



## Seaford Town Council

**MINUTES** of the **Annual Meeting** of the **Full Council** held at Seaford Baptist Church Auditorium, Belgrave Road, Seaford on **Thursday 20<sup>th</sup> May 2021** at **7.00pm**.

### **Present:**

Councillors R Reed (2020-2021 Mayor & 2021-2022 Mayor)

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

Councillor J Cash (2020-2021 Deputy Mayor & 2021-2022 Deputy Mayor) was in attendance as a non-voting member via Zoom.

Adam Chugg, Town Clerk

Georgia Raeburn, Executive Support Officer

Tony Jackson, Projects & Facilities Manager

Peter White, Sergeant-at-Mace

There were two members of the public in attendance (one physically in person and one via Zoom) in addition to live stream watchers.

### **C01/05/21 Election of Mayor for the Municipal Year 2021 - 2022**

It was **RESOLVED** that Councillor Rodney Reed be **APPOINTED** as Mayor of Seaford for the 2021 – 2022 Municipal Year.

The Sergeant-at-Mace carried out the Mayor-making ceremony, welcoming the new Mayor and mace to the meeting.

### **C02/05/21 Declaration of Acceptance of Office – Mayor**

The Mayor, Councillor Rodney Reed, pursuant to the provisions of Section 83 of the Local Government Act 1972, made a Declaration of Acceptance of Office in the prescribed form before the Town Clerk.

### **C03/05/21 Election of Deputy Mayor for the Municipal Year 2021 – 2022**

It was **RESOLVED** that Councillor Jean Cash be **APPOINTED** as Deputy Mayor of Seaford for the 2021 – 2022 Municipal Year.

### **C04/05/21 Apologies for Absence**

Apologies for absence were received from Councillors N Adil and G Rutland. Councillor J Cash submitted her apologies for the physical meeting but was in attendance via Zoom.

## **C05/05/21 Disclosure of Interests**

There were no disclosures of interest.

## **C06/05/20 Public Participation**

Public participation via Zoom was unfortunately interrupted by technical issues.

The Town Clerk confirmed that two representatives on behalf of Bishopstone United Charities had made contact urging the Town Council not to change the appointed representatives at this stage and that as such, this would form an amendment to the recommendation regarding that outside body when considered under agenda item 11.

*(7.23pm – Councillor Cash and one member of the public left the Zoom meeting)*

## **C07/05/21 Declaration of Acceptance of Office - Councillors**

It was **RESOLVED** to **NOTE** the Declaration of Acceptance of Office had been completed by Councillors S Adeniji and B Payne.

## **C08/05/21 Young Mayor Update**

The Town Clerk provided a verbal update on the office of Young Mayor, including; the outgoing Young Mayor, Chanel Pritchard; the incoming Young Mayor, Joseph Lacy, following recent elections at Seaford Head School and Deputy Young Mayor, Erin Franklin, and; the importance of the role of Young Mayor to the town and Town Council.

The Mayor welcomed the Young Mayor and Deputy Young Mayor to office on behalf of the Town Council.

## **C09/05/21 2021 – 2022 Committee Memberships**

Full Council considered report 01/21 presenting the necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs and consider the appointment of any new committees for the 2021 – 2022 Municipal Year.

**C9.1** It was **RESOLVED** to **APPROVE** the existing committee structure, noting that the Finance & General Purposes and Community Services Committees are both increased to 11 members each.

**C9.2** It was **RESOLVED** to **APPOINT** members of the **Finance & General Purposes Committee** as set out below for the 2021 – 2022 Municipal Year:  
Councillors N Adil, D Argent, L Boorman, M Brown, J Cash, O Honeyman, R Honeyman, J Meek, R Reed and L Wallraven.

