **RESOLVED** to **APPROVE** the Council's subscriptions as detailed below:

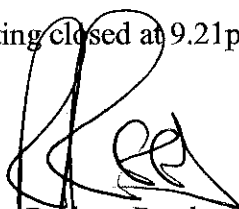
	<b>Subscription <i>(purpose)</i></b>	<b>Annual Cost</b>
<b>C12.1</b>	Association of Accounting Technicians	£134
<b>C12.2</b>	British and International Golf Greenkeepers Association	£457
<b>C12.3</b>	Chartered Institute of Legal Executives	£386



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<b>C12.4</b>	Chartered Institute of Management	£218
<b>C12.5</b>	Chartered Institute of Personnel and Development	£107
<b>C12.6</b>	Employer Link	£470
<b>C12.7</b>	Lewes District Council Association of Local Councils	£52
<b>C12.8</b>	Local Council Review publication	£18
<b>C12.9</b>	Seaford Chamber of Commerce	£50
<b>C12.10</b>	Seaford Rotary Club (Business Partnership Scheme)	£75
<b>C12.11</b>	Survey Monkey	£330
<b>C12.12</b>	Sussex Association of Local Councils (SALC)	£3,193.38
<b>C12.13</b>	Association of Chartered Certified Accountants (ACCA)	£258
<b>C12.14</b>	Society of Local Council Clerks (SLCC)	£460

The meeting closed at 9.21 pm.



Councillor Rodney Reed  
Mayor of Seaford