



Seaford Town Council

Seaford Town Council Full Council Agenda – 13th October 2021

To the Members of the Full Council

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, MA Hayder, R Hayder, O Honeyman, R Honeyman, J Lord, J Meek, B Payne, R Reed, G Rutland, L Wallraven and B Webb.

A meeting of the **Full Council** will be held at **Seaford Baptist Church**, Belgrave Road, Seaford, BN25 3EE on **Wednesday, 13th October 2021** at **7.00pm**, which you are summoned to attend.


Adam Chugg, Town Clerk
2nd October 2021

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 28 people.**
- **The meeting will also be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**
- **All participants are encouraged to carry out a home Covid test before attending the meeting, wear a mask at the meeting (where able to do so) and ensure hands are sanitised upon entering.**
- **Ahead of the meeting, the Mayor has requested that his Chaplain provide a short reflection for the meeting. Anyone not wishing to take part in this reflection is invited to wait until 6.55pm before attending the meeting.**

AGENDA

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 relevant legislation and Seaford Town Council Policy.

4. Minutes

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

4.1	Golf & The View	14 th September 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/14.09.21-Golf-The-View-Minutes-DRAFT.pdf
4.2	Planning & Highways	18 th August 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/18.08.21-Planning-Highways-Minutes-DRAFT.pdf
		9 th September 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/09.09.21-Planning-Highways-Minutes-DRAFT.pdf
		30 th September 2021	Minutes will be available to view before the date of this meeting at https://www.seafordtowncouncil.gov.uk/meeting-year/may-2021-may-2022/
4.3	Full Council	25 th August 2021	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/01/25.08.21-Council-Meeting-Minutes-DRAFT.pdf
4.4	Personnel	23 rd September 2021	Minutes will be available to view before the date of this meeting at https://www.seafordtowncouncil.gov.uk/meeting-year/may-2021-may-2022/

5. Mayor's Update Report

To consider report 91/21 presenting the Mayor's update report and details of engagements (pages 9 to 12).

6. Young Mayor's Update Report

A verbal update from the Young Mayor's office will be provided at the meeting.

7. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups.

The Climate Change Working Group update has informed the report presented at item 11 on the agenda.

8. Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

9. District & County Councillor Update Report

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

10. Town Clerk's Update Report

To consider report 101/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 13 to 18).

11. New Council Committee for Climate Change, Culture and Biodiversity

To consider report 100/21 presenting the recommendation of the Climate Change Working Group that the group be dissolved at the end of 2021 -2022 and replaced by a new Town Council committee in 2022 - 2023 (pages 19 to 22).

12. Community Infrastructure Levy (CIL) – Newlands

To consider report 97/21 updating on the upcoming receipt of significant CIL monies and set out how the spending of these funds can be determined (pages 23 to 26).

13. Parking Update

To consider report 87/21 updating on work to look at key parking issues in the town and ask them to endorse the recommendations of the Planning & Highways Committee on parking provision for people with disabilities (pages 27 to 29).

14. Newlands S106 Agreement

To consider report 99/21 updating on the content of the S106 agreement and the steps the Town Council needs to take next and ask Full Council to approve expenditure for expert professional support (pages 30 to 32).

15. Salts Tennis Project Report

Report to follow in due course.

16. Option to Tax – Martello Toilets

To consider report 83/21 seeking Full Council's approval to opt to tax the Martello Toilets site (pages 33 to 35).

17. Local Council Tax Reduction Scheme

To consider report 83/21 informing Full Council of potential changes to the Local Council Tax Reduction Scheme (pages 36 to 39).

18. Conclusion of Annual Governance and Accountability Return (AGAR) 2020-2021

To consider report 82/21 updating Full Council on the status of the 2020-2021 AGAR (pages 40 to 47).

19. Seaford Community Partnership – Memorandum of Understanding

Report to follow in due course.

20. Local Nature Recovery Strategies Consultation

To consider report 96/21 presenting details of the Local Nature Recovery Strategies consultation and seeking comments for submitting to the National Association of Local Councils to help inform its response to the consultation (pages 48 to 54).

21. Safety, Health & Environment Policy Review

Report to follow in due course.

22. Events Policy

Report to follow in due course.

23. Public Participation Policy Review

To consider report 93/21 presenting the revised Public Participation Policy for adoption (pages 55 to 58).

24. Document Retention Policy Review

To consider report 95/21 presenting the revised Document Retention Policy for adoption (pages 59 to 64).

25. No Cold Calling Policy Review

To consider report 94/21 presenting the revised No Cold Calling Policy for adoption (pages 65 to 68).

26. Town Council Office Christmas Shutdown 2021

To consider report 92/21 presenting details of the proposed closure of the Town Council office activities over the 2021 Christmas period and the emergency contact arrangements (pages 69 to 71).

27. Mayor's Portfolio Review

Report to follow in due course.

28. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The resolutions of the item will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

29. Staffing Update – Recommendations from Personnel Committee EXEMPT

To consider exempt report 102/21 presenting recommendation from the Town Council's Personnel Committee as a result of the staffing update received (exempt pages).

Reason for exemption: to provide confidential updates surrounding and impacting certain employees of the Town Council.

Explanation of Reason: under Data Protection legislation, information about an individual member of staff / groups of staff is confidential between the Town Council and staff member/s.

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, 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 Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 28. The Town Council therefore asks that you contact

georgia.raeburn@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

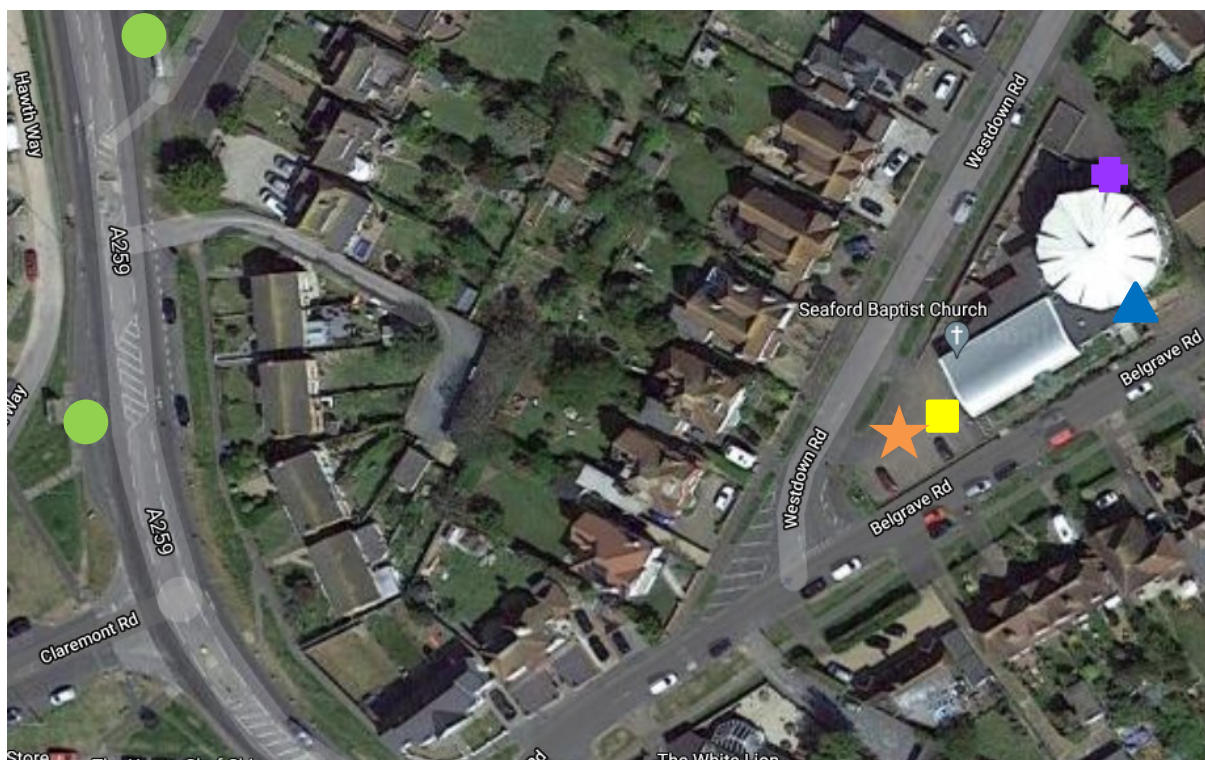
OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Access to the meeting by all participants is as set out below:



Picture key:

Green circle – main bus route stops, a 2 to 3 minute walk from venue.

Yellow square – bike racks available onsite.