**C9.3** It was **RESOLVED** to **APPOINT** members of the **Community Services Committee** as set out below for the 2021 – 2022 Municipal Year:

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

**C9.4** It was **RESOLVED** to **APPOINT** members of the **Planning & Highways Committee** as set out below for the 2021 – 2022 Municipal Year:

Councillors D Argent, L Boorman, J Edson, R Honeyman, J Lord, J Meek, B Payne and L Wallraven

**C9.5** It was **RESOLVED** to **APPOINT** members of the **Golf & The View Committee** as set out below for the 2021 – 2022 Municipal Year:

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

**C9.6** It was **RESOLVED** to **APPOINT** members of the **Personnel Committee** as set out below for the 2021 – 2022 Municipal Year:

Councillors D Argent, J Cash, S Dunn, J Edson, O Honeyman and R Honeyman.

**C9.7** It was **RESOLVED** to **APPOINT** members of the **Disciplinary / Grievance Sub-Committee** as set out below for the 2021 – 2022 Municipal Year:

Councillors L Boorman, M Brown, B Payne, L Wallraven and B Webb.

Full Council considered the positions of Chair and Vice-Chair for the Committees.

**C9.8 Finance & General Purposes Committee:**

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

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

**C9.9 Community Services Committee:**

It was **RESOLVED** to **APPOINT** Councillor O Honeyman as Chair;

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

**C9.10 Planning & Highways Committee:**

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

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

**C9.11 Golf & The View Committee:**

It was **RESOLVED** to **APPOINT** Councillor D Argent as Chair;

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

**C9.12 Personnel Committee:**

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

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

**C9.13 Disciplinary / Grievance Sub-Committee:**

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

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

Full Council considered the membership and Chair positions of the standalone Appeals Committee.

**C9.14** It was **RESOLVED** to **APPOINT** members of the **Appeals Committee** as set out below for the 2021 – 2022 Municipal Year:

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

**C9.15 Appeals Committee:**

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

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

**C9.16** It was **PROPOSED** to **DELEGATE POWER** to the Proper Officer to fill the remaining vacancies on the Planning & Highways Committee; this **MOTION** was **CARRIED**.

### **C10/05/21 Council Representation on Outside Bodies Policy Review**

Full Council considered report 06/21 presenting revisions to the Town Council Representation on Outside Bodies Policy for adoption.

It was **RESOLVED** to **ADOPT** the Town Council Representation on Outside Bodies Policy as presented with report 06-21.

### **C11/05/21 2021 – 2022 Representation on Outside Bodies**

Full Council considered report 02/21 reviewing the Town Council's representation on outside bodies and appointing representation for the 2021 – 2022 Municipal Year.

**C11.1** It was **RESOLVED** to **NOTE** the representative reports submitted from the 2020 – 2021 Municipal Year.

**C11.2** It was **RESOLVED** to **AGREE** the recommended changes to outside bodies, as follows:

- (a) Bishopstone United Charities (BUC) – representation continues as is, with one current councillor representative and the former councillor continuing as a trustee of BUC.
- (b) Community Transport– Lewes Area (CTLA) – representation to be continued.
- (c) Lewes District Association of Local Councils (LDALC) – representation reduced from two to one as recommended by representative.
- (d) Neighbourhood Plan Steering Group – noting the group has been dissolved following adoption of the Seaford Neighbourhood Plan by Lewes District Council in 2020. It was noted that there is a requirement to review the Plan in three years from adoption.
- (e) Newhaven Port Access Road Liaison Committee – representation paused due to the group no longer meeting.
- (f) Seaford Befriending Group – noting the change of name to Seafriends.

- (g) Seaford Community Partnership – requesting to increase representation to two members, with the clear understanding of roles within the Partnership. Officers will report back to Full Council the outcome of this request.
- (h) Seaford Cricket Club – representation discontinued as recommended by representative.
- (i) Tree Wardens Group – noting the change of name to Trees for Seaford and to increase the number of representatives to two.

