




Seaford Town Council

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.

The Annual Meeting of the **Full Council** will be held at **Seaford Baptist Church, Belgrave Road, Seaford, BN25 3EE** on **Thursday 20th May 2021** at **7.00pm**, which you are summoned to attend.



Adam Chugg
Town Clerk
13th May 2021

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 14 people.**
- **The meeting will also be livestreamed to enable to public to watch this remotely.**
- **See the end of the agenda for further details of public access and participation.**
- **This meeting will be livestreamed and recorded to the Town Council's YouTube channel.**
- **Unless you have a valid medical exemption, all participants must wear a mask when at the meeting – failure to do so may result in you being asked to leave.**

AGENDA

1. **Election of Mayor for the Municipal Year 2021-2022**

To receive nominations for the office of Mayor.

2. **Declaration of Acceptance of Office - Mayor**

Following the election of the Mayor, and pursuant to the provisions of Section 83 of the Local Government Act 1972, the person elected to be Mayor of Seaford shall make a Declaration of Acceptance of Office in the prescribed form before the Proper Officer.

3. Election of Deputy Mayor for the Municipal Year 2021-2022

To receive nominations for the office of Deputy Mayor.

4. Apologies for Absence

To consider apologies for absence.

5. 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.

6. 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.

7. Declaration of Acceptance of Office – Councillors

To note the Declaration of Acceptance of Office by the two new Town Councillors elected on 6th May 2021; Councillors S Adeniji and B Payne.

8. Young Mayor Update

To receive a verbal update on the office of Young Mayor.

The Town Council is saying farewell to the 2020 – 2021 Young Mayor, Chanel Pritchard, and 2020 – 2021 Deputy Young Mayor, James Jenkins, and welcoming the 2021 – 2022 Young Mayor, Joseph Lacy, and 2021 - 2022 Deputy Young Mayor, Erin Franklin.

9. 2021 – 2022 Committee Memberships

To consider report 01/21 presenting Full Council with necessary details to appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees (pages 8 to 10).

10. Council Representation on Outside Bodies Policy Review

To consider report 06/21 presenting revisions to the Town Council Representation on Outside Bodies Policy for adoption (pages 11 to 16).

11. 2021 – 2022 Representations on Outside Bodies

To consider report 02/21 presenting Full Council with the necessary details to review the Town Council's representation on outside bodies and appoint representation for the 2021 – 2022 Municipal Year (pages 17 to 42).

12. Fixed Asset Register

To consider report 13/21 presenting the Town Council's Fixed Asset Register for adoption (pages 43 to 47).

13. [2021 – 2022 Annual Subscriptions](#)

To consider report 03/21 presenting Full Council with the necessary details to review the Town Council's annual subscriptions and approve the spend therein (pages 48 to 50).

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. Watching the livestream of the meeting on the Town Council's YouTube channel at:
<https://www.youtube.com/channel/UCjAYAaMKgdv8ckENO9NsSjA>

OR

2. Attend the meeting in person.

Due to Covid-19 restrictions, the number of public in attendance will be limited to 14.

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.

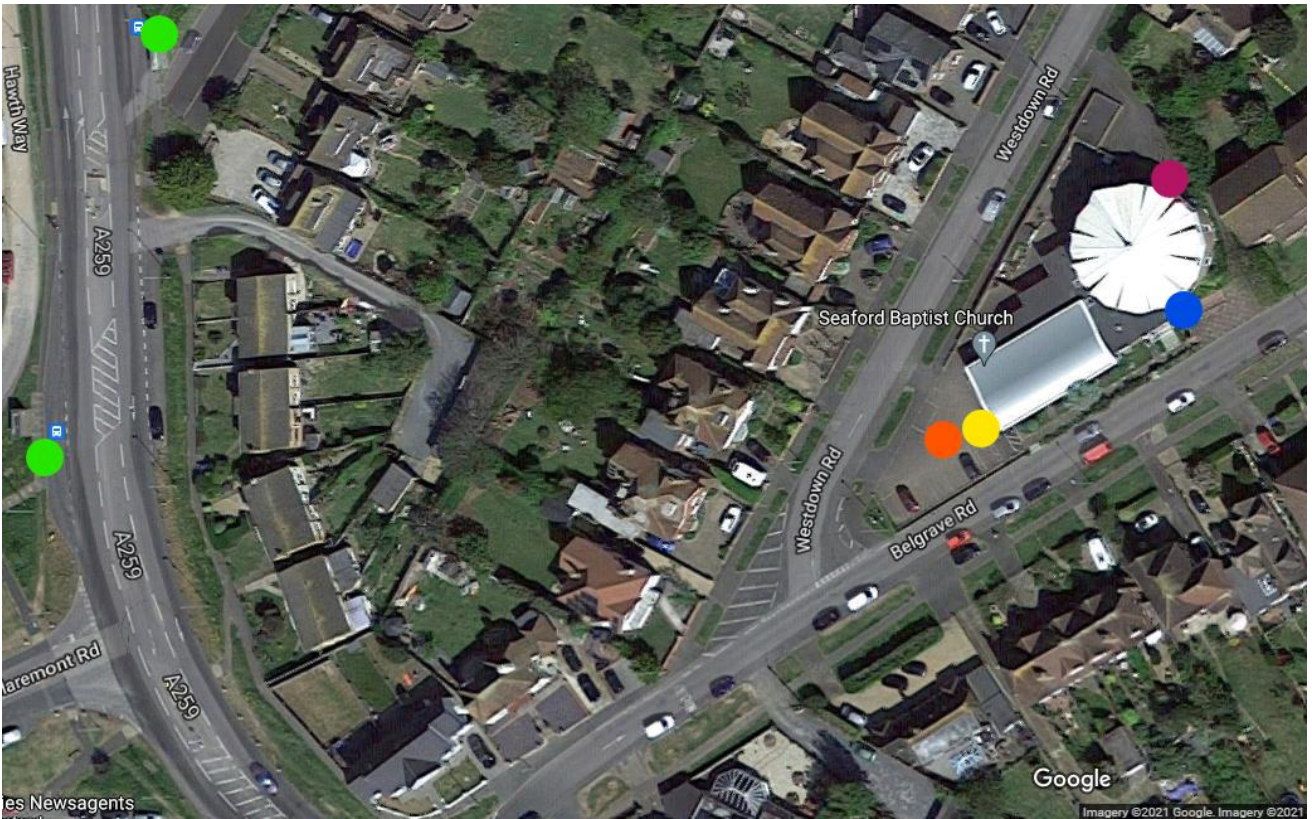
Spaces will be assigned on a first come, first served basis.