Orange star – onsite car parking, limited number of spaces – alternative car parking on street.

Blue triangle – main entry point to be used, requires use of stairs OR

Purple cross – ramped access point

Public Access to the Venue:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Covid-safety Measures:

The Town Council meetings are being held at Seaford Baptist Church as the meeting space allows for safe distancing of participants, as well as the required equipment to livestream meetings.

In addition to the safety measures being taken in the venue itself, there are steps that you can take to protect yourself and the other participants:

1. Do not attend the meeting if you are displaying any Covid-19 symptoms; a high temperature, a new continuous cough or a loss or change to your sense of smell or taste (source: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>); or if there is any reason to believe you have been in contact with someone with Covid-19.
2. You are encouraged to wear a mask when in the meeting, unless you have a medical exemption.
3. The Town Council would encourage anyone attending the meeting in person to have carried out a rapid lateral flow coronavirus test before attending. These are tests taken at home, giving you an instant result, and ordered for free from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> or by calling 119 (open 7am to 11pm, calls are free).
4. If you test positive, do not attend the meeting; you will need to self-isolate immediately and follow the advice on: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
5. Touch as few shared surfaces as possible when at the meeting and bring your own supplies (reusable water bottles, pens, tissues, copies of agendas etc).



Seaford Town Council

Report No:	91/21
Agenda Item No:	5
Committee:	Full Council
Date:	13th October 2021
Title:	Mayor's Update Report October 2021
By:	Sue Treadwell, Mayor's Secretary
Purpose of Report:	To present the Mayor's update report

Recommendations

Full Council is recommended:

1. To note the content of the report .

1. Information



- 1.1 The Mayor's update report can be found at Appendix A.
- 1.2 Details of mayoral engagement before the date of the Full Council meeting can be found at Appendix B.

2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is Sue Treadwell, Mayor's Secretary.

Mayor's Secretary	
Town Clerk	

Report 91/21 Appendix A

Mayor's Report to October 2021 Seaford Town Council

Supporting charities as they fundraise

This new Mayor's Charity approach began with support for Seaford Rotary's 'Over the Rainbow' sponsored walk. Then on 5 September NP&S Lions, Seaford Rotary, Seaford Bonfire Society, Martello Rotary and the National Coastwatch Institution (Newhaven) were the charities forming the Planning Group for 'Support our Seaford Charities' when with twenty-eight other charities they had stalls on site fundraising, recruiting and profile raising. There is already very encouraging informal feedback, and a survey of the charity stall holders is underway by NP&S Lions in order to learn lessons for future events. There was a wide range of entertainment including Street Funk, Sunshine Strummers (a ukulele band), Seaford Silver Band, solo artists, large choirs and sports demonstrations. This free of charge event was well attended, with ten or more Town Councillors visiting or working as volunteers on charity stalls. A number of officers also attended or volunteered on stalls too. Our Young Mayor, Joe, ran a stall for his nominated charity 'Defiant Sports'. There was a Seaford Town Council 'cash prize draw' using last year's Mayor's Charity Fund, conducted by the Town Clerk and Mayor, announced by the Town Crier of Seaford.

Many thanks goes to the generous sponsorship from Martello Rotary, Sussex Community Foundation and The Chalk Cliff Trust, without which the event could not have gone ahead.

Enquiries about the Mayor's availability to open autumn and Christmas charity fayres are beginning to be received.

Representing the Town Council in Seaford

Part of the Mayor's duties include representing the Town Council at events in the town. Recently the Mayor with the Mayoress performed the official opening of the Street Funk dance studio on Broad Street. This was also recognition of support for a local charity because Teddy Treats Children's Charity sponsor several children learning street dance with Street Funk. The Deputy Young Mayor, Mayor and Mayoress were guests at the Royal British Legion Centenary event in Seaford Cemetery - a parade and prayers by the 'Sword of Sacrifice' Memorial. The Mayor and Mayoress were guests of the Royal Society of St George at their Battle of Britain Commemoration held in the Hydro Hotel, Eastbourne. Moving from the splendour of the Hydro to the rustic beauty of the yard of the South Hill Barn, the Mayor and Mayoress hosted a councillors picnic.

Representing Seaford in neighbouring towns

The Mayor and Mayoress accepted an invitation to the Mayor of Lewes' Civic Reception and from the RNLI Newhaven Lifeboat Summer Fete, this time accompanied by Erin our Deputy Young Mayor. The Lewes Climate Action Day on 19 September was memorable but the earlier 'A Greener Seaford' on The Salts was in a class of its own. Tide Mills Heritage Celebration week presented interesting

opportunities to dip into the programme. The High Sheriff of East Sussex Annual Judges' Service resumed at St Thomas a Becket Church, Lewes with its accustomed ceremonial after a pandemic absence.

Social Media

The Mayor's Facebook continues to attract many 'looks' and has an extensive 'reach'. Nineteen Mayor's Charity Initiative charity video interviews have now been recorded and posted. WAVES Family Support and the Inner Wheel Club of Seaford are listed for interviews.

Forward Planning

A children's Christmas card design competition has been launched with four primary schools invited to submit entries. The Mayor's Carol Service is scheduled for 7pm on Wednesday evening 8 December, a day and time intended to be convenient for school pupils and school choirs to participate.

Looking towards the end of this calendar year, there is Remembrance Sunday with its service by our newly refurbished War Memorial and its church parade. Our War Memorial that has recently had its centenary. Remembrance Sunday in Seaford is followed by the Commonwealth Remembrance Service in the Seaford Cemetery on the Tuesday. The Mayor and Mayoress look forward to invitations to these significant events for our town in due course.

Christmas in Seaford means Christmas Magic, Best Dressed Shop Window Competition, Prayers by the Tree and Christmas lights to be turned on – planning for each of these events will soon be underway!

Cllr Rodney Reed

Mayor of Seaford 2021/22

Mayor's Diary August – September 2021

August 2021					
	25/8/2021	2.30 for 3pm	Royal British Legion	100 Years Anniversary RBL	Seaford Cemetery
September					
(10am to 4pm)	5/9/21	Sunday	Service Organisations	Support our Seaford Charities	Martello Fields
3.45pm	8/9/21	Wednesday	Teddy Treats	Opening of Dance group	Common Room, Broad Street, Seaford
7-9pm	9/9/21	Thursday	Mayor of Lewes	Civic Reception	The Assembly Room, Lewes
12 noon (10-4pm)	11/9/21	Saturday	Newhaven RNLI	Summer Fayre	Fort Road Rec
7 for 7.30 pm	21/9/21	Wednesday	RSSG	Battle of Britain Commemorations	Hydro Hotel
3pm	24/9/21	Saturday	High Sheriff	Annual Judges' Service	St Thomas a Becket Church Cliff High Street, Lewes BN7 2AH



Seaford Town Council

Report No:	101-21
Agenda Item No:	10
Committee:	Full Council
Date:	13th October 2021
Title:	Town Clerk's Update Report – October 2021
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Council.

Recommendations
Full Council is recommended:
1. To note the contents of the report.

1. Preamble

- 1.1 At the last meeting, I set out 14 key areas of work for the period July 2021 to April 2022. This report provides an update across these 14 priorities and will also cover any additional key work or developments.

2. Key Priorities

- 2.1 *Work with councillors, staff and stakeholders to update and refresh the Strategic Objectives of the Town Council:*

- (a) A paper on this work is being presented to this, August, meeting. This sets out how the Strategic Objectives and Plan for the Council 2022-27 can be agreed in time for the new financial year.
- (b) NEW – preparations are being made for the stakeholder and resident consultation to begin soon.

- 2.2 *Enable the Town Council to play its role in tackling climate emergency, working with councillors and staff to build on the Climate Emergency motion:*

- (a) A successful Climate Day was held, in partnership with SEA, on the 1st of August. The CCWG have reviewed this event and identified lessons for the future.
- (b) A lot of good work is taking place on the golf course, as part of our commitments to 'Operation Pollinator,' including beehives, wildflowers and maintenance that encourages a diversity of ecology and wildlife. We also have the bore hole fully operational, which has massively reduced the call on mains water by the course – a significant, tangible achievement from our commitment to Climate Action.
- (c) The Climate Change Working Group is continuing to meet regularly, and will bring a paper to Full Council in October setting out plans to create a Committee for Climate Action for 2022/23.
- (d) Other key ongoing work includes re-wilding parts of The Salts, Normansal, Princess Drive and The Crouch, as well as a bike repair facility in the concession at High and Over.
- (e) Following the Full Council decision at the June meeting, agreements enabling climate action by community groups on green spaces managed by the Town Council are being developed and we expect to conclude the first agreement shortly.
- (f) Initial discussions have taken place with Lewes District Council (LDC) to explore bidding to secure funding for electric charge points in our car parks.
- (g) To highlight and confirm the actions the Council is taking to tackle Climate Emergency, we expect to develop a special page for our website. This will share these actions and send messages to our community about the importance of taking action and the leadership role Seaford Town Council is taking. NEW – page is now operational - <https://www.seafordtowncouncil.gov.uk/climate-change/>
- (h) NEW the paper proposing the new Committee is on the agenda of this (October) meeting.
- (i) NEW Full Council will be considering Fields in Trust for some key sites at the January Full Council.

