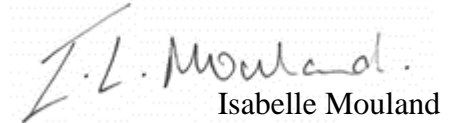




Seaford Town Council

To the Members of the Full Council

A Meeting of the **Full Council** will be held electronically via Zoom* on **Thursday 12th November 2020** at 7.00pm, which you are summoned to attend.


Isabelle Moulard
Assistant Town Clerk
5th November 2020

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

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

AGENDA

(Please note that prior to the meeting beginning there will be a short reflection by the Mayor's Chaplain, Andy Machin, Minister of Seaford Baptist Church. This will commence at 6.55pm ahead of the meeting opening at 7pm but is not a part of the Council meeting itself. If you do not wish to be present for the reflection, please either join the meeting and mute/step away from your device during the reflection or inform the Host Officer who will be able to place you in the virtual waiting room and have you re-enter for the meeting starting.)

1. Apologies for Absence

To consider apologies for absence.

2. 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.

3. 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.

4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	15 th October 2020 – virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/15.10.20-Council-Meeting-Minutes-DRAFT.pdf
4.2	Golf & The View	3 rd November 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/10/03.11.20-Golf-The-View-Meeting-Minutes-DRAFT.pdf

4.3	Personnel	14 th October 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/10/14.10.20-Personnel-Meeting-Minutes-DRAFT.pdf
N.B. There is one recommendation to Full Council within the draft minutes, as set out below:			
	PE13	It was RESOLVED to RECOMMEND that Full Council approves increasing the Executive Support Officer's contractual hours of work to 30 hours per week temporarily, from 1 st November 2020 to 31 st March 2021.	
		28 th October 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/10/28.10.20-Personnel-Meeting-Minutes-DRAFT.pdf
4.4	Planning & Highways	8 th October 2020 – virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/08.10.2020-Planning-Highways-Minutes-DRAFT.docx
		29 th October 2020 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/29.10.20-Planning-Highways-Minutes-DRAFT.pdf

5. [Seaford Rugby Football Club Lease](#)

To consider report 87/20 presenting a report regarding granting a new 50-year lease to Seaford Rugby Football Club (pages 4 to 7).

6. [COVID-19 Update Report – November 2020](#)

To consider report 95/20 presenting Full Council with the Town Council's updated position in response to the Government's most recent lockdown requirements (pages 8 to 10).

7. [Review of Publication of Agendas & Minutes](#)

To consider report 88/20 presenting a report to review the Town Council's policies surrounding the publication of agendas and minutes (pages 11 to 18).

8. [Exclusion of the Press & Public](#)

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following items on the agenda concern confidential details about contracts, Town Council assets and employment details.

9. [Assets Working Group Report EXEMPT](#)

To consider exempt report 89/20 presenting the Asset Working Group's recommendations to Full Council on assets that warrant further feasibility studies that could enable the Town Council to either raise capital receipts through selling these assets, or make revenue savings by reducing maintenance costs, and/or create funding opportunities such as sponsorship options (exempt pages).

10. [Hurdis House EXEMPT](#)

To consider exempt report 85/20 presenting a report to bring Full Council up to date with the lease at Hurdis House and for Full Council to consider the request for change of use (exempt pages).

11. [Extended Furlough Scheme EXEMPT](#)

To consider exempt report 90/20 presenting Full Council with the details of the extension to the Furlough Scheme (exempt pages).

12. Town Clerk Recruitment – Appointment of Chosen Candidates EXEMPT

To consider exempt report 91/20 seeking Full Council's approval of the candidate selected for the role of Town Clerk by the Personnel Committee and the terms and conditions of the appointment (exempt pages).

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 Meetings

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://zoom.us/j/99740690967?pwd=Y3lXRkp3NjNjeEVjMU9wWXRabDJIQT09>

Meeting ID: 997 4069 0967

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: 03300 885 830 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions are available to download from

<https://www.seafordtowncouncil.gov.uk/council-meetings/>



Seaford Town Council

Report 87/20

Agenda Item No:	5
Committee:	Full Council
Date:	12th November 2020
Title:	Rugby Club Lease Extension Proposal
By:	Tony Jackson, Projects & Facilities Manager
Purpose of Report:	To consider a granting a new 50 year lease to Seaford Rugby Club

Recommendations

Full Council is recommended:

- 1. To consider approving a 50 year lease with Seaford Rugby Club.**
 - 2. To consider approving an agreement within the lease to allow Seaford Lifeguards to continue to have use of the first floor of the Seaford Rugby Club clubhouse.**
 - 3. To delegate to the Projects & Facilities Manager, in consultation with the Proper Officer, the power to agree terms of the lease with all councillors electronically before finalising, where consensus is achieved. If consensus cannot be achieved, this will be brought back to Full Council.**
-

1. Information

- 1.1** Seaford Rugby Club is a successful, progressive and all-inclusive Club. As well as having men's league teams, they have junior's, women's, and senior's teams. They also cater for Walking Rugby for which they have a team of players of all genders and ages. The Club encourages new members with regular open days.
- 1.2** Please see [Appendix A](#) for further details of Seaford Rugby Club.
- 1.3** Seaford Rugby Club allow Seaford Lifeguards to use the first floor of the Clubhouse, at nil cost (except fees for electricity usage), as a control room. This agreement has never been formalised.
- 1.4** In 2016 Seaford Rugby Club gained funds with which it hoped to top up with grants to pursue a significant refurbishment and extension to the Clubhouse and landscaping to the grounds immediately surrounding the building.
- 1.5** To pursue this further Seaford Rugby Club enquired whether it could extend the lease period to at least 30 years to ensure the investment was ratified.
- 1.6** A report was brought to Full Council on 10th November 2016 seeking approval to extend the lease, which Full Council approved for 30 years.
- 1.7** The lease is primarily for the Clubhouse, but also notes the Club having preferential use of the two playing fields opposite the Clubhouse during the rugby season.

- 1.8** The main reason for Seaford Rugby Club wanting to extend the lease was it would give the Club far more chance of securing substantial funding from both the Rugby Football Union (RFU) and Sports England. Unfortunately, some of the funding opportunities available to Seaford Rugby Club have expired as the lease was not agreed by the Town Council in time.
- 1.9** Officers have now prioritised this lease, recognising its importance to Seaford Rugby Club and sports provision within the town. When reviewing the draft lease, it was noticed that the lease term stated 45 years when Full Council had only agreed 30 years; this new term therefore needs to be agreed by Full Council (**Recommendation 1**).
- 1.10** It was also noted that there was no mention of formalising the agreement between Seaford Rugby Club and Seaford Lifeguards regarding use of the Clubhouse first floor (which has been in place since circa 1970, so pre-dating the Town Council's ownership of the building), which seems a missed opportunity. The amendment to the lease would be minor, as the arrangements will be between Seaford Rugby Club and Seaford Lifeguards, so the lease just needs to reflect that this sub-let is allowed (**Recommendation 2**).
- 1.11** So as not to delay this process any further, it is recommended that it be delegated to the Projects & Facilities Manager, in consultation with the Proper Officer, the power to agree the terms of the lease with all councillors electronically before finalising, where consensus is achieved. If consensus cannot be achieved on the terms of the lease, then this will be brought back to Full Council (**Recommendation 3**).

2. Financial Appraisal

There will be a small legal cost to finalising the lease, anticipated to be no more than £500.

Annual rent for the Clubhouse will be £1,000 per annum, an increase of £500 on the current annual rent (£500). This does not include the hire of the two sport pitches which is paid separately based on usage.

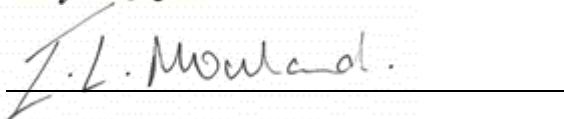
3. Contact Officer

The Contact Officer for this report is Tony Jackson, Projects & Facilities Manager.

Projects & Facilities Manager



Assistant Town Clerk



Report 87/20 Appendix A BRIEF HISTORY OF SEAFORD RUGBY CLUB

Seaford Rugby Club was first formed in 1938 and is an affiliated club with the England Rugby Football Union (RFU) . It played one season before the onset of the Second World War which caused the club to close. Originally Seaford played in blue and white shirts and the pitch was at Kingsmead School.

It was in 1951 that the club re-formed, and the club colours were changed to scarlet with home games played at Newlands School with the players changing at The Seven Sisters public house. Not in the bar, not even inside but in the garages with cold water for the 'showers' being supplied via a hosepipe from the garden tap. Few complained as facilities were fairly primitive all over Sussex in those days, but that was considered a luxury then as even Crowborough & East Grinstead rugby clubs just made do with a tin bath outside the clubhouse for washing purposes!