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.

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:



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

Yellow – bike racks available

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

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

Purple - disabled access and pathway to Belgrave Road or Westdown Road.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting may do so in three ways:

1. Submit a written statement using the above contact details, which will be read out by a Council Officer during the public participation section of the meeting, or;
2. Join a virtual Zoom meeting that will be visible to the meeting participants and will allow you to make your statement verbally to those present in the meeting, or;
3. If attending the meeting in person, by making a verbal statement at the meeting during the public participation section of the meeting.

Your statement should be regarding business on the agenda for that meeting.

A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

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.

Written Statement:

1. Please ensure that any written statement is submitted to georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting.
2. Submissions can be submitted by post but you must be mindful that this is received 24 hours before the meeting still; the Town Council cannot take responsibility for post that is not received in time.
3. While every effort will be made to include all submissions possible, those received later than the above may not be guaranteed to be read aloud.
4. Submissions should be no longer than 4 minutes in length to read (this is roughly 1 – 2 pages of A4).
5. If there are any concerns about the nature of your submissions, officers will raise this with you in advance of the meeting where possible but the right is reserved to not read aloud all of submissions where there is a justified reason for this – officers will inform you where this is the case.

Verbal Statements:

Further details regarding the specifics of attending the Zoom meeting or in person are further below, but these are key points for any form of verbal participation in the meeting:

1. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is (if via Zoom, the technical host will also prompt you if needed).
2. You do not have to state your name if you don't want to.
3. This point is usually included on the meeting agenda as 'Public Participation' although in Planning & Highways Committee meetings members of the public are also invited to speak immediately before each planning application, if they wish 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. If attending via Zoom and you have no video feed and only audio, you will have to unmute yourself and state your wish to speak or indicate this using the 'chat function' within Zoom.

7. 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.
8. Members of the public should not speak at other points of the meeting.

Participation via Zoom meeting:

If you are looking to join the Zoom meeting you will need to join the meeting for 7.00pm. Please use the meeting details below.

It is important to note that at this Zoom meeting you will only be able to see yourself and other public participants, not the physical meeting. If you would like to watch the meeting proceedings, you will need to have both the livestream and Zoom operating (which can be done on the one device/screen).

Zoom Details:

Zoom Meeting Link:

<https://zoom.us/j/97791093827?pwd=dVhDSUZDa2ZUVTQzWkZJV253bUYyZz09>

Zoom Meeting ID: 977 9109 3827

Zoom Meeting Passcode: please email georgia.raeburn@seafordtowncouncil.gov.uk at least 24 hours before the meeting to request the passcode

Joining the Zoom Meeting:

1. When you join the meeting, you will enter the virtual waiting room and a Town Council officer (the 'technical host') will let you in to the meeting at the appropriate time.
2. We advise residents to change their Zoom names to 'Resident' as names will be visible to those in the meeting and possibly on the livestream of the meeting to YouTube.
3. With Zoom, you will have the option to choose whether or not you want your video feed on.
4. We ask that all members of the public remain muted during the meeting.
5. If joining part way through the meeting, you may have a short period in the waiting room if the host has to wait for a suitable point to allow you to enter.
6. The Zoom meeting will remain live for all of the meeting (save for where an exclusion of the press and public is required) but participation will be limited to the public participation section 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. Unless you have a valid medical exemption, you will be required to wear a mask when in the venue. Failure to do so could result in your being removed from the meeting.
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 etc).



Seaford Town Council

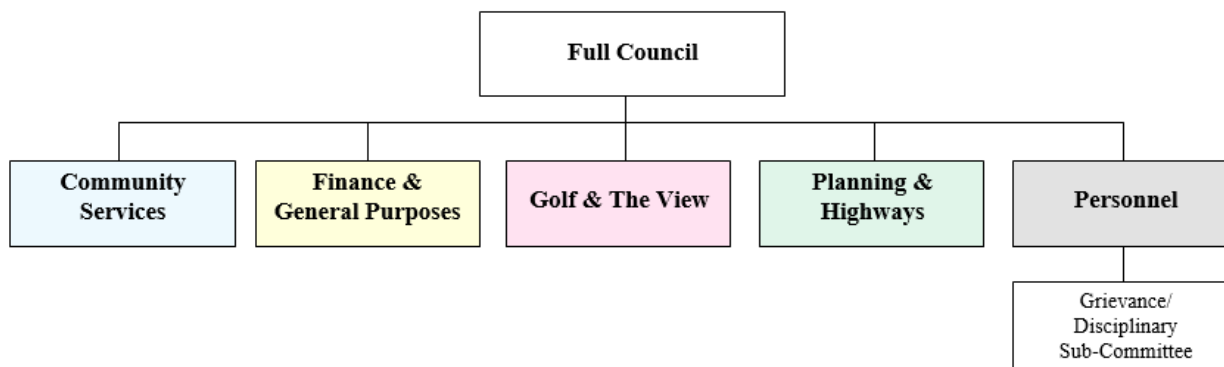
Report No:	01/21
Agenda Item No:	9
Committee:	Full Council
Date:	20th May 2021 – Annual Meeting
Title:	2021 - 2022 Committee Membership
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To appoint members to committees, appoint the Chairs and Vice-Chairs, and consider the appointment of any new committees.