2.3 *Work with Councillors and staff to confirm and implement work that can maximise revenue from 'Staycation' opportunities in 2021*

- (a) Following on the motion agreed at Full Council in March, a number of measures are being taken forward.
- (b) These are reported to, and reviewed by, the Community Services Committee at their meetings, and an update report will be brought to Full Council later in the year.
- (c) One of the new events for this year is the first ever Pride event scheduled for the 29th of August. Councillors have been briefed and all questions and concerns are being responded to. A lot of officer time is being spent on working with the organisers to make sure the event proceeds safely and as successfully as possible.
- (d) NEW – The Pride event proceeded successfully, to add to a range of recent successful events including the new Street Market and the brilliant exhibition at South Hill Barn. In 2021, the Town Council has been achieving a good range of events – not too many, but with variety and quality.

2.4 *Improve the financial stability and sustainability of the Town Council over time:*

- (a) I am working closely with the Responsible Financial Officer (RFO) on this.
- (b) Good progress is being made and was reflected in the year-end accounts, with the increase in reserves that was achieved.
- (c) We are continuing to monitor closely and will do all we can to deliver the further increase in reserves in 2021/22 in line with our budget.

2.5 *Lead and oversee the Town Council response to any further Covid changes and be ready for what the future may hold:*

- (a) Following on from all the work we did in the first half of the year, we continue to monitor the situation closely.
- (b) A further update on arrangements for Council meetings is on the agenda of this meeting.
- (c) Arrangements are being agreed with staff about appropriate office and home working, in line with the requirements of their roles.

2.6 *Work with stakeholders to explore and develop options relating to the S106 monies from Newlands:*

- (a) I have been briefed by LDC on this matter and work to explore possible options is underway.
- (b) A report will be brought to Full Council in due course. This is vitally important work, but the required timeline for sites consideration means we can report later in the year and still be in line with this.
- (c) NEW – a paper on Newlands appears elsewhere on the agenda of this (October) meeting.

2.7 Undertake the CiLCA qualification

- a) I have undertaken a SLCC briefing on getting started.
- b) This will be followed up by pre-CiLCA training course in September and enrolment for an October start on the formal qualification.
- c) NEW – I have attended the training and am proceeding with registration to start the formal qualification.

2.8 Take forward work to rebuild the Martello Toilets

- a) We are grateful to the Lottery for their liaison with us in recent months, ahead of sending them updated information.
- b) The architects presented the current outline to all Councillors on the 19th, and this will be discussed at this meeting.
- c) Following on from this, the next stages of the work will be taken forward as a matter of absolute priority.
- d) NEW – the Lottery application and the planning application to Lewes District Council have both been submitted.

2.9 Ensure Seaford Town Council input into the new LDC Local Plan

- (a) LDC have issued the Issues and Options consultation, and a report on this is on the agenda for this meeting.
- (b) Following on from this, a submission will be made to LDC, based upon the feedback from Cllrs.
- (c) We will continue to involve Cllrs in further stages of the Local Plan process over the months ahead.

2.10 Manage Seaford Head and respond to any changes as required:

- a) Work is underway to make initial plans for any necessary long-term changes to the golf course, in the light of recent cliff falls and ongoing erosion.
- b) Officers are also making sure that all necessary actions are taking place to fence off areas, move paths etc. as public safety remains a top priority.
- c) As Councillors will be aware, plans are also in development for remote archaeological investigation of the Fort, given the risks posed to it by cliff erosion. It's an important part of the Council's role as a custodian of the site to work with Historic England (HE) and SDNPA on this.
- d) NEW – arrangements are now being confirmed for the remote investigation of the Fort by HE and officers expect this to be carried out in the autumn. HE is working with SDNPA on a complementary programme of communications – STC is liaising with them so all partners support each other on the most effective communications possible from this exciting project.

2.11 *Enable Councillors to consider options relating to parking in the town, especially on/around the seafront:*

- a) A paper will be brought to Full Council later in this year to look at options for the future.
- b) This will be complemented by working closely with LDC and ESCC as aspects of parking and enforcement involve all 3 statutory authorities.
- c) STC will also be undertaking research into the provision of parking for people with disabilities with a view to making recommendations if there is greater need.
- d) NEW – a paper on parking is on the agenda of this (October) meeting.

2.12 *Oversee a complete review of all contracting and agreements relating to grounds maintenance and any other areas of significant expenditure:*

- (a) This work is planned for later in the year, once the full officer complement has been restored.

2.13 *Take forward the revising of the Hurdis House Lease:*

(a) The solicitor has provided an initial draft as a basis for negotiation with the tenant.

(b) NEW a meeting with the tenant has been arranged for early October and we will keep Cllrs informed of key developments.

2.14 *Review and update the arrangements relating to the golf professional:*

(a) The review is underway and partly completed.

2.15 NEW – Other key recent developments include:

a) The consultation responses of STC are now all shown on a page on our website. This improves transparency for both members and residents.

b) Work has continued on updating/amending Outside Body representation in accordance with the decisions of members at most recent Annual Meeting.

c) In the light of upcoming CIL receipts from Newlands, a paper is on the agenda for this (October) meeting on how the Town Council will determine how these receipts will be spent.

d) Following a period of being short staffed, we are about to recruit a locum Assistant Town Clerk who will help with key work such as preparations for the upcoming Queen's Platinum Jubilee.

e) Work is also being taken forward to explore the best options for meetings with ESCC and LDC on Seafords priorities.

3. Conclusion


3.1 I trust this paper gives councillors a good understanding of the key areas of work and priorities for the Town Council and my role.

4. Financial Appraisal

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

5. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Report No:	100-21
Agenda Item No:	11
Committee:	Full Council
Date:	13th October 2021
Title:	New Council Committee for Climate Change, Culture and Biodiversity
By:	Adam Chugg, Town Clerk
Purpose of Report:	To enable Full Council to consider the recommendation of the Climate Change Working Group that the group be dissolved at the end of 2021 -2022 and replaced by a new Town Council committee in 2022 - 2023

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To agree that the Climate Change Working Group be dissolved and a new committee for Climate Change, Culture and Biodiversity be formed.3. To charge the new committee to explore and develop the best ways that any decisions Town Council takes are assessed for climate change and sustainability, in the same way they presently are for financial implications.

1. Introduction

- 1.1 The Climate Change Working Group (CCWG) was created in 2019, following the motion of Seaford Town Council (STC) to declare a climate emergency. Since that time, it has met regularly and reported to Full Council.

- 1.2** STC has been able to take forward a lot of important work in response to climate emergency. Some of this work has been highlighted on the new Climate Emergency page of the STC website.

(<https://www.seafordtowncouncil.gov.uk/climate-change/>)

- 1.3** The CCWG is now recommending that the group is dissolved and replaced by a standing committee of Town Council – more details are given below.

2. Key Reasons to Create the Committee

- 2.1** Having declared a climate emergency there needs to be a body in the Town Council responsible for climate change issues and sustainability.
- 2.2** Lewes District Council has a sustainability officer who is responsible for the District achieving its goal of becoming carbon zero by 2030. The members of CCWG believe that the Town Council should mirror this aim.
- 2.3** Climate change is the defining issue of current times, as is witnessed by the importance placed on it by the British government and the world's administrations.
- 2.4** As a council STC would be negligent in its duties to the citizens of Seaford if it failed to give this issue the urgency it deserves and a committee to address its impacts locally.
- 2.5** As a seaside town Seaford is particularly prone to the potential effects of climate change.
- 2.6** STC instigated a Climate Action Day on August 1st to inform and educate the residents about climate change. This was a well-attended and popular event and further such events can be planned in the future by a committee.
- 2.7** This and the evidence of an increasing interest by residents in climate mitigation actions and renaturing initiatives is a further reason for STC to support local people with a committee to reflect their concerns.