For several years the team used various locations in Seaford but in or around 1956 it came to settle in The Bay Hotel. The home pitch was at Steyne Road, part of the Seaford College grounds, and its playing surface had an excellent reputation. There was only one team and there was often a struggle to get a full side out as the club relied on the availability of service personnel . By 1965 the club was able to field a Second XV but the plans to build what is now Seaford Head Lower School on the Steyne Road site meant that the hunt was on for a new home. There were plans, which got to quite an advanced stage, for the club to be sited in Bishopstone, close to the cutting, but the existence of a covenant forbidding the sale of alcohol scotched that idea. By the early seventies the club had settled at its present home in the Salts Recreation Ground and the new clubhouse was opened.

The club currently plays at RFU level 7 in the Sussex 1 league just one below the London leagues and regularly puts out a 1st and 2nd team on Saturday afternoons during the season with training on a Tuesday and Thursday evening.

It also has a VET's team for retired players over 45 years old and has a number of annual fixtures just to get some old bones moving again and is very much a social side and thoroughly enjoyed by all.

Originally the club was just for senior males but in the 1990's a decision was taken to start a mini's & junior section which has grown to its present size now running training and games on a Sunday morning for all age groups from under 6's to under 16's and a colt section with a membership over 150.

In keeping with a rise in women's sport, Seaford launched their first ladies' team in 2010 and now has a full senior squad & aspiring junior section training on a Wednesday evening and now playing in the Women's NC 2 South league.

Finally, a new team was launched in 2019 to cater for the up and coming sport of Walking Rugby. Originally invented as a fitness activity for ex rugby players over 60 but now gaining nationwide popularity as a mixed sport with a broader age group and Seaford now has a ladies & gents squad of over 25 members who meet for training on a Sunday morning and have started to play against some local teams who have also set up squads in recent years.

CLUB HOUSE FACILITIES

Although perfectly fit for purposes in the 1970's when the club house was originally built, it sadly lacks of lot amenities a modern club house requires and ever since the Rugby Club signed a new lease for the premises in 1997, it has steadily been making improvements to the changing

rooms and toilets as well as the main club house social area and tried to keep up to date with an ever changing needs from its members, including mixed changing facilities and increased use from mini's & juniors.

In 2012, the Club along with the RFU embarked upon an exercise to secure funds under the RFU 2015 World Cup Legacy Facilities Scheme and in association with Sport England drew up plans for a radical make over of the club house with new changing rooms, toilets, social area, physio rooms and changing facilities for the refs. Whilst the plans were produced, the costs of such a project were beyond the Clubs means at the time and they were shelved.

In 2016, the Club was incredibly fortunate to receive a substantial legacy from one of the Club's stalwarts from the 1950's, who chose the Club as the sole beneficiary of his estate.

This reignited the impetus to review the Clubs facilities and discussions began again with the RFU over funding and what grants may be available for substantial clubhouse facility improvements.

Now the Club was able to contribute substantially to any jointly funded project with the RFU, discussions also opened up with Sport England again and advice was sought from both parties over how the Club best went ahead with its plans.

The first hurdle to overcome was the lease itself on the Club house premises, which in 2016 only had 16 years remaining on a supplemental lease dated February 2014.

The RFU have some clear guidelines over capital financing projects and depending on the size of any potential grants or loans required, insist upon a minimum security of tenure relating to club house premises and playing pitches.

This was echoed by advice given by Sport England who also had their minimum tenure requirements for matched funding grants.

Given the project costings, based on the 2012 reports, would be in the region of £750,000 then both the RFU and Sport England insisted that for Seaford RFC to stand any chance of matched funding applications being granted, the Club would have to have a minimum of 30 years security on a lease with a minimum 15 year grant clawback period. In addition, given the structure of the current lease our legal advisors recommend applying for a 'long lease' which normally exceeds 50 years.

It is for this reason that we originally asked for a 'long lease' but settled, after negotiation, on a 45 year lease as that gave us the minimum security to apply for funding.

Sadly, the funding opportunities we were exploring with the RFU in 2017 and 2018 have all expired and we were forced to pull out of the 2019 rounds as our lease had still not been agreed.

Once we have our lease in place, then we will start looking again at what funding opportunities are available but fear that, in today's climate, these may well be a lot more difficult to come by and that our chance may well have passed for the time being at least.

