



## Seaford Town Council

MINUTES of a Meeting of the Full Council held via Zoom on Thursday 18<sup>th</sup> June 2020 at 7.00pm.

### Present:

Councillors R Reed (Mayor) and J Cash (Deputy Mayor).  
Councillors N Adil, L Boorman, M Brown, S Dunn, J Edson, M Everden, M Hayder, R Hayder, O Honeyman, R Honeyman, J Meek, R Morland, G Rutland, L Wallraven and B Webb.  
Isabelle Moulard, Assistant Town Clerk  
Georgia Raeburn, Executive Support Officer  
Karen Singleton, Responsible Financial Officer  
Lucy Clark, Finance Manager  
Tony Jackson, Project and Facilities Manager  
There were no members of the public

### C13/06/20 Apologies for Absence

Apologies for absence were received from Councillor P Boorman.

### C14/06/20 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.

### C15/06/20 Public Participation

There was no public participation.

### C16/06/20 Minutes

It was **RESOLVED** to **ADOPT** the following minutes:

<b>C16.1</b>	Appeals	27 <sup>th</sup> May 2020 - Virtual
<b>C16.2</b>	Community Services	6 <sup>th</sup> February 2020
<b>C16.3</b>	Full Council	23 <sup>rd</sup> January 2020
<b>C16.4</b>	Full Council	28 <sup>th</sup> January 2020
<b>C16.5</b>	Full Council	20 <sup>th</sup> February 2020
<b>C16.6</b>	Full Council	31 <sup>st</sup> March 2020 - Remote Decisions
<b>C16.7</b>	Full Council	15 <sup>th</sup> May 2020 - Virtual
<b>C16.8</b>	Full Council	21 <sup>st</sup> May 2020 – Virtual Annual Meeting
<b>C16.9</b>	Disciplinary	14 <sup>th</sup> April 2020 - Virtual
<b>C16.10</b>	Finance & General Purposes	15 <sup>th</sup> April 2020 – Virtual *
	* With the amendment as set out below: <b>F25/04/19 Disclosure of Interests</b> <i>Councillor J Cash declared a non-pecuniary interest in agenda item 4, as a <u>manager member</u> of the Seaford Volunteer Emergency Team <u>management/admin team</u> and <u>helpline volunteer</u>.</i>	
<b>C16.11</b>	Golf & The View	3 <sup>rd</sup> March 2020

<b>C16.12</b>	Planning & Highways	9 <sup>th</sup> January 2020
<b>C16.13</b>	Planning & Highways	30 <sup>th</sup> January 2020
<b>C16.14</b>	Planning & Highways	20 <sup>th</sup> February 2020
<b>C16.15</b>	Planning & Highways	12 <sup>th</sup> March 2020

### **C17/06/20 Neighbourhood Plan – Inclusion of Plan Summary and Policies List**

Members considered report 17/20 presenting two documents, a summary and a list of policies within the Neighbourhood Plan, for inclusion in the full Neighbourhood Plan.

It was **RESOLVED** to **AGREE** the summary of the Seaford Neighbourhood Plan and the list of policies as presented at Appendix A for inclusion as an appendix within the full Neighbourhood Plan.

### **C18/06/20 Covid-19 Interim Update**

Members considered report 12/20 presenting an update on the decisions and actions taken since the start of the Covid-19 crisis and associated measures put in place for ratification by Council. Members commended the marvellous job carried out by all its officers throughout this period.

The Council wished to recognise its thanks to the Seaford Volunteer Emergency Team (SVET) for all it has done and continues to do to support the vulnerable residents within the town.

It was **RESOLVED** to **NOTE** and **RATIFY** the decisions made and actions taken by officers since the start of the Covid-19 crisis.

### **C19/06/20 Standing Orders Review**

Members considered report 07/20 presenting the review of the Council's Standing Orders for adoption.

**C19.1** It was **RESOLVED** to **ADOPT** the revised Standing Orders as presented at Appendix A, with the page numbers in the contents adjusted as required by officers prior to publishing.

**C19.2** It was **RESOLVED** to **AGREE** that in the absence of the Responsible Financial Officer (RFO) for a significant period of time, the Proper Officer shall assume the legal responsibilities of RFO and the Finance Manager shall assist in covering other aspects of the RFO's workload, where required.