Recommendations
Full Council is recommended:
<ol style="list-style-type: none">1. To approve the existing committee structure.2. To appoint members to the standing committees and sub-committee (excluding the Appeals Committee membership).3. To appoint Chairs to the relevant committees.4. To appoint Vice-Chairs to the relevant committees.5. To appoint members to the stand-alone Appeals Committee.

1. Information

1.1 Standing Order 5 j.v requires that, at its Annual Meeting, the Town Council allocate membership to its committees.

1.2 The committee reporting structure is shown below:



- 1.3** The committee membership to be allocated is suggested below:
- (a)** Community Services Committee – 10 members
 - (b)** Finance & General Purposes Committee – 10 members
 - (c)** Golf & The View Committee – 10 members plus two Seaford Head Golf Club representatives that are co-opted to the Committee as non-voting members.
 - (d)** Planning & Highways Committee – 10 members
 - (e)** Personnel Committee – 6 members
 - (f)** Disciplinary/Grievance Sub-Committee – 6 members
 - (g)** Appeals Committee – 4 members (none of whom can be on the Personnel Committee or Disciplinary/Grievance Sub-Committee)
- 1.4** The numbers above reflect the usual committee membership seats. Full Council may resolve to change the membership size of a committee if it is deemed necessary, although it is recommended not to reduce the membership of the following committees/sub-committee; Personnel, Disciplinary/Grievance and Appeals, for risk of not meeting the quorum at meetings (minimum of 3 members present to be quorate).
- 1.5** One point to note is that due to the terms of reference of the committees and the business being discussed, members may only stand on one of the following committees/sub-committee; Personnel, Disciplinary/Grievance or Appeals.
- 1.6** As a standalone committee, the Appeals Committee will also ideally have members who are not Chairs of other committees. It is therefore recommended that the Appeals Committee have members appointed as the final item of business of this report.
- 1.7** To assist with preparation and discussion on the night, please can any councillors wishing to be appointed to committees inform the Executive Support Officer in advance of the meeting, who will make a note of all requests. This will then be issued at the meeting for members to vote on appointments; where there are more members requesting to join a committee than seats on said committee, Full Council will need to discuss this.

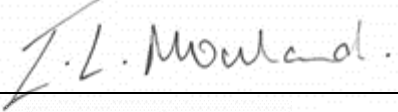

- 1.8 Members are reminded that in addition to the scheduled meetings for the 2021 - 2022 Municipal Year, key training vital for relevant committee members to attend may also be arranged.
- 1.9 Once committee membership has been allocated (excluding the Appeals Committee, as above) Full Council will need to elect a Chair and Vice-Chair for each of the relevant committees.
- 1.10 It is the usual practice at the Town Council for a councillor to only hold one Chair position; this is so as to not risk any one councillor taking on an unproportionate workload and also for effectiveness i.e. more councillors forming part of the Chairs Committee Management Group or to be consulted with as part of any decision-making process outside of meetings, and also if that councillor is incapacitated for any reason it is only one Chair that is out of action.
- 1.11 Standing Order 5 j.vi requires that, at its Annual Meeting, the Town Council also consider any requirement to establish any new committees in accordance with Standing Order 4.
- 1.12 It is the understanding of officers that there is no need for any additional committees to be created at this moment in time.

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 Isabelle Moulard, Assistant Town Clerk. Although, please note that any committee preferences should be sent to the Executive Support Officer.

Assistant Town Clerk	
Town Clerk	



Seaford Town Council

Report No:	06/21
Agenda Item No:	10
Committee:	Full Council
Date:	20th May 2021 – Annual Meeting
Title:	Town Council Representation on Outside Bodies Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present revisions to the Town Council Representation on Outside Bodies Policy for adoption.

Recommendations
Full Council is recommended:
1. To adopt the Town Council Representation on Outside Bodies Policy as presented with report 6-21.

1. Information

- 1.1 The Town Council Representation on Outside Bodies Policy has been reviewed by Town Council Officers and is now presented to Full Council for adoption.
- 1.2 Attached at Appendix A is the revised version of the policy with changes tracked.
- 1.3 A considerable number of the changes are being made in line with the branding guidelines officers are devising, which include clearly identifying the 'Town' Council so as to aid readers understanding and awareness of the different levels of local council.
- 1.4 The other larger changes are as follows:
 - (a) An additional paragraph in The Role of The Town Council Representative section (para 2.3) aiming to address the practicalities

of being a Town Council representative and how to raise queries on this.

- (b) A further addition (para 2.6) regarding how other town councillors interact with an outside body with a representative and the inclusion of the representative.
- (c) A new paragraph is being recommended under the Limitations section (para 3.6) regarding individual representation on local groups by Town Councillors in their personal capacity, as the policy does not currently address this.
- (d) The recommended addition under the Reporting section (para 4.1) is to provide councillors with support if they are unsure about sharing minutes of meetings, which is something that was recently highlighted during councillor's data protection training.
- (e) Also included is the provision for verbal updates to be made at Full Council meetings from Town Council representatives on outside bodies; in the same manner as verbal updates are received from District and County Councillors at Full Council meetings.
- (f) The additional wording within the Change of Representation section (para 5.3) is recommended to ensure that this policy mirrors the Town Council's Scheme of Delegation.