I hope that gives you some more information but please do let me know if there is anything more you need from me and we will get this straight back to you.

Paul Warren
Seaford Rugby Club



Seaford Town Council

Report 95/20

Agenda Item No:	6
Committee:	Full Council
Date:	12th November 2020
Title:	COVID-19 Update Report – November 2020
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To present Full Council with the Town Council's updated position in response to the Government's most recent lockdown requirements.

Recommendations

Full Council is recommended:

- 1. To note the contents of the report.**
-

1. Information

Attached at [Appendix A](#) is an updated Seaford Town Council Position Statement that has been amended as a result of the Government announcements regarding the second national lockdown, up to and including 5th November 2020.

Full Council is asked to note the contents of this report.

2. Financial Appraisal

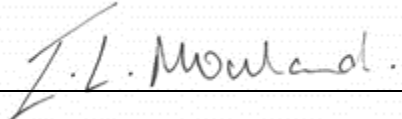
There are no direct financial implications as a result of this report.

The Responsible Financial Officer will be present at the meeting to answer any questions regarding the financial impact of the closures of The View and Seaford Head Golf Course.

3. Contact Officer

The Contact Officer for this report is Isabelle Mouland, Assistant Town Clerk.

Assistant Town Clerk





Seaford Town Council

UPDATED

Date 5th November 2020

Contact: Isabelle Moulard
Assistant Town Clerk

admin@seafordtowncouncil.gov.uk

01323 894870

Seaford Town Council's Coronavirus (COVID-19) Position Statement

The Town Council has been regularly monitoring the situation in regard to Coronavirus (COVID-19) both locally and nationally. Following the most recent announcement by Government enforcing the second national lockdown for a period of four weeks from 5th November to 1st December (inclusive), the following measures have now been put in place:

The View at Seaford Head

In line with the Government's announcement on 31st October 2020, from Thursday 5th November 2020 The View will be closed, re-opening on Wednesday 2nd December 2020 (subject to lifting of lockdown as planned).

The View is still taking bookings for its lunch and evening Christmas meals throughout December, so please do leave a message at 01323 890139 (option 3) or by email to hello@the-view.co.uk. A member of staff will respond to your enquiry as soon as possible. Any bookings are subject to restrictions that may be in place and therefore your booking will have to be confirmed in early-December.

The View wishes to thank all its loyal customers for their support in these difficult times and looks forward to welcoming customers back through its doors in December.

Seaford Head Golf Course

In line with the Government's announcement on 31st October 2020, from Thursday 5th November 2020 Seaford Head Golf Course will be closed, re-opening on Wednesday 2nd December 2020 (subject to lifting of lockdown as planned).

During the period of closure earlier this year, the course saw an influx of visitors using the area like a recreational ground, which caused significant damage to the course and considerable extra work and expense to repair this.

The Town Council urges members of the public to respect the importance of this area and look to make use of the many other open spaces within Seaford. The Salts, seafront or Martello Fields for recreation or dog walking, and Seaford Head Nature Reserve or the Vanguard Way for walking, are just some examples.

The greenkeeping team will still be on site at the course carrying out necessary maintenance works and where individuals are on areas of the course other than the public footpaths, may kindly request that they stick to the footpaths.

Please contact the Golf Professional, Fraser Morley, with any questions regarding membership or course rules upon reopening, by email at seafordheadproshop@hotmail.co.uk

Town Council Facilities and Concessions

Unlike previous lockdowns, the restrictions imposed have not reached all public facilities. The Town Council is therefore pleased to confirm that, subject to any changes in Government

guidance, play areas, recreation grounds, public toilets, car parks and take away concessions all remain open as usual.

There are however restrictions on outdoor gyms, skateparks and sports facilities. Unfortunately, this means that the outdoor gym, skatepark, tennis courts and basketball court at The Salts are closed until further notice.

Town Council Events and Events on Town Council Land

After careful consideration, the Town Council has made the very sad decision to cancel this year's Seaford Christmas Magic event. This was not a decision easily made but the Town Council must put the safety of its residents, visitors and event volunteers/organisers first.

The Town Council will be working with local organisations and groups to help promote 'Shop Local' in December (subject to the lifting of lockdown as planned), including the offering of free car parking in town centre car parks on certain dates (to be announced nearer the time).

Town Council Meetings

The Town Council will continue to hold all Council and Committee meetings virtually rather than in person. The details of any meetings on its website and also issued by email to registered recipients (sign up for these by emailing admin@seafordtowncouncil.gov.uk).

