



Seaford Town Council

MINUTES of a **Meeting** of the **Full Council** held in the Council Chambers, 37 Church Street, Seaford on **Tuesday 28th 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.

N.A.
[Signature]

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