3. Practical Arrangements

- 3.1** There will be three meetings per year – the time capacity of officers will not go beyond this with all the other meetings that STC has.
- 3.2** The Scheme of Delegation will be updated to incorporate this additional committee. Officers will also review the Standing Orders to see if any further changes are needed.
- 3.3** Members of the committee will be appointed at the Annual Meeting, with the expectation that the committee will have between 6 and 10 members.

- 3.4** Officers will organise training for committee members and officers to ensure STC maximises the effectiveness of what it does.
- 3.5** Once the committee is bedded in, it may look to make recommendations with financial/budgetary implications. This means that the committee will therefore be part of the budget setting process from 2023 - 2024 but will liaise with the Town Clerk and Responsible Financial Officer on expenditure before the 2023 budget.
- 3.6** More details of these arrangements will be presented to the next Full Council meeting.

4. Work of the Committee in Year One

- 4.1** CCWG has identified the following as some of the priorities for 2022 - 2023, as follows:
 - (a)** Investigate how to reduce/remove the use of any diesel generators e.g. by concessions and event organisers. These are noisy and polluting and tend to run all day.
 - (b)** The Town Council needs to regularly audit its operations to make sure its activities are as sustainable as possible.
 - (c)** Help with work to develop appropriate long-term plans for South Hill Barn.
 - (d)** In addition to these priorities, the committee would expect to work on the motion above i.e. explore and develop the best ways that any decisions the Town Council takes are assessed for climate change and sustainability, in the same way they presently are for financial implications.

5. Financial Appraisal

- 5.1** The Officer time required. Please note that there is little difference in officer time between a Working Group, a Sub Committee and a Full Committee.
- 5.2** As described above, once the Committee is bedded in, it may make recommendations with financial/budgetary implications. This means that the committee will therefore be part of the budget setting process from 2023 /24 but will liaise with the Town Clerk and Responsible Finance Officer on expenditure before the 2023 budget.

6. Contact Officer

- 6.1** The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk

A handwritten signature in black ink, appearing to be 'A M S' followed by a large, stylized flourish.



Seaford Town Council

Report No:	97/21
Agenda Item No:	12
Committee:	Full Council
Date:	13th October 2021
Title:	Community Infrastructure Levy (CIL) - Newlands
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on the upcoming receipt of significant CIL monies and set out how the spending of these funds can be determined.

Recommendations

Full Council is recommended:

1. To note the report.
2. To confirm agreement with the following:
 - To instruct the Responsible Financial Officer (RFO) to place the October/November receipts in the appropriate earmarked reserve.
 - To set aside sufficient CIL receipts to ensure the full funding of the re-building of the Martello toilets.
 - To ask the Community Services Committee to make recommendations to Full Council on CIL expenditure in the spring of 2022.

1. Context

- 1.1 Now that the building of the new Newlands estate is proceeding, over the next 18 months Seaford Town Council (STC) can expect to receive significant CIL income from the site. This means that STC can expect a much more significant level of CIL receipts than has been received in recent years.

- 1.2** Given this fact, it's important to enable Full Council to come up with the best decisions possible for the use of these monies.

2. CIL

- 2.1** As many members will be aware, CIL stands for Community Infrastructure Levy. Guidance on what Cllrs can spend CIL receipts on can be found at: <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

- 2.2** Key points to note include the following:

- (a)** The levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.
- (b)** Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed.
- (c)** The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.
- (d)** Where all or part of a chargeable development is within the area of a parish/town council, the charging authority must pass a proportion of the CIL receipts from the development to the council. The council must use the CIL receipts passed to it to support the development of the council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.
- (e)** This neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area'. The wider definition means that the neighbourhood portion can be spent on things

other than infrastructure (as defined in the Community Infrastructure Levy regulations) provided it is concerned with addressing the demands that development places on the council's area.

3. Upcoming CIL Receipts

- 3.1** The CIL Officer at Lewes District Council has advised STC that it can expect the following receipts.
- 3.2** In October/November 2021, STC can expect to receive £79,000.
- 3.3** In the financial year 2022 - 2023, additional, significant, six figure sums will be received.

4. Suggested Approach

- 4.1** The following approach is suggested:
 - (a)** To place the 2021 - 2022 receipts in an earmarked reserve ahead of Full Council making decisions on CIL expenditure.
 - (b)** To set sufficient funds aside to ensure full funding of the rebuilding of the Martello Toilets with Changing Places facilities.
 - (c)** During the budget-setting process for 2022 - 2023, Full Council can consider projects that may be funded from CIL receipts. This may include projects put on hold during the COVID-19 pandemic and/or additional project priorities.
 - (d)** The upcoming Strategic Planning process may also identify some priorities for CIL.
 - (e)** Following on from the budget setting and strategic planning, the Community Services Committee will consider recommendations for CIL expenditure in the spring of 2022 and make recommendations to Full Council.
 - (f)** This may also include setting aside some funds for local community organisations to apply for, if STC does not wish to spend all of the CIL funds itself.
 - (g)** Full Council will subsequently make the final decisions on CIL expenditure.

5. Financial Appraisal

- 5.1** There are no new expenditure implications for STC from this report.

6. Contact Officer

6.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Report No:	98-21
Agenda Item No:	13
Committee:	Full Council
Date:	13th October 2021
Title:	Parking Update
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on work to look at key parking issues in the town and ask them to endorse the recommendations of the Planning & Highways Committee on parking provision for people with disabilities

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To endorse the recommendation to request that East Sussex County Council designates and provides six additional accessible parking spaces on the seafront in the following locations:-<ol style="list-style-type: none">a. Two spaces at the eastern end of Bönningstedt Paradeb. Two side-on spaces close to the zebra crossing adjacent to The Salts Recreation Ground andc. Two spaces at the Martello Toilets to complement the proposed new disabled toilet and changing facilities and the wheelchair access to the beach.

1. Context

- 1.1 In recent months, a number of members have asked that the Town Council consider some key issues in relation to parking in the town. These have included the following:

- (a) Where parking is free and where it should be charged for? If the latter, how best is it to be done and where will the revenue go?
- (b) Is there sufficient parking for people with disabilities?
- (c) What measures are in place to appropriately control parking by campervans and larger vehicles? Are these measures sufficient?
- (d) How do we balance addressing any shortages in parking availability with not encouraging greater car use?

1.2 This report provides an update for each of these issues and sets out next steps.

2. Update and next steps

2.1 Charging for parking on the seafront:

- (a) Were the Town Council to consider significant changes to parking arrangements on the seafront, such as introducing charging, then there would be a number of issues to consider. These include; the impact on surrounding areas as drivers seek free parking elsewhere, what to do about residents needing to park there, and to consider if the Town Council should charge local people as well as visitors.
- (b) The advice from the relevant ESSCC officers is that such a significant change would require a consultation with the residents of the town.
- (c) Officers will carry out more work on what may be involved and options to consider and bring a subsequent report to Full Council so that it can decide if and how to proceed.

2.2 Campervans and motorhomes:

- (a) The advice officers have received from ESCC is to liaise with officers at Lewes District Council and see if the two councils can confirm a common approach to ESCC on this issue.
- (b) Work will be taken forward to set up the necessary meetings and dialogue.

2.3 Increased provision for people with disabilities:

- (a) I am grateful to the Town Council's Planning Officer for looking into the issue of sufficient parking spaces for people with disabilities. The outcome of this review and associated recommendations were presented to the Town Council's Planning & Highways Committee on

30th September, within report 87/21, which can be found on the [Town Council's website](#).

- (b) The Planning & Highways Committee considered the report and resolved as follows:

It was RESOLVED to RECOMMEND that Full Council agrees to request that East Sussex County Council designates and provides six additional accessible parking spaces on the seafront in the following locations:-

1. Two spaces at the eastern end of Bönningstedt Parade
2. Two side-on spaces close to the zebra crossing adjacent to The Salts Recreation Ground and
3. Two spaces at the Martello Toilets to complement the proposed new disabled toilet and changing facilities and the wheelchair access to the beach.

- (c) Assuming Full Council endorses the recommendation, this request will be submitted to ESCC for consideration.

2.4 Not encouraging greater car use:


- (a) When considering any future changes, members may wish to be mindful of not wanting to increase the numbers of cars coming to the town.

3. Financial Appraisal.

- 3.1 None at this stage – there may be costs to future work, depending on how Full Council decides to proceed when it considers options presented.

4. Contact Officer

- 4.1 The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Report No:	99-21
Agenda Item No:	14
Committee:	Full Council
Date:	13th October 2021
Title:	Newlands S106 Agreement
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on the content of the S106 agreement and the steps the Town Council needs to take next and ask Full Council to approve expenditure for expert professional support.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To note the report.2. To authorise expenditure of £5,000 for a professional evaluation of potential sites for the new football facilities.