### **C20/06/20 Internal Audit Report Year Ended 31<sup>st</sup> March 2020**

Members considered report 13/20 presenting the final internal audit report from Mulberry & Co. Ltd for 2019/2020.

**C20.1** It was **RESOLVED** to **NOTE** the Internal Auditor's report.

**C20.2** It was **RESOLVED** to **APPROVE** the appointment of Mulberry & Co. Ltd as the Internal Auditor for 2020/2021.

### **C21/06/20 Annual Review of Corporate Risk Register 2020**

Members considered report 08/20 presenting the review of the Council's Corporate Risk Register and actions plans for approval.

**C21.1** It was **RESOLVED** to **APPROVE** the Corporate Risk Register action plans as set out in Appendix A, having reviewed and commented upon these.

**C21.2** It was **RESOLVED** to **ADOPT** the revised General & Financial Risk Assessment as presented in Appendix B.



### **C22/06/20 Annual Review of Internal Controls**

Members considered report 09/20 presenting the review of the Council's Internal Controls.

**C22.1** It was **RESOLVED** to **APPROVE** the Internal Controls as set out in Appendix A, having reviewed and commented upon these.

**C22.2** It was **RESOLVED** to **NOTE** that Statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with as set out in Appendix B.

### **C23/06/20 Annual Governance Statement 2019/2020**

Members considered report 14/20 giving a brief explanation of the Annual Governance and Accountability Return (AGAR), seeking consideration of the findings of the review of the effectiveness of the system of internal control and to approve the Annual Governance Statement 2019/2020.

**C23.1** It was **RESOLVED** to **NOTE** that the Council has considered the findings of the effectiveness of the system of internal control as at Appendix A of this report.

**C23.2** It was **RESOLVED** to **APPROVE** the Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2020, as at Appendix B of the report, and authorise the Chair and Assistant Town Clerk to sign on behalf of the Council, as required.

### **C24/06/20 Annual Governance and Accountability Return - Accounting Statements (Section 2) and Final Accounts 2019/2020**

Members considered report 15/20 presenting Final Accounts and Annual Governance and Accountability Return (Section 2) for the year ended 31 March 2020 for approval and adoption.

**C24.1** It was **RESOLVED** to **APPROVE** the Section 2 – Accounting Statements 2019/2020, having considered these.

**C24.2** It was **RESOLVED** to **AUTHORISE** the Mayor, as Chairman of the Council, to sign Section 2 of the 2019/2020 Annual Governance and Accountability Return on behalf of the Council.

### **C25/06/20 Annual Investment Strategy 2020/2021**

Members considered report 11/20 presenting the Annual Investment Strategy for approval.

**C25.1** It was **RESOLVED** to **APPROVE** the Annual Investment Strategy 2020/2021 as set out in Appendix A.

**C25.2** It was **RESOLVED** to **NOTE** the contents of the report.

*(7.56pm & 7.59pm - Councillors Webb & Adil briefly lost connection to the meeting but were able to re-join)*

### **C26/06/20 Pensions Discretions Policies**

Members considered report 16/20 presenting the review of the Town Council's Pensions Discretions Policies as requested by East Sussex County Council.

It was **RESOLVED** to **ADOPT** the Town Council's Pensions Discretions Policies, having reviewed and commented upon these.

### **C27/06/20 Exclusion of the Press & 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 surrounding dispute resolution.

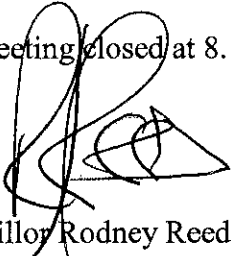


**C28/06/20 Hurdis House Litigation Resolution EXEMPT**

Members considered exempt report 10/20 updating the Council on the resolution of the ongoing litigation with a former tenant.

It was **RESOLVED** to **NOTE** the contents of the report; namely the resolution of the litigation with a former tenant of Hurdis House and the terms of the settlement deed.

The meeting closed at 8.12pm.



Councillor Rodney Reed  
Mayor of Seaford