Town Council Projects

The Town Council had to take the difficult decision to cease non-urgent projects immediately until further notice. Officers continue to work hard to devise a project plan for when the Town Council is able to consider future project delivery.

Town Council Offices

The Town Council Offices were closed to members of the public from 20th March 2020 until Government guidance changed. Heeding the Government's continued advice, the offices will continue to remain closed until further notice.

Officers continue to carry out their normal duties from home and the telephones are switched to the voicemail system, which is monitored throughout the day, with officers equipped to return calls where necessary. The admin@seafordtowncouncil.gov.uk email account continues to be monitored.

Anyone visiting the shared building at 37 Church Street is reminded to wear face coverings whilst in the shared reception areas. While the Police desk remains open to the public, please note that the Tourist Information Centre will be closed from 5th November to 2nd December. Services offered by the Citizen's Advice Bureau also remain via telephone or online; there is as yet no face-to-face service.

Community Engagement

The Town Council will continue to communicate with the community via social media, the Town Council website, email and by telephone where necessary. In general, the Town Council will be following Government guidelines on limiting social contact and in trying to prevent a second wave of the virus. All measures above are therefore subject to change as deemed necessary.

The Town Council will help to share, where possible, information necessary or helpful to the community.

All at Seaford Town Council thank you for your patience and support during this time.

Review Frequency: *Upon an announcement by Government dictating change.*



Agenda Item No:	7
Committee:	Full Council
Date:	12th November 2020
Title:	Review of Publication of Agendas & Minutes
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To review the Town Council's policies surrounding the publication of agendas and minutes.

Recommendations

Full Council is recommended:

- 1. To adopt the revised Agendas & Minutes Policy as presented;**
 - 2. To adopt the revised Publication Scheme as presented.**
-

1. Information

- 1.1** The Town Council currently publishes all agendas and minutes (draft or approved) on its website and issues these by email to registered recipients.
- 1.2** There are certain publication requirements that the Town Council must meet, all of which it currently either meets or exceeds.
- 1.3** The publication of agendas and minutes is paramount to ensure the electorate can be aware of what the Town Council is doing and transparency with how decisions are made.
- 1.4** The above becomes less clear however where the business being discussed is of a personal and confidential nature. The Town Council has long tried to balance the needs of transparency with the confidentiality of the individuals concerned.
- 1.5** Attached as [appendices A](#) and [B](#) are the Town Council's Agendas & Minutes Policy and Publication Scheme respectively.
- 1.6** Both documents have been reviewed and have tracked changes so Full Council can see the recommended amendments.
- 1.7** A key change, which requires acknowledgement within both policies, is the recommendation surrounding the agendas and minutes of the Town Council's Disciplinary/Grievance Sub-Committee:
 - (a)** It is being recommended that agendas for the above meetings be published on the Town Council's website for the required notice period (as is current practise) but after the meeting date, are removed from the website (although the meeting date will remain visible). The agendas will also not be issued by email to registered recipients outside of the Town Council.
 - (b)** The recommendation regarding minutes is that these are neither published on the Town Council's website nor issued by email outside of the Town Council.

1.8 The above policy changes would be backdated once implemented.

2. Research

- 2.1** Officers have carried out research in order to reach the recommendations within this report and the changes to the policies, including reviewing the Local Government Transparency Code, Information Commissioner's Office (ICO) guidance and local government legislation.
- 2.2** There is no clear-cut guidance when trying to balance public authority transparency with data protection requirements. What is clear is that the Transparency Code's priority is to 'publish it' unless an exemption is required, not find an exemption to prevent having to publish it.
- 2.3** Local government legislation specifies that local councils must have minutes available for inspection but they do not drill down to the level of detail here. The law just states that councils must have the minutes in the right format and that they must be available to inspect.
- 2.4** Data protection legislation sets out certain exemptions where data should not be published, these include 'information relating to another individual' and 'information which may endanger the physical or mental health of an individual or their safety'. On from this, the ICO website contains various guidance where personal data is concerned and how to determine if the individual is identifiable from the data (which is the definition of personal data – that an individual can be identified).
- 2.5** Where the agendas and minutes of the Disciplinary/Grievance Sub-Committee are concerned, officers feel there could be an argument that the job role could be identified based on other information published on the website and on from that, the individual can be identified.
- 2.6** The ICO talks about anonymising personal data where possible but this isn't relevant where these documents are concerned, as it is not one document itself that makes it identifiable (as the Town Council's minutes are anonymised) but the whole timeline of documents.
- 2.7** Having looked at what other parish & town councils seem to be doing, it would appear that many adopt a different committee structure to Seaford Town Council and officers believe this is making it harder for Seaford Town Council.
- 2.8** Most of the other councils looked at do not have a separate committee to deal with disciplinary/grievance issues, they instead have either a Personnel Committee/Full Council that assigns a disciplinary/grievance panel when required. This then means that the panel does all of the work (not requiring agendas/minutes) and makes a recommendation back to the Committee/Full Council to agree. This means that they are not having to juggle the data protection/transparency struggle as these resolutions are passed under the banner of 'Full Council' or 'Personnel' rather than 'Disciplinary/Grievance' which automatically piques people's interests with the negative association of those words.
- 2.9** Officers feel as though the long-term solution is that the Town Council ought to be reviewing its committee structure with a view to removing the Disciplinary/Grievance Sub-Committee and instead adopting the more standard structure (utilising its Personnel Committee). This is something that officers intend to address with the new Town Clerk in situ, as this will include a review of the Town Council's Disciplinary, Grievance and Complaints policies as well as the Committee terms of reference (Scheme of Delegation), so is not a quick solution. Officers will also ensure that training for councillors and staff is considered where changes to processes are involved.

2.10 Officer's professional opinion is that the removal of these documents from the Town Council's website is justified when reviewing the relevant legislation and guidance, as an interim measure while the Town Council reviews its committee structure and associated policies.

2.11 Officers have contacted the Town Council's Internal Auditor, Mulberry & Co, who have whole heartedly supported the recommendations within this report.


3. Financial Appraisal

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

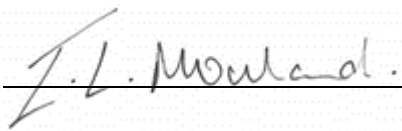
4. Contact Officer

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

Executive Support Officer



Assistant Town Clerk





Seaford Town Council Agendas and Minutes Policy

1 Agendas

All agendas of the Town Council shall be clear, succinct and will enable the reader to appreciate what will be discussed at the Town Council meeting and when and where that meeting will take place.

All agendas will include an item for public participation except for Personnel, Grievance, Disciplinary and Appeals Committees.

The agenda will not include 'Any Other Business' as this can lead to illegal decisions. If Councillors wish to share information with colleagues on a matter that is not on the agenda, they should ask the Chair~~man~~ before the meeting if they can bring this information to the attention of the Councillors after the meeting has closed but understand that no decisions can be taken on the matter.

The agenda will aim to be published at least one week before the meeting is held but may be as short notice as three working days. Agendas are issued electronically via email to those that have opted in for such communications and are posted on the Town Council's website.

Agendas are signed off by the Proper Officer or where an extraordinary meeting is concerned, the Chair of the Council/Committee.

The meeting clerk/relevant Officers will arrange a time to meet with the Chair of the Council/Committee ahead of the meeting to discuss the items on the agenda in preparation for the meeting.

Exempt reports with agendas will not be published and only made available to the relevant Town Councillors, Officers and, where relevant, external parties.

Agendas relating to meetings of the Grievance, Disciplinary and Appeals Committees will be removed after the date of the meeting and will be available to view in line with the Town Council's publication scheme.

2 Minutes

The Purpose of the minutes is to record who attends and the legal decisions taken at a Town Council meeting.

For each item the details of any discussion or debate will not be recorded; detailed information will be recorded in the reports, but not in the minutes. The minutes will briefly record that the debate took place about a, b and c. Individuals Members of public will not be named. Neither will Town Councillors or Officers save for where a written resolution requires this distinction. Officers will be referred to by job title, rather than individual name.

The resolution will then record the decision of the Town Council on the matter. There is no need to record proposers and seconders or who voted in favour or against, unless a recorded vote is requested. If the meeting has executive power to make the decision this will be recorded as “It was resolved to..” if it does not have executive powers it will be recorded as “It was recommended...”. This recommendation will then be considered by Full Council when considering the minutes.

Public participation will simply record that a “resident” asked a question about a, b and c and was advised x, y and z in an abbreviated format. Statements will not be recorded. Any references to individuals, political parties or organisations will not be recorded by name.