1.5 A review date of March 2024 has been recommended to ensure that the review of the policy is taking place ahead of the annual meeting (usually in May), at which representatives are appointed.

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 Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Town Council Representation on Outside Bodies

1. Introduction

1.1 Seaford Town Council has Town Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∂ The work of the outside body or group directly affecting Town Council business, services, land or property;
- ∂ The body or group specifically requesting a Town Council representative;
- ∂ It being considered key that the Town Council is aware of, and where appropriate involved in, the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∂ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∂ The Town Council having a financial interest or commitment with the body or group and/or its function.

1.2 The outside bodies generally fall in to one of the following categories;

- ∂ A local voluntary community group or organisation;
- ∂ A local charity;
- ∂ A larger association that has an impact on the business of the Town Council or town;
- ∂ A liaison meeting with other companies or local authorities;
- ∂ A management committee/society managing either Town Council-owned land or properties, or that the Town Council is in some way financially connected with.

2. The Role of the Town Council Representative

2.1 A Town Council representative represents the Town Council as a whole, rather than acting in personal capacity. This means that the representative must always act in accordance with Town Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Town Council as a corporate body.

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Town Council and also ensures that the Town Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

2.3 The representative may choose to be an active participant in the work of the outside body if they wish to e.g. carrying out project work, attending events and other voluntary duties. This is providing doing so does not contravene any Town Council policies or conflict with the member's Code of Conduct. The representative will also

need to be mindful of how their participation is recorded/promoted as a Town Council representative, as this is likely to be read as the Town Council being in support of the project/activity. Representatives should speak with the Town Clerk as soon as possible if they are at all unsure of anything concerning this.

At the same time, there is no expectation from the Town Council that the representative become more directly involved with the outside body, beyond their role as Town Council representative.

2.4 The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. The representative may ask another Town Councillor to ~~substitute~~ observe the meeting for them if the outside body is willing.

2.5 Town Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May.

2.6 Where another councillor that is not the appointed Town Council representative wishes to liaise or work with the outside body, it will be courteous to inform the representative beforehand. Similarly, outside bodies wishing to make contact with other councillors regarding working alongside the body is advised to do so through, or in consultation with the appointed representative. This is recommended even if the other councillor/s are doing so in an individual capacity rather than as a town councillor.

3. Limitations

3.1 It is vital that the representative and the body itself understand the limitations of the Council representative.

3.2 A Town Council representative cannot commit Town Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Town Council, ~~through the Town Clerk,~~ for consideration.

3.3 Administrative support by Town Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

3.4 An exception to the above is at liaison or management committee meetings where Town Council Officers may be present, ~~as it has been deemed in the Council's best interest to have an Officer directly involved.~~

3.5 Any request for a Town Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the councillor is attending the group in their personal capacity and not representing the Town Council as a councillor. If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.

3.6 Any request for a Town Councillor to act as a representative on an external group shall be handled in accordance with this policy, save for where it can be clearly evidenced that the councillor is attending the group in their personal capacity and not representing the Town Council as a councillor (however please see section

Adopted: September 2015 (Reviewed March 2018) May 2021

Review: April 2020 March 2024

3 above about consulting the appointed representative). If there are concerns surrounding arrangements of this nature, these should be discussed with the Town Clerk in the first instance.

4. Reporting

4.1 In order for both the outside body and Town Council to benefit from the representation it is important that regular updates are reported back to the Town Council by the representative.

The four methods considered most effective for reporting back are;

∂ Minutes of meetings;

Any minutes of meetings received by a representative should be sent to Town Council Officers for forwarding on to all Town eCouncillors. This is a very effective and efficient way of keeping the Town Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this. If the representative has any concerns sharing the content of the minutes outside of the group, they should raise this with the Chair of the group and/or Town Clerk.

∂ Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a Committee then in the first instance the Town Clerk should be approached. If it is ~~deemed necessary then agreed~~ that a report is made to Full Council or one of its Committees then Town Council Officers will liaise with the representative to arrange this.

∂ Verbal updates to a Full Council meeting;

Full Council agendas will include a standard agenda item providing the opportunity for any verbal updates from Town Council representatives on outside bodies. No decisions will be made as a result of these updates, although Full Council may ask for an update report to be submitted at a later meeting (as above). It is vital that updates made do not include any information that should not be in the public domain; if a councillor is uncertain, they should speak with the outside body first or failing that, the Town Clerk.

∂ Email Updates;

Representatives may forward Town Council Officers any email updates with a request for this to be circulated to all Town eCouncillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input.

∂ Annual Reports;

~~Regardless of the number of reports or updates made during the course of the municipal year,~~ All representatives will be required to submit an end of year report as part of the agenda for the Full Council's Annual Meeting. There is a standard form for this report, available from the Town Council offices, and as much information as possible should be shared.

~~4.2 It is urged that representatives ensure they are regularly feeding back information that is relevant to the Council, Seaford, its residents and/or visitors.~~

Adopted: ~~September 2015 (Reviewed March 2018)~~ May 2021

Review: ~~April 2020~~ March 2024

5. Change of Representation

5.1 An outside body is free to reject a specific Town Council representative on the understanding that the replacement will be nominated by Town Council, not by the outside body. Repeated non-attendance at meetings without good reason ~~offers~~ is an example of valid grounds to reject a specific Town Council representative.