1. Introduction

- 1.1** As part of the Newlands development, a S106 agreement was signed.
- 1.2** Under that agreement, STC are required to identify a possible site in the town for new football facilities – details are shown in section 2 of the report.
- 1.3** So this work can be taken forward, necessary funds need to now be set aside.

2. Key Content of S106 Agreement

- 2.1** The final version was signed in July 2020.
- 2.2** The most relevant parts of the agreement relating to new football facilities are as follows:

(a) Seaford sports pitch

- i. A new sports pitch (not located within the [Newlands] site) *at a location to be decided by the Council in Seaford* and which is to be delivered/secured using the Sports Pitch contribution

(b) Sports Pitch Contribution

- i. Means the sum of £350,000 ... towards off site sports provision In Seaford.

(c) Cascade Provisions:

- i. If the sports pitch contribution is not spent on the provision of a Seaford Sports pitch within 5 years THEN the following provisions will apply:
- ii. On the expiry of 5 years, Can be spent on the provision of a new Sports Pitch on an alternative site to be identified in the Coastal belt of the Lewes District.
- iii. On the expiry of 7 years [neither Seaford nor coastal belt]can be spent to upgrade the football pitch and facilities at the Salts..... or the Crouch.
- iv. On the expiry of 9 years....[none of the above]... can be used to upgrade any football pitch/facilities in the Coastal belt of the Lewes District.

(d) Football Requirements

- i. These include the following:
1 full size pitch, changing rooms and parking facilities.
The pitch meets FA [Football Association] requirements

3. Next Steps


- 3.1** As can be seen from the above, the Town Council has until 2025 to agree a site with Lewes District Council and enable the funding to be drawn down.
- 3.2** Given the specialist nature of the provision required, and the potential impact of any new facility, the Town Council would be wise to draw upon specialist support to advise on the suitability of any potential site
- 3.3** With the resources agreed, the evaluation work will be completed and a report prepared for Full Council for the summer of 2022.

4. Financial Appraisal

- 4.1** As described in the report, Full Council is asked to authorise £5,000 for the evaluation of sites.
- 4.2** This is an unbudgeted cost and has been discussed with the Responsible Financial Officer. This is expected to be offset by underspends or financial savings during this financial year, rather than impacting on the general reserve at year end.

5. Contact Officer

- 5.1** The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Report No:	83/21
Agenda Item No:	16
Committee:	Full Council
Date:	13th October 2021
Title:	Option to Tax – Martello Toilets
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To seek Full Council approval to opt to tax the Martello Toilets site

Recommendations

Full Council is recommended:

1. To authorise the RFO to apply to HM Revenue and Customs (HMRC) to opt to tax the Martello Toilets site.
2. To approve the Mayor signing a letter of authority as required by HMRC.

1. Information

- 1.1** Supplies of land and buildings, such as freehold sales, leasing or renting, are normally exempt from VAT. This means that no VAT is payable, but it also means VAT incurred on the expenses, cannot be recovered unless they are under a de minimis level.
- 1.2** The alternative available is to 'opt to tax' land. For the purposes of VAT, the term 'land' includes any buildings or structures permanently affixed to it. Once you have opted to tax, all the supplies you make of your interest in the land or buildings will normally be standard-rated, and you will normally be able to recover any VAT you incur in making those supplies.
- 1.3** On the form '*notification of an Option to Tax*' there is a box '*capacity of the person completing this form*' and the only relevant capacity within the Town Council is 'other' (the categories are relevant to companies). Because of



this, HMRC requires a letter of authority, authorising the RFO to act on behalf of the Town Council. The letter is attached as Appendix 1.

2. Financial Appraisal

- 2.1** The RFO recommends that the Martello toilets are opted to tax. This will mean that VAT is reclaimable on all sums spent on the rebuild.
- 2.2** Opting to tax will also mean that VAT will be charged to any concession operating from the building.
- 2.3** Once made, the option to tax must remain in place for 20 years.
- 2.4** If the Town Council does not opt to tax then the building of the toilets would cost in the region of an additional £85,000 as the sum would breach the de minimis level and VAT incurred on the expenses could not be reclaimed.

3. Contact Officer

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer

RFO	
Town Clerk	



Seaford Town Council

HMRC
Option to Tax Unit
123 St Vincent Street
Glasgow
G2 5EA

Email: karen.singleton@seafordtowncouncil.gov.uk

Date: 13th October 2021

Dear whom it may concern,

Seaford Town Council of 37 Church Street, Seaford, East Sussex, BN25 1HG, hereby appoints Karen Singleton, Responsible Financial Officer of the above address to act as agent for the purpose of dealing with all its legal obligations in respect of VAT.

This letter authorises the above-named employee to submit VAT Returns and any other document needed for the purpose of enabling the employee to comply with the VAT obligations of Seaford Town Council.

This authority was approved at the meeting of the Full Council on 13th October 2021.

Signed,

Councillor Rodney Reed
Mayor of Seaford

13th October 2021



Seaford Town Council

Report No:	81/21
Agenda Item No:	17
Committee:	Full Council
Date:	13th October 2021
Title:	Local Council Tax Reduction Scheme
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To inform Full Council of potential changes to the Local Council Tax Reduction Scheme

Recommendations
Full Council is recommended:
<p>1.To agree that councillors will advise the RFO by email by 19th October how to respond to the Lewes District Council online survey on the proposed changes to the Local Council Tax Reduction Scheme, with the draft response to be circulated to councillors for comment before submission.</p> <p>2.To note the report.</p>

1. Information

1.1 Lewes District Council's (LDC) current Local Council Tax Reduction Scheme for the working-age has been in place since April 2016. The scheme helps people on a low income by reducing the amount of council tax they must pay.

1.2 The main features of the means-tested scheme are:

- That the maximum award is limited to 80% of a person's council tax liability
- A minimum-income floor is applied to most self-employed claims
- There is a minimum award value of £5.00 per week. If a person qualifies for less than £5.00 per week, they do not receive any reduction

1.3 LDC is considering revising its scheme for 2022 - 2023. The revisions under consideration are:

- To increase the maximum award to 100% of a person's council tax liability
- To remove the application of a minimum-income floor for the self-employed
- To remove the £5.00 per week minimum award

1.4 To comply with the Local Government Finance Act 1992, before revising its scheme the Council must in the following order–

- (a) consult any major precepting authority which has power to issue a precept to it,
- (b) publish a draft scheme in such manner as it thinks fit, and
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.

1.5 Based on current 2021 - 2022 council tax levels and working-age caseload, modelling of the changes under consideration indicate that the total reduction in the council tax base will be equivalent to £1.4m. This reduction in tax base would be shared between LDC and the preceptors in proportion to their share of the council tax. The table below shows the monetary impact for each preceptor for the whole Lewes District.

	% share of Council Tax	Cost
East Sussex County Council	70.68%	£989,380
Lewes District Council	9.93%	£139,020
Town and Parish Councils	5.40%	£75,600
Police	9.47%	£132,580
East Sussex Fire and Rescue	4.53%	£63,420

1.6 The cost, in terms of council tax foregone, to Seaford Town Council (STC) would be approximately £13,300.

1.7 There are currently 3,189 working-age claimants in Lewes District who would see a reduction in the amount of council tax they would have to pay if the proposed revisions are adopted. Any change in the working-age

caseload would lead to a change in the overall cost of the scheme by approximately £1,200 per case.

1.8 STC is being consulted and asked to comment on this matter. The consultation is open until 5pm on 31st October 2021.

1.9 The consultation page and survey can be found at

<https://www.lewes-eastbourne.gov.uk/consultations/consultation-on-council-tax-reduction-scheme-for-lewes-district/>

The Survey asks the following questions which can be answered individually or as a Town Council.

(Multiple choice answer from 'strongly agree', 'agree', 'disagree', 'strongly disagree' or 'don't know', with additional space for comments)

How much do you agree or disagree proposal that the most financially vulnerable should not pay any council tax in Lewes district?

How much do you agree or disagree with the proposal that working age adults should be able to claim up to 100% Council Tax Reduction?

How much do you agree or disagree that there should be no minimum award?

How much do you agree or disagree that that the income of the self-employed should be based on their actual income from self-employment?

(Multiple choice answer from 'positive', 'negative' or 'no impact', with additional space for comments)

Would the proposals have a positive, negative or no impact on you personally?

1.10 Full Council is asked to consider these questions and advise the RFO by Tuesday 19th October how to respond on behalf of the Town Council. The RFO will circulate the draft response to members for comment before its submission.



2. Financial Appraisal

2.1 LDC has stated that the amount of council tax forgone for Seaford Town Council should all of these changes take place would be approximately £13,300. This will affect every year unless the rules of the scheme are changed again. The RFO assumes that this is calculated based on the current precept.

- 2.2** This means that LDC will reduce the Band D base (which is the figure used to divide into the Precept to calculate the Band D Council tax) so that an additional £13,300 can be collected in STC's council tax i.e. by dividing the precept by a smaller base number, the level of council tax per property increases to balance the shortfall caused by the proposed reduction scheme.
- 2.3** This is based on current eligible council taxpayers which could of course change.
- 2.4** If these changes had been in place for the 2021 - 2022 precept, it would mean that for STC to receive the same precept (£984,150) the change in council tax would have been a significant additional 1.53% or £1.40 per annum on a Band D household.

3. Contact Officer

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer.

RFO	
Town Clerk	



Seaford Town Council

Report No:	82/21
Agenda Item No:	18
Committee:	Full Council
Date:	13th October 2021
Title:	Conclusion of Annual Governance and Accountability Return (AGAR) 2020-2021
By:	Lucy Clark, Finance Manager
Purpose of Report:	To update Full Council on the status of the 2020-2021 AGAR

Recommendations
Full Council is recommended:
1.To note the report.

1. Information

- 1.1 Following approval by Full Council on 23rd June 2021, the 2020-2021 Annual Governance and Accountability Return (AGAR) was submitted to the External Auditor, PKF Littlejohn LLP on 25th June 2021.
- 1.2 The Finance Manager is pleased to advise that a response was received by PKF Littlejohn LLP on 6th September giving the result of an unqualified opinion and with no 'except for' matters, confirming that the AGAR is considered to be in accordance with the specified requirements. A copy of the completed AGAR is attached in Appendix A for reference.
- 1.3 The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) state that the Council is required to prepare a 'Notice of Conclusion of Audit' which details the rights of inspection, in line with the statutory requirements. This must be published along with the certified AGAR (Sections 1, 2 & 3) by 30th September and must include publication

on the Town Council's website. Copies of the AGAR must also be made available for purchase by any person on payment of a reasonable sum and that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than five years from the date of publication.

1.4 In accordance with the above, the notice was published on the Town Council's website and notice board on 30th September 2021. Copies have been made available for purchase by any person for a sum of fifty pence.




1.5 The published AGAR will be available for public access for a period of no less than five years.

2. Financial Appraisal

2.1 The net cost of the External Audit is £2,400 which has been paid for from the Audit Fees budget.

3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager	
RFO	
Town Clerk	

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

SEAFORD TOWN COUNCIL

www.seafordtowncouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/11/2020 28/05/2021

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Andy Beams

Date

28/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/21

and recorded as minute reference:

C43/06/21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk




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Section 2 – Accounting Statements 2020/21 for

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	657,099	330,762	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	767,459	872,023	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,359,013	1,195,256	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	774,768	812,464	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	119,979	119,979	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,558,062	840,756	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	330,762	624,842	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	416,627	722,423	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	10,988,418	10,825,330	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,533,089	1,469,349	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

ASingh

Date

19/03/21.

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/21

as recorded in minute reference:

C 44/06/21

Signed by Chairman of the meeting where the Accounting Statements were approved

Reo

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

SEAFORD TOWN COUNCIL – ES0088

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

04/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Seaford Town Council

Report No:	96/21
Agenda Item No:	20
Committee:	Full Council
Date:	13th October 2021
Title:	Local Nature Recovery Strategies Consultation
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present details of the Local Nature Recovery Strategies consultation and seek comments for submitting to the National Association of Local Councils to help inform its response to the consultation

Recommendations

Full Council is recommended:

1. To make any comments on the Local Nature Recovery Strategies consultation document for officers to forward to the National Association of Local Councils.

1. Information

- 1.1** The Department for the Environment, Food and Rural Affairs (DEFRA) has recently launched a consultation regarding Local Nature Recovery Strategies and how to prepare for them.
- 1.2** The National Association of Local Councils (NALC) will be responding to this consultation on behalf of the local parish/town council sector and as such, is welcoming county associations and their member councils to forward any comments on the proposals to be taken into consideration.
- 1.3** Attached at Appendix A is NALC's briefing note about the consultation and the questions that NALC will be focussing its response on.

- 1.4** Members are asked to consider whether they have any comments on the consultation and specifically, the questions on pages 3 and 4 of the appendix.
- 1.5** For those that wish to read the full details of the consultation, this can be [accessed online on the Gov.uk website](#).
- 1.6** Due to the deadline of the consultation (15th October), any comments from members will need to be collected at or before this Full Council meeting and officers will submit a response based on these.

2. Financial Appraisal

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

3. Contact Officer

- 3.1** The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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7 SEPTEMBER 2021

PC6-21 | LOCAL NATURE RECOVERY STRATEGIES

Summary

The Department for the Environment, Food and Rural Affairs (DEFRA) has recently launched a consultation into Local Nature Recovery Strategies and how to prepare for them. Local Nature Recovery Strategies are a new, England-wide system of spatial strategies that will establish priorities and map proposals for specific actions to drive nature's recovery and provide wider environmental benefits. The requirement for there to be Local Nature Recovery Strategies, what they are and how they should generally work will be established by the Environment Bill once it completes its current passage through Parliament.

The purpose of this consultation is to gather views on key questions that will help Government produce both the regulations and the guidance swiftly after the Environment Bill becomes law. The main consultation document can be downloaded [here](#). The consultation closes at DEFRA on 2 November 2021.

Context

Local Nature Recovery Strategies are a new system of spatial strategies for nature, which will cover the whole of England. They are established by clauses 100 to 104 of the Environment Bill and are designed as tools to drive more coordinated, practical and focussed action to help nature. Each Strategy will, for the area that it covers;

- agree priorities for nature's recovery,
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals.

The DEFRA Secretary of State will also appoint a "responsible authority" to lead production of each Strategy from the list of potential public bodies set out in clause 101 of the Bill. By and large they will be public bodies that will have a strong knowledge of the local area and established democratic mandates, ensuring the necessary legitimacy and status to lead a collaborative process with other local partner organisations.

This is a consultation about the preparation and implementation of Nature Recovery Strategies. We are already trying to achieve local council sector

representation on Local Nature Partnerships, in our lobbying over the Environment Bill.

NALC's current policy positions

NALC will probably be saying in its response that local councils can and should make a significant contribution to both the preparation and the implementation of these strategies.

NALC has been lobbying DEFRA and the government since January 2021 on the passage of the Environment Bill through parliament and NALC's main position on local nature recovery strategies is best evidenced by the below clause NALC drafted to ensure that the bill factored in the vital need for local councils to be consulted by responsible authorities when such strategies affecting their areas were being framed:

Partnerships for Local Nature Recovery Strategies

[New clause] 101 (7): The responsible authority for a local nature recovery strategy will consult / involve parish councils within its area in the preparation of that local nature recovery strategy.

[New clause] 101 (8): The responsible authority for a local nature recovery strategy will include representatives of parish councils within the same local nature recovery strategy area in any partnership arrangements to oversee monitoring and delivery of the local nature recovery strategy.

Explanatory note: Parish council representatives could be appointed to partnerships created to produce Local Nature Recovery Strategies by county associations of local councils - for the same partnership areas those local councils are located in. Such partnerships are created by local authorities responsible for creating a given local nature recovery strategy. Were this to be enacted, NALC would wish to see that the guidance, when published, on the local strategies, includes provision for parish councils' involvement.

NALC has signed up to the proposition that there is a climate emergency and will therefore, as a general principle, support moves and policies which help to mitigate it.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to DEFRA:

5. Which of the groups listed below do you consider essential for the preparation of a Local Nature Recovery Strategies?

- Local authority(s) other than the “responsible authority”, where the Strategy covers more than one Local Authority area
- Local authorities adjacent to the Strategy areas.
- Local Nature Partnership(s), where active and geographically aligned
- Natural England
- The Environment Agency
- The Forestry Commission
- Other public bodies e.g. Highways England
- Environmental non-governmental organisations active in the Strategy area
- National Park Authority(s), where present in the Strategy area and if not the “responsible authority”
- Area of Outstanding National Beauty organisation(s), where present in the Strategy area
- Local Records Centre(s), where separate from any of the other groups listed
- Local farming, forestry and landowning groups
- Local Enterprise Partnerships
- Utilities providers, such as water companies
- Other local business representative bodies
- Individual landowners and land managers (including farmers, both landowners and tenants)
- Individual businesses
- Members of the public
- Don’t Know.

6. Are there any organisations not listed above whose involvement you consider essential? [Yes/No/Don’t Know] If yes, which ones and why?

9. Are you aware of specific locally-held information that would make an important contribution to the preparation of Local Nature Recovery

Strategies that you do not believe would be made available without a requirement to do so? [Yes/No/Don't Know] If yes, what information should be included?

10. How do you think neighbouring Local Nature Recovery Strategy responsible authorities should be required to work together?

- Required to inform neighbouring responsible authorities of their progress in preparing their Strategy
- Required to give information to neighbouring responsible authorities that would help them prepare their Strategy
- Required to collaborate when setting objectives for areas close to boundaries
- Left to local discretion
- Other [If other, please specify]
- Don't know

11. Should draft Local Nature Recovery Strategies be subject to a local public consultation prior to publication? [Yes/No/Don't Know]

12. Should individual landowners or managers be able to decide that land they own or manage should not be identified by a Local Nature Recovery Strategy as an area that could become of particular importance for biodiversity? [Yes/No/Don't Know]

14. How prescriptive do you think regulations made under clause 101 should be in setting out how the responsible authority should work with local partners?

- Setting broad principles only
- Setting broad principles and specific requirements on who to engage or how
- A standardised process of who to engage and how
- Don't know

NALC would be interested to hear from county associations and local councils from any of the 5 pilot areas about their experiences in contributing to the pilot strategies. These areas were: Greater Manchester Combined Authority, Buckinghamshire Council, Cornwall Council, Northumberland County Council and Cumbria County Council.

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Friday 15 October, 2021. County associations are asked to forward this briefing onto all member councils in their area.

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Seaford Town Council

Report No:	93/21
Agenda Item No:	23
Committee:	Full Council
Date:	13th October 2021
Title:	Public Participation Policy Review
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present the revised Public Participation Policy for adoption

Recommendations
Full Council is recommended:
1. To adopt the revised Public Participation Policy as presented within report 93/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers have reviewed the Town Council's Public Participation Policy. This is presented at Appendix A with tracked changes.
- 1.2** The majority of changes are minor – easing the flow of reading or clarifying/correcting points – but there is one key addition, which makes allowance for how to manage public participation in the event of unexpected or enforced changes to meeting formats (such as was seen during the COVID-19 pandemic).
- 1.3** The aim of this additional section is to allow the Proper Officer, in consultation with the Committee Chair's Management Group (CCMG), to adjust the public participation rules as required and appropriate, ensuring that members of the public can continue to be involved in meetings.

2. Financial Appraisal

2.1 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	
Town Clerk	



Seaford Town Council

Public Participation Policy

Public participation is welcomed at Full Council and Committee meetings. Set out below is guidance, reflecting the Town Council's Standing Orders, surrounding participation by members of the public at meetings:

1. Public participation will be included in all Town Council agendas except for Personnel, Grievance, Disciplinary and Appeals Committees (/Sub-Committees); it is at this time in the meeting where members of the public may speak;
2. Questions or statements made at Committees must be related to an item on the agenda and not general matters. Questions or statements at Full Council meetings can be on any reasonable matter.
3. Members of the public wishing to make comments on a specific planning application being considered by the Planning & Highways Committee, ~~in this instance they are~~ will be invited to do so immediately before each application is considered, rather than during the public participation agenda item.
4. Members of the public will be given a maximum of four minutes each to speak. Public participation shall ideally take no longer than 20 minutes in total.
5. Only one person is permitted to speak at any time. The member of public should raise their hand when wishing to speak; the Chair will decide the order in which members of the public speak. When speaking they should stand (unless they have ~~a disability~~ mobility issues or are likely to suffer discomfort from doing so).
6. To take part in public participation you must be present at the meeting to ask your question or make your statement.
7. Any comments made or questions asked should be directed at the Chair. You should state which agenda item (where relevant) your question is regarding.
8. Every effort will be made to give a response at the meeting, where required; a summary of any response given will be included in the minutes of the meeting, which will be published on the Town Council's website.
9. A verbal response may be provided to you by the Chair, a ~~Council member~~ councillor or Town Council officer, through the Chair.
10. The public question should not start a discussion.
11. Members of the public will not have an automatic right to reply to the response given; the Chair may consider a request to reply if made, however this is likely to only be granted if new information is being provided.
12. A request for the Town Council to pursue a public services matter with a public sector body will only be pursued if the requestor ~~has~~ can evidence they have attempted to do this themselves first.
13. Where it is necessary to exclude the press and public from a meeting, this shall be done by resolution with a reason for the exclusion given.
14. The Chair has the ultimate say at meetings and anyone felt to be behaving inappropriately or acting disrespectfully towards others in the meeting, will be excluded from the meeting in accordance with Town Council Standing Orders.

Please note that audio and video recording of Town Council meetings is welcomed providing that the Town Council's guidelines are observed. Said guidelines can be found in the ~~document holder in the~~ public gallery at meetings or on the Town Council's website.

Any member of public wishing to submit a petition should refer to the Town Council's Petition Policy, which is ~~also available in the document holder or~~ on the Town Council's website.

Standing Orders 3 sets out the Town Council's rules regarding public participation at meetings; this policy is a reflection of these rules.

Only in the event of unexpected / enforced changes to meeting formats (such as having to hold remote/virtual meetings or Government restrictions that prevent members of the public attending meetings physically), the Proper Officer shall consult with the Committee Chair's Management Group to agree how public participation can be accommodated at meetings. Any change in public participation format will be clearly identified on agendas and other meeting communications.

Ultimately, the Chair~~man~~ controls and has order over the meeting in accordance with Town Council policy.

Adopted: ~~21st June 2018~~October 2021

Revise: ~~July 2021~~October 2024 or earlier if legislation/best practice changes



Seaford Town Council

Report No:	95/21
Agenda Item No:	24
Committee:	Full Council
Date:	13th October 2021
Title:	Document Retention Policy Review
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present the revised Document Retention Policy for adoption

Recommendations
Full Council is recommended:
1. To adopt the revised Document Retention Policy as presented within report 95/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers have reviewed the Town Council's Document Retention Policy. This is presented at Appendix A with tracked changes.
- 1.2** The majority of changes are minor – easing the flow of reading or clarifying/correcting points. There are also two more substantial changes:
- (a)** The inclusion of a section regarding the disposal of confidential electronic documents and emails.
 - (b)** The removal of allotments from the 'Services' table within Appendix A. This has been removed as this table should only include those services relevant to the Town Council and the allotments site (Sutton Drove Allotments) is leased to Seaford Allotments Society, which is responsible for maintaining and managing the register and plans.

2. Financial Appraisal

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

3. Contact Officer

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

Executive Support Officer	
Town Clerk	



Seaford Town Council

Document Retention Policy

1. Introduction

The purpose of this document is to provide a corporate policy framework to ensure that particular documents (or sets of documents) are dealt with in the correct manner; being retained and/or disposed of in the correct method and timescale.

This policy gives the Town Council a system for the management of paper and electronic records. The Town Clerk is responsible for ensuring all Town Council documents are managed accordingly.

This policy is based on the National Association of Local Council's Legal Topic Note on Local Councils Documents and Records (legal topic note 40), therefore legal requirements and recommended practice within the sector.

Where the policy refers to 'documents' this includes both paper and electronic copies.

2. Retention of Documents

Certain important documents must be retained for clear reasons such as audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Subject to the above reasons for retaining documents, papers and records may be destroyed if they are no longer of use or relevant. If there is any doubt, the document will be retained until proper advice has been sought.

Attached at Appendix A to this policy is the appropriate minimum document retention periods which must be observed.

3. Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

It should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (eg in the case of disease)
- Where damage is hidden (eg to a building)
- Where a person is a child or suffers from a mental capacity
- Where there has been a mistake by both parties
- Where one party has defrauded another or concealed facts.

Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories; in this instance, the longer period will be observed.

In such circumstances the Town Clerk will consider (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made;
- The value of the claims; and
- The inability to defend any claims made should relevant documentation be destroyed.

4. Disposal

All Town Council documents will be handled in the correct manner for their sensitivity.

As per the Town Council's Data Protection Policy and the [Data Protection Act 1998](#)[UK General Data Protection Regulations \(GDPR\)](#), any document which contains data on an individual/s or personal data will be [retained for the relevant time period and](#) disposed of confidentially. [For paper documents this is](#) via the confidential waste bin service within the Town Council offices.

In an effort to maintain the organisation and efficiency of the workplace and reduce the volume of printing carried out, Town Council officers are committed to printing only those documents necessary to have in hard copy and disposing of those which are not necessary to be kept.