Draft minutes are created by an Officer before being circulated to the meeting clerk and Chair for approval to publish.

Draft minutes of meetings are issued electronically via email to those that have opted in for such communications and are posted on the Town Council’s website. Once approved, the draft minutes will be replaced on the website with the signed approved minutes.

Minutes relating to meetings of the Grievance, Disciplinary and Appeals Committees will not be issued via email or posted on the Town Council’s website but will be available to view in line with the Town Council’s publication scheme.



Seaford Town Council

Publication Scheme

This publication scheme incorporates regularly requested items publicly available under the Freedom of Information Act.

Requests for hard copies of documents or for other information should be addressed to the Town Clerk. If requesting hard copies of documents please take note of the schedule of charges in the current year’s Budget Book that will be payable; with the exception of hard copies of those documents in Class 7 below.

The Town Council’s website contains a wealth of information, so the Town Council would recommend first visiting the website at www.seafordtowncouncil.gov.uk

Information	How can it be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who’s who on the <u>Town</u> Council and its Committees	Hard copy & website
Contact details for Town Clerk <u>Town Council Officers</u> and <u>Town</u> Council members	Hard copy & website
Location of main <u>Town</u> Council office and accessibility details	Hard copy & website
Staffing structure	Hard copy & website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual <u>Governance & Accountability</u> Return <u>Form</u>	Hard copy & website
Auditor’s report	Hard copy & website
Finalised budget	Hard copy & website
Precept	Hard copy to every household with Council Tax demand & website
Borrowing Approval letter	Hard copy
Standing Orders and Financial Regulations	Hard copy & website
Grants given and received	Hard copy & website
List of current contracts awarded and value of contract	Hard copy & website
Members’ allowances and expenses	Hard copy & website

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Strategic Objectives & Development Plans	Hard copy & website
Annual Reports	Hard copy & website
Quality status (Local Council Award Scheme)	Hard copy & website
Seaford Town Neighbourhood Plan	Hard copy & website
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings	Hard copy & website
Agendas of meetings N.B. agendas referring to meetings of the Disciplinary/Grievance Sub-Committee, after the required notice period of the meeting has been given will be available via hard copy on request only	Hard copy & website
Minutes of meetings N.B. minutes referring to meetings of the Disciplinary/Grievance Sub-Committee will be available via hard copy on request only	Hard copy & website
Reports presented to Full Council and committee meetings N.B. excludes properly regarded exempt reports	Hard copy & website
Responses to consultation papers	Hard copy & website
Responses to planning applications	Hard copy & website
Bye-laws	Hard copy & website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of Town Council business	Hard copy & website
Standing Orders	Hard copy & website
Committee and Sub-Committee Terms of Reference	Hard copy & website
Delegated authority in respect of Officers (Scheme of Delegation)	Hard copy & website
Code of Conduct	Hard copy & website
Policy Statements	Hard copy & website
Policies and procedures for the provision of services and about the employment of staff	Hard copy & website
Internal policies relating to the delivery of services	Hard copy & website
Internal policies relating to personnel	Hard copy & website
Equal Opportunities policy	Hard copy & website
Safety, Health & Environment policy	Hard copy & website
Policies and procedures for handling requests for information	Hard copy & website
Records management policies	Hard copy & website

Data protection policies	Hard copy & website
Schedule of charges (for the publication of information)	Hard copy & website
Class 6 – Lists and Registers (Currently maintained lists and registers)	
Any publicly available register or list N.B. Some information may be available for inspection only	Hard copy
Asset Register	Hard copy & website
Register of members' interests	Hard copy & website
Register of gifts and hospitality	Hard copy & website
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Free of charge hard copy & website
Community centres and village halls	Free of charge hard copy & website
Parks, playing fields and recreational facilities	Free of charge hard copy & website
Seating, litter bins, clocks, memorials and lighting	Free of charge hard copy & website
Bus shelters	Free of charge hard copy & website
Public conveniences	Free of charge hard copy & website
Newsletters and publications	Free of charge hard copy & website
A summary of services for which the Town Council is entitled to recover a fee, together with those fees	Free of charge hard copy & website

Contact details:

Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

Tel: 01323 894870

email: admin@seafordtowncouncil.gov.uk

Website: www.seafordtowncouncil.gov.uk

Schedule of Charges:

The price schedule for photocopying is contained in the [Town](#) Council's annual budget and is published on the [Town](#) Council's website.

Adopted: October 2020

Review: October 2022