5.2 An outside body is free to inform the Town Council at any time that Town Council representatives are no longer required, if its constitution so allows.

5.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. The Town Clerk, or in their absence the Assistant Town Clerk, will contact all councillors by email with a view to agreeing a replacement. Where consensus cannot be reached by email, A report will then be taken to the next available Full Council meeting to appoint a replacement. Where possible/required, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by ~~the~~ Full Council.



Seaford Town Council

Report No:	02/21
Agenda Item No:	11
Committee:	Full Council
Date:	20th May 2021 – Annual Meeting
Title:	2021 – 2022 Representation on Outside Bodies
By:	Isabelle Mouland, Assistant Town Clerk
Purpose of Report:	To review the Town Council’s representation on outside bodies and appoint representation for the 2021 – 2022 Municipal Year.

Recommendations

Full Council is recommended:

1. To note the representative reports submitted from the 2020 – 2021 Municipal Year;
2. To consider the recommended changes to outside bodies listed under 1.5 below.
3. To appoint members to represent the Town Council on its outside bodies for the 2021-2022 Municipal Year.

1. Information

1.1 Standing Order 5.j.vii states that, at its Annual Meeting, the Town Council will conduct a review of representation on or work with external bodies and arrangements for reporting back.

Outside Body Reports

1.2 Members appointed to represent the Town Council on outside bodies are required to provide a formal written report at the end of the municipal year, by way of keeping the Town Council up to date and assisting with the appointment of representatives for the following municipal year.

- 1.3 The table at Appendix A lists the outside bodies, the 2020-21 appointed member representatives and the received reports with corresponding reference.
- 1.4 This year, officers extended the review to also invite input from the outside bodies themselves; three responded and their responses have been noted on Appendix A.

2020-2021 Outside Body Review

- 1.5 There are some updates and recommendations to note/consider regarding the Town Council's representation on outside bodies;
- a. Bishopstone United Charities – RECOMMENDATION: To revert back to the usual appointment of two serving Town Council members, as per Appendix A - Report B. In 2019, as only one member stood for this appointment, a non-member was appointed to fill the second seat.
 - b. Community Transport – Lewes Area (CTLA) – RECOMMENDATION: To discontinue Town Council representation on this outside body, as per Appendix A - Report C.
 - c. Lewes District Association of Local Councils – RECOMMENDATION: To reduce the number of representatives from two to one, as per Appendix A – Report F.
 - d. Neighbourhood Plan Steering Group – TO NOTE: The Neighbourhood Plan Steering Group's Terms of Reference stated that 'The Steering Group shall be dissolved when the Neighbourhood Plan has been approved by a community referendum and has become statute law'. As the group is now dissolved, no representatives from the Town Council are to be appointed this municipal year. It should however be noted that there is a requirement for the Neighbourhood Plan to be reviewed three years before it expires, and that officers will research and present to the Town Council at a later date what process will be required, including starting a steering group and setting new terms of reference.
 - e. Newhaven Port Access Road Liaison Committee – TO NOTE: It is believed that this outside body is no longer 'live' due to the scheme being approved by the Department for Transport and no further

consultations to take place, as per Appendix A – Report M. Therefore, no representatives from the Town Council are to be appointed.

- f. Seaford Befriending Group – TO NOTE: The name of this outside body is now Seafriends.
- g. Seaford Cricket Club – RECOMMENDATION: To discontinue Town Council representation on this outside body, as per Appendix A – Report Q.
- h. Tree Wardens Group – TO NOTE: The name of this outside body is now Trees for Seaford. RECOMMENDATION: To increase the number of representatives from one to two. In 2019 when the Town Council made appointments to outside bodies, it appointed two representatives to the Tree Wardens Group and officers were instructed to discuss with the group the possibility of increasing the Town Council's seats. The group advised that it can increase the number of representatives if they alternate physical meeting attendance due to the size of the meeting space.

- 1.6** Appendix A also shows the number of representative positions to be appointed at the meeting for the 2021 - 2022 Municipal Year (appointments were continued for the 2020 – 2021 Municipal Year).
- 1.7** Any councillors looking for further information on the positions, the groups and/or the commitment entailed, are recommended to speak with the current councillor representative/s.
- 1.8** Members are reminded that the representatives who sit on the Bishopstone United Charity do so as trustees. It is imperative that the Town Council nominate two trustees who are willing to sit on the charity as a trustee in order that decisions can be taken by the charity. Members should be aware that they will be responsible for the maintenance of a listed building and the welfare of the two Almshouse tenants.
- 1.9** To assist with preparation and discussion on the night, any councillors wishing to remove themselves from an appointment or to be appointed to represent an outside body may inform the Executive Support Officer in advance of the meeting, who will make a note of all changes. This will then be issued at the meeting for members to vote on appointments; where

there are more members requesting to act as representative than the current allocated number Full Council will need to discuss this.

Reporting Arrangements



- 1.10 The review of the Town Council's Representation on Outside Bodies policy appears elsewhere on this agenda.
- 1.11 Section 4 of the policy sets out and advises on the reporting arrangements for representatives.
- 1.12 Not all tenant groups have Town Council representation on the committees, namely Seaford Rugby Football Club, The Base, Arts@theCrypt, Seaford Scouts, Blatchington Pond Society, Seaford Museum & Heritage Society and the Old Town Hall Community Tearoom Group. Officers have therefore made contact and asked for copies of agendas, reports and minutes of any meetings to be emailed to the Town Council, to ensure communication channels stay open.

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 Isabelle Mouland, Assistant Town Clerk. Although, please note that any outside body preferences should be sent to the Executive Support Officer.