Any Town Councillors wishing to dispose of paper copies of confidential Town Council documentation will do so via the Town Council's confidential waste service.

[Confidential electronic documents or emails can be deleted, as required and appropriate \(i.e. where they are not required to be kept\), in the usual manner – this will suffice as secure disposal. Computer users will need to be mindful of any confidential electronic documents that may have been downloaded to the device being used – if this is the case, users should ensure to delete the document from the device. If there is any uncertainty as to how to do this, seek the advice of a Town Council officer.](#)

5. Responsibility

The Town Clerk holds responsibility for ensuring all Town Council employees are aware of and adhering to the Document Retention Policy, in particular the retention of the documents at Appendix A to the policy.

Adopted: [May 2017](#)[October 2021](#)

Review: [May 2020](#)[October 2024](#) (or as legislation/recommended practice changes)

APPENDIX A – Document Retention Policy

CORPORATE		
Document	Minimum Retention Period	Reason
Minute Books (Council, Committees & Sub-Committees)	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payments account (s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	3 years	Personal injury
Wages book	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register (not currently applicable to Seaford Town Council)	6 years	Tax, Limitation Act 1980 (as amended)
Personal data of employees	6 years after employment terminates	Recommended practice
Recruitment paperwork	1 year for all except successful candidate	Recommended practice
Accident books/reports	3 years or if a child/young adult, until that person reaches the age of 21	RIDDOR (SI.1995/3163)
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc Regulations 1999

Formal complaints made under the Town Council's Complaints procedure	6 years	Management
Freedom of Information Requests received	6 years	Management
Adopted Town Council Policy documents	Indefinite (archive after superseded)	Management
Press releases/publications	Indefinite (electronically)	Management

SERVICES (where applicable)		
Document	Minimum Retention Period	Reason
For Halls, Centre, Recreation Grounds: Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years	VAT
For Allotments: register & plans	Indefinite	Audit, Management



Seaford Town Council

Report No:	94/21
Agenda Item No:	25
Committee:	Full Council
Date:	13th October 2021
Title:	No Cold Calling Policy Review
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To present the revised No Cold Calling Policy for adoption

Recommendations
Full Council is recommended:
1. To adopt the revised No Cold Calling Policy as presented within report 94/21.

1. Information

- 1.1** In line with the schedule of policy reviews, officers have reviewed the Town Council's No Cold Calling Policy. This is presented at Appendix A with tracked changes.
- 1.2** The majority of changes are minor – easing the flow of reading or clarifying/correcting points and also updating the contact details for Seaford & Bishopstone Neighbourhood Watch.

2. Financial Appraisal

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

3. Contact Officer

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

Executive Support Officer	
Town Clerk	



Seaford Town Council

Seaford No Cold Calling Policy

Background

Although there are EU regulations against cold calling, this has not been enacted into legislation in the UK. Therefore “cold calling” in Seaford and Bishopstone was not in itself illegal until the adoption of this policy by the Council designation of Seaford and Bishopstone as a no cold calling zone following consultation with residents.

~~After much lobbying by local residents,~~ Seaford Town Council, supported by the local Neighbourhood Policing Team, East Sussex County Council Trading Standards and Seaford & Bishopstone Neighbourhood Watch Association (S&BNHWA), set up a poll of local residents and a number of Seaford and Bishopstone residents responded to the poll and voted overwhelmingly to create a “No Cold Calling Zone” for the whole of the town.

The residents also voted to allow charitable and charitable type organisations to be able to gain a licence by registering with the Lewes District Council **Door to Door Collectors** Scheme.

Political parties and religious groups are nationally exempt, but their canvassers and callers should respect your wishes not to call. ~~(If you have your own notice displayed, please make sure the wording is clear and concise).~~

How the Zone works.

Signs paid for by S&BNHWA have been erected at all the road entrances into Seaford and Bishopstone and state that Seaford and Bishopstone is a No Cold Calling Zone.

You may display a visible notice, or door sticker, which quite clearly states “**Warning – We do not deal with uninvited traders (cold callers). PLEASE LEAVE AND DO NOT RETURN. Failure to do so is a CRIMINAL offence**”.

Callers from each organisation which has been granted a licence by Lewes District Council will display a pass that gives details of their organisation. Their details will be logged by Lewes District Council and can be checked by calling 01273 471600 during normal office hours.

Please be aware that an identity card alone is NOT an official exemption pass and NO national or local company has blanket exemption.

You can refuse to answer to any cold caller you do not recognise or who does not have an appointment to visit. If you do answer, you can simply ask the caller to leave, and they should adhere to your request. It is interpreted by Trading Standards that the existence of the above sticker also constitutes a request to leave.

Your rights.

If the caller persists after the request to leave, they are committing an offence and you have the right to request the Police to remove them from your premises. You can do this by **DIALLING 101**, but if you feel you are being threatened or harassed then dial **999**. You should not put yourself in any danger by confronting the abusive caller; merely pointing at your sticker fulfils your request for them to leave.

If your neighbours are ~~old~~-elderly or vulnerable, and the caller moves on to them, you can also do the above on their behalf.

If it is safe to do so, you ~~sh~~could also attempt to obtain the callers details (name, company, vehicle details) and report them to East Sussex Trading Standards or S&BNHWA. Telephone numbers and email addresses are below.

Finally, officially approved stickers have been sourced by S&BNHW. They are available free of charge to all Seaford residents from the organisations below and Seaford Police Station.

USEFUL Contact Details

Lewes District Council Switchboard - 01273 471600

Seaford & Bishopstone Neighbourhood Watch - 01323 893861 - email
members@sandbnhw.co.uk or publicity@sandbnhw.co.uk ~~sandbnhw@aol.co.uk~~

East Sussex County Council Trading Standards - 01323 463447 - email -
trading.standards@eastsussex.gov.uk



Seaford Town Council

Report No:	92/21
Agenda Item No:	26
Committee:	Full Council
Date:	13th October 2021
Title:	Town Council Office 2021 Christmas Shutdown
By:	Georgia Raeburn, Executive Support Officer
Purpose of Report:	To consider the proposed closure of the Town Council office activities over the 2021 Christmas period and the emergency contact arrangements.

Recommendations
Full Council is recommended:
<p>1. To agree to the closure of the Town Council office activities from 4.30pm on Thursday 23rd December 2021 to 9.30am Monday 3rd January 2022.</p> <p>2. To note the emergency contact arrangements, as per the report, for during the above closure period.</p>

1. Information

Shutdown Arrangements

- 1.1** Each year the Town Council offices are closed to the public between Christmas and New Year. In this period, office staff are then given the option to either use their annual leave entitlement to have the time off or to continue working.
- 1.2** In the past, the majority of staff will book off the entire period recognising that this is a good chance to have a proper rest break from work without having to worry about the minimum required staffing levels to keep activities running.
- 1.3** Given that all office staff are continuing to work from home for the majority of their time, the offices are not currently open in the usual manner. This

year's shutdown would therefore be a 'shutdown' of the usual office activities i.e. manning the Admin or staff inboxes, checking phone messages, dealing with public or councillor queries, activity on the Town Council's social media pages etc.

- 1.4** In light of the above, officers are therefore recommending that for 2021 the Town Council looks to agree to the office activities closing at 4.30pm on Thursday 23rd December and reopening at 9.30am on Monday 3rd January 2022.
- 1.5** For clarity, the Planning & Highways Committee meeting scheduled for Thursday 23rd December at 7pm will continue as planned.
- 1.6** The above closure period, for a full-time member of staff, would be three day's annual leave and three Bank Holidays. The Town Council does however have a significant number of part time staff, so the impact will vary according to the individual.
- 1.7** In recent years, the Town Council has not enforced this period of closure on office staff requiring them to use annual leave, recognising that not everyone will want a significant period of time off over the Christmas period or that in some roles, there are functions that need to be carried out.
- 1.8** As it stands, The View and Seaford Head Golf Course will remain open every day with the exception of Christmas Day.

Emergency Contact Arrangements

- 1.9** Officers are aware that an emergency contact must still be available throughout this period. It is anticipated that these arrangements mimic those adopted in previous years:
- 1.10** The Town Council's main phone number will continue to divert callers to the voicemail system. The voicemail is recorded and sent to the Admin email inbox. This inbox will be checked twice daily for any urgent voicemails that cannot wait until after the shutdown period.
- 1.11** A rota will be drawn up with certain staff members on call throughout the closure period. These staff members will be able to deal with any urgent enquiries/problems.
- 1.12** Staff members on call will be compensated in line with the Town Council's Additional Hours Policy.

2. Financial Appraisal

2.1 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	
Town Clerk	