**C11.3** It was **RESOLVED** to **APPOINT** the following Town Council's representatives to outside bodies for the 2021 – 2022 Municipal Year:

<b>Outside Body</b>	<b>Representative/s</b>
Access in Seaford & Newhaven	Olivia Honeyman
Bishopstone United Charities	Linda Wallraven Penny Lower (non-cllr)
Citizen's Advice Bureau	Nazish Adil
Community Rail Partnership	Richard Honeyman
Community Transport - Lewes Area (CTLA)	Sam Adeniji
Crouch Bowling Club	Jim Lord
Cuckmere Community Bus	John Edson
Cuckmere Estuary Group	Liz Boorman
East Sussex Association of Local Councils	Mark Brown
Environment Agency Meetings	John Edson
	Jean Cash
	James Meek
Impact Seaford	Sylvia Dunn
Lewes Community Safety Partnership - Joint Action Group	John Edson
	Liz Boorman
Lewes District Assoc of Local Councils (LDALC)	Mark Brown OR John Edson *
Mercread Youth Centre	Liz Boorman
Plastic-Free Seaford Steering Group	Rodney Reed
	James Meek
Seaford Allotment & Leisure Garden Society	Jim Lord
Seafriends	Nazish Adil
Seaford Chamber of Commerce	Nazish Adil
	Rodney Reed
Seaford Community Flood Action Group	Jean Cash
	Olivia Honeyman
Seaford Community Partnership	Richard Honeyman
	John Edson **
Seaford Environmental Alliance (SEA)	Olivia Honeyman ***
Seaford Head Golf Club	Mark Brown

Seaford Head Nature Reserve Management Committee	Jean Cash
	James Meek
Seaford Head Swimming Pool	Sam Adeniji
Seaford Senior's Forum	Dave Argent
Stakeholders Group on Health Issues	Nazish Adil
	Rahnuma Hayder
	Bill Payne
	Vacant
Strengthening Local Relationships	Linda Wallraven
	Nazish Adil
	Mohamed Ali Hayder
Trees for Seaford	Rodney Reed
	Sam Adeniji
Youth Task Group	Morag Everden
	Nazish Adil

\* One representative will be chosen outside of the meeting from the two councillors listed.

\*\* This is subject to Seaford Community Partnership being agreeable to having two representatives and clear definitions of roles and involvement of the representatives within the Partnership and with the CARES project.

\*\*\* Subject to Seaford Environmental Alliance being agreeable with having a Town Council representative.

It was discussed that updates on the confirmations above will be presented back to Full Council for noting.

### **C12/05/21 Fixed Asset Register**

Full Council considered report 13/21 presenting the Town Council's Fixed Asset Register for adoption.

It was **RESOLVED** to **ADOPT** the Fixed Asset Register as at 31<sup>st</sup> March 2021 and as attached at Appendix A to report 13/21.

### **C13/05/21 2021 – 2022 Annual Subscriptions**

Full Council considered report 03/21 reviewing the Town Council's annual subscriptions and seeking approval of the spends therein.

Following the reorganisation of the East Sussex Association of Local Councils, it was requested that the Responsible Financial Officer ensure over the course of this coming year that this membership still provides value for the cost.

It was **RESOLVED** to **APPROVE** the annual subscriptions for 2021 – 2022 and the spend therein, as follows:

	<b>Subscription / purpose</b>	<b>Cost</b>
(a)	Association of Accounting Technicians (AAT)	£134.00
(b)	Association of Chartered Certified Accountants (ACCA)	£258.00
(c)	British & International Golf Greenkeepers Association (BIGGA) x 4 memberships	£500.00
(d)	Chartered Institute of Personnel and Development (CIPD)	£163.00
(e)	Employer Link	£470.00
(f)	Lewes District Council Association of Local Councils (LDALC)	£52.00
(g)	Local Council Review publication	£17.00
(h)	Seaford Chamber of Commerce	£50.00
(i)	Seaford Rotary Club (Business Partnership Scheme)	£75.00
(j)	Society of Local Council Clerks x 2 memberships	£622.00
(k)	Survey Monkey	£300.00
(l)	East Sussex Association of Local Councils (ESALC) & National ALC (NALC)	£2,788.00
(m)	GEO (Golf Environment Organisation) Foundation OnCourse Programme	£225.00

The meeting closed at 8.25pm.

Councillor Rodney Reed  
Mayor of Seaford