Assistant Town Clerk	
Town Clerk	

Appendix A	Report No: 02/21
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Outside Body	Representative/s	No. Reps	Report Ref
Access in Seaford & Newhaven	Olivia Honeyman	1	A
Bishopstone United Charities	Linda Wallraven	2	B
	Penny Lower (non-cllr)		n/a
Citizen's Advice Bureau	Nazish Adil	1	-
Community Rail Partnership	Richard Honeyman	1	-
Community Transport - Lewes Area (CTLA)	James Meek	1	C
Crouch Bowling Club	Jim Lord	1	-
Cuckmere Community Bus	John Edson	1	D
Cuckmere Estuary Group	Liz Boorman	1	E
East Sussex Association of Local Councils	Mark Brown	1	F
Environment Agency Meetings	John Edson	3	G
	Jean Cash		-
	James Meek		-
Impact Seaford	Sylvia Dunn	1	H
Lewes Community Safety Partnership - Joint Action Group	John Edson	2	I
	Liz Boorman		I
Lewes District Assoc of Local Councils (LDALC)	Mark Brown	2	J
	John Edson		J
Mercread Youth Centre	Liz Boorman	1	K
Neighbourhood Plan Steering Group	Richard Honeyman	4	-
	Linda Wallraven		-
	Sylvia Dunn		L
	<i>Vacant</i>		-
Newhaven Port Access Road Liaison Committee	John Edson	1	M
Plastic-Free Seaford Steering Group	Rodney Reed	2	N
	James Meek		N
Seaford Allotment & Leisure Garden Society	<i>Vacant</i>	1	-
Seafriends (Née Seaford Befriending Group)	Nazish Adil	1	-

[\(click here to view the Outside Bodies table\)](#)

Seaford Chamber of Commerce	Nazish Adil	2	-
	Rodney Reed		O
Seaford Community Flood Action Group	Jean Cash	2	-
	Olivia Honeyman		P
Seaford Community Partnership	Richard Honeyman	1	-
Seaford Cricket Club	Jim Lord	1	Q
Seaford Head Golf Club	Vacant	1	-
Seaford Head Nature Reserve Management Committee	Jean Cash	2	R
	James Meek		-
Seaford Head Swimming Pool	Vacant	1	-
Seaford Senior's Forum	Dave Argent	1	S
Stakeholders Group on Health Issues	Nazish Adil	4	-
	Rahnuma Hayder		-
	Vacant		-
	Vacant		-
Strengthening Local Relationships	Linda Wallraven	3	T
	Nazish Adil		-
	Mahamed Ali Hayder		-
Trees for Seaford (Née Tree Wardens Group)	Rodney Reed	1	U
Youth Task Group	Morag Everden	2	V
	Nazish Adil		-

Outside Body Reports

A. Access in Seaford and Newhaven – Cllr Olivia Honeyman

Meeting days, times, place: The 3rd Monday of the month.

How many meetings did you attend? Two, January and February 2020, no meetings since.

Principal activities and purpose: A local community disability group.

Achievements: A monthly e-newsletter has been sent out to the members of the Access in Seaford and Newhaven group.

Any current issues of importance/current work significant to the Town Council: Continuing work with any disability issues.

Areas of Concern: None.

Do you think representation should continue? Yes, it is important that Seaford Town Council (STC) is represented in this group, to ensure that disability issues and concerns are raised at STC.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Please attend the meetings, when these are allowed again, it is vital to keep a good working relationship with this group. A lot is learned by attending the meetings.

Any other comments relating to this Outside Body: None.

B. Bishopstone United Charities – Cllr Linda Walraven

Meeting days, times, place: Twice a year, or when necessary. Date and time to suit all members. Four meetings were held.

How many meetings did you attend? Four.

Principal activities and purpose: Maintaining Eadric House (Grade II Listed Building) and concerns of its residents.

Achievements: No.1 Eadric House became vacant during last summer and pleased to report that we have new residents who moved in during December 2020. A married couple who have family links with the village. The vacancy was advertised, and we received many applicants. The property was decorated, and maintenance carried out before the new occupants moved in.

Any current issues of importance/current work significant to the Town

Council: The four chimney stacks are in need of maintenance work and because of being a Listed Building and in a Conservation Area we are having to seek planning permission with the South Downs National Park Authority to carry out the work, this is involving a substantial cost to the charity before the work begins.

Areas of Concern: Ongoing building costs.

Do you think representation should continue? Yes. It should be two Town Councillors who act as trustees to the charity, this is stipulated from the original agreement. In 2019, as there were no other volunteers except for myself for this position, Penny Lower (past Town Councillor), who represented STC on this Outside Body while she was a councillor 2015 – 2019, agreed to carry on and it was agreed by STC at its meeting in 2019.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

C. Community Transport – Lewes Area (CTLA) – Cllr James Meek

Meeting days, times, place: Unknown, did not receive notification of meetings.

How many meetings did you attend? None.

Principal activities and purpose: Unknown.

Achievements: Unknown.

Any current issues of importance/current work significant to the Town Council: Unknown.

Areas of Concern: Unknown.

Do you think representation should continue? No. It does not seem necessary.

Is the number of representatives correct? As above.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

D. Cuckmere Community Bus – Cllr John Edson

Meeting days, times, place: Cuckmere Community Buses hold quarterly Stakeholder's Meetings and an Annual General Meeting.

How many meetings did you attend? Three.

Principal activities and purpose: Bus Company providing a local service to towns and villages.

Achievements: Applied to Seaford Town Council's Grants Scheme.

Any current issues of importance/current work significant to the Town Council: Company providing a reduced service due to present government restrictions on movement.

Areas of Concern: No areas of concern as the Company has saved on running costs, but is operating on reduced income.

Do you think representation should continue? Yes, it is important to have representatives attending meetings.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Representing STC is rewarding, a well-run local company that is run by volunteers.

Any other comments relating to this Outside Body: An excellent company for STC to be associated with.

E. Cuckmere Estuary Group – Cllr Liz Boorman

Meeting days, times, place: Every two months, 1pm at Birling Gap.

How many meetings did you attend? Three.

Principal activities and purpose: To agree to the future of the Cuckmere Haven Estuary, how to preserve, enhance and develop the area.

Achievements: Joint action on Cuckmere River dredging.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who

might become representative on this Outside Body: Must drive as it's a long walk from the bus stop.

Any other comments relating to this Outside Body: None.

F. East Sussex Association of Local Councils (ESALC) – Cllr

Mark Brown

Meeting days, times, place: One AGM per year.

How many meetings did you attend? One.

Principal activities and purpose: Provide advice and guidance to local councils, councillors and staff.

Achievements: The presentation minutes from the last meeting regarding Covid 19 have been distributed to all STC councillors and some staff. Usually at the AGM there are several prominent speakers from local authorities, e.g. Sussex Police, but that was curtailed at this meeting.

Any current issues of importance/current work significant to the Town Council: SSALC is disbanding on the 1st April 2021. ESALC will continue to function with the CEO working two days per week with another part time staff member.

Areas of Concern: It is not clear how ESALC will be financed but I expect the council levy will continue.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Keep up membership.

Any other comments relating to this Outside Body: STC will have to monitor ESALC to ensure we are receiving value for money.

G. Environment Agency Meetings – Cllr John Edson

Meeting days, times, place: Unknown due to no meetings since pandemic started.

How many meetings did you attend? None.

Principal activities and purpose: To meet with other agencies, such as the Port Authority, Seaford Lifeguards, and other key stakeholders in the Town to discuss local issues/upcoming activities.

Achievements: Unknown.

Any current issues of importance/current work significant to the Town Council: Unknown.

Areas of Concern: Unknown.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: These were very useful meetings and should start again.

Any other comments relating to this Outside Body: None.

H. Impact Seaford – Cllr Sylvia Dunn

Meeting days, times, place: Mondays, quarterly, at 7pm on Zoom but usually in STC Chambers.

How many meetings did you attend? Since May 2019, I have missed one meeting.

Principal activities and purpose: Partnership working - Redevelopment and Regeneration - Impact Seaford is a Regeneration Delivery Framework for Seaford, the purpose of which is to provide a framework for joint working to develop and implement projects that will deliver the Seaford Vision.

Achievements: The Impact Seaford Group has recently published the Impact Seaford Economic Action Plan to 2030.

Any current issues of importance/current work significant to the Town Council: Not at present due to Covid 19 - all projects on hold.

Areas of Concern: None.

Do you think representation should continue? Yes, Impact Seaford was established in 2013 as a new model of partnership working and participatory budgeting – putting the community at the heart of the process.

Designation as a Coastal Community Team will enable Impact Seaford to build on this momentum, working on ambitious strategic projects to ensure Seaford remains a thriving and economically diverse town to live, work and visit.

Is the number of representatives correct? Yes, also continuity is important, I have been on this board for over six years.

Recommendations (if any) to the Town Council or next Councillor(s) who

might become representative on this Outside Body: None, but I would like to continue to be the representative on this board.

Any other comments relating to this Outside Body: Impact Seaford is about partnership working and this vision has been created by Lewes District Council, East Sussex County Council, Seaford Chamber of Commerce, Seaford Community Partnership and Seaford Town Council.

I. Lewes Community Safety Partnership – Joint Action Group –
Cllrs Liz Boorman and John Edson

Meeting days, times, place: 1st Thursday of the month at 1.30pm, currently via Microsoft Teams but either Saxonbury House, Newhaven or Lewes Town Hall (Alternative months).

How many meetings did you attend? (Cllr Boorman) 10/12. (Cllr Edson) As many as possible, however there were occasional issues with Microsoft Teams.

Principal activities and purpose: To bring together councillors within Lewes District, towns, and parishes to meet with representatives from the emergency services and other organisations within the District.

Partnership working to reduce crime, promote community safety initiatives, reduce the numbers of speeding.

Achievements: Regular updates from Sussex Police, East Sussex Fire and Rescue, Environmental Team, Neighbourhood First and other representatives. Plus scrutinising and awarding bids for funding.

Any current issues of importance/current work significant to the Town Council: Not at present.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: It is important to have representation on this body.

Any other comments relating to this Outside Body: Cllr Edson has tried to balance attendance with other activities (Foodbank deliveries) in the town.

J. Lewes District Association of Local Councils (LDALC) – Cllrs

Mark Brown and John Edson

Meeting days, times, place: No set days, usually 1.30pm/2pm. Currently virtual, not aware of when meetings will be physical.

How many meetings did you attend? (Cllr Brown) Two. (Cllr Edson) One.

Principal activities and purpose: To facilitate the exchange of information between parishes in the Lewes District area.

Achievements: Extraordinary meeting 12th February to discuss new Government Regulations for planning and house building. Interesting meeting.

Any current issues of importance/current work significant to the Town Council: As above.

Areas of Concern: LDALC was not operating successfully, and attempts are being made to re-establish it.

Do you think representation should continue? Representation should continue even as an observer of proceedings, some agenda items may be of particular interest to the Town Council. Not certain about LDALC's future and whether it will survive.

Is the number of representatives correct? (Cllr Brown) I am not convinced that two of our Town Councillors need to support this activity. One would be sufficient. There may be a question over voting rights as other councils have more than one rep and some appear to have none. (Cllr Edson) It's best to have two, but if the Town Council has just one representative at meetings it will keep us in touch with relevant issues.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: As above and also that the Town Council should be represented on this Outside Body.

Any other comments relating to this Outside Body: The meetings can be seen as just another talking shop. The issue is not to double up with sought after information, i.e. Joint Action Group has representatives from the Police, East Sussex Fire and Rescue and Rail Partnership for instance.

K. Mercread Youth Centre – Cllr Liz Boorman

Meeting days, times, place: Bi-monthly, Tuesdays at 6pm, at Mercread Youth Club.

How many meetings did you attend? Three.

Principal activities and purpose: Youth clubs and Seaford Youth Forum.

Achievements: None.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

Mercread Youth Centre Response:

Meeting days, times, place: Usually Tuesdays, 6.30pm - 8pm every six weeks or so but nothing since lockdowns began other than one zoom.

Principal activities and purpose: Youth and Community Centre, Charity No 305304.

Achievements: Youth Forum is working closely with the Mayor and Town Council on a campaign to promote local shops.

Any current issues of importance/current work significant to the Town Council: As above.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.

L. Neighbourhood Plan Steering Group – Cllr Sylvia Dunn

Meeting days, times, place: None held in 2020 – 2021.

How many meetings did you attend? None, as above.

Principal activities and purpose: To have a Neighbourhood Plan to support how

the town is developed for housing growth.

Achievements: The Neighbourhood Plan was supported by the residents and became a legal document for planning applications in Seaford.

Any current issues of importance/current work significant to the Town Council: To keep it in-line with recent and up to date Lewes District Council policies.

Areas of Concern: None.

Do you think representation should continue? N/A

Is the number of representatives correct? N/A

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: To review at least 3 years before the plan expires (2030), otherwise the whole plan will have to be done again from the beginning and will cost.

M. Newhaven Port Access Road Liaison Committee – Cllr John Edson

Meeting days, times, place: Unknown, no meetings since 2019.

How many meetings did you attend? None, as above.

Principal activities and purpose: At the time of set up, to keep key stakeholders informed on the proposals of the Newhaven Port Access Road.

Achievements: None in 2020 – 2021.

Any current issues of importance/current work significant to the Town Council: None, Scheme has been approved by the Department for Transport and no further consultation to take place.

Areas of Concern: None.

Do you think representation should continue? N/A

Is the number of representatives correct? N/A

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: N/A

Any other comments relating to this Outside Body: N/A

N. Plastic Free Seaford Steering Group (PFS) – Cllrs Rodney

Reed and James Meek

Meeting days, times, place: Steering Group Meetings take place on an approximately quarterly basis usually on licenced premises, (White Lion and Seven Sisters are often the venue) though in the previous Municipal Year they met in the Council Chamber. Meetings of Volunteers are held on an 'ad hoc' as and when needed, usually on licenced premises. Beach Cleans take place on the first Sunday each month.

How many meetings did you attend? (Cllr Reed) Took part in three Beach Cleans, one Volunteers Meeting and two Steering Group Meetings. COVID restrictions reduced the number of meetings possible this Municipal Year. (Cllr Meek) attended about three Beach Cleans and has been to a couple of ad-hoc Zoom meetings.

Principal activities and purpose: (copied from the PFS Fbk pages)

“Empowering our community to tackle the single-use plastics epidemic!”

“Objective 1: Taking local policy action. The Town Council to pass a resolution to support Plastic Free Coastlines committing to plastic free alternatives and supporting plastic free initiatives Councils must lead by example.

Objective 2: Committing to stopping the use of at least 3 single-use plastics in local businesses.

Objective 3: Work with the community in gaining support for the Plastic Free Coastline campaign.

Objective 4: Hold at least two community events.

Objective 5: Local group of stakeholders to meet at least once per year to discuss the progress of Plastic Free Coastlines campaign locally”.

“Surfers Against Sewage (SAS) first created the ‘Wasteland’ campaign to create plastic free coastlines, Wasteland being a metaphor for the largest concentration of plastic in the ocean. Thanks to the success of likeminded people wanting to rid the oceans of plastic litter, they created the Plastic Free Communities campaign to take into account all of the inland communities that wanted to act!”

Achievements: There are five objectives that SAS qualify as the criteria in getting towns to successfully become plastic free. They have been achieved for sufficient businesses to enable Seaford to be awarded the ‘Plastic Free Status’. Businesses and the Town are awarded with approved business stickers and certificates by PFS.

PFS has also resumed organised beach cleans post lockdown 2020 on the first Sunday of each month.

PFS is also promoting the four R's in Seaford- Refuse, Reduce, Reuse, Recycle.

PFS worked with Seaford Primary schools in their 'take your litter home' poster campaign on the seafront.

With Seaford cafes and STC concessions promoting reusable cups, comeback cups and green goblets (with the Martello Rotary 'Tavern in the Tent').

PFS have sponsored the STC Community Notice Board at The Buckle.

Any current issues of importance/current work significant to the Town Council: PFS's current and ongoing efforts to encourage more Seaford shops and businesses to commit to free themselves of single use plastics. PFS helped STC develop the STC Single Use Plastic Policy and are intending to assist STC in revising and updating that policy. PFS intend to encourage STC to ban single use plastic from STC concessions and from any event on STC land. PFS has already succeeded in getting the Seaford Bonfire Society to limit to zero single use plastics in their activities and events!

Areas of Concern: PFS has a small group of very dedicated volunteers clustered around Claire Summers. Large numbers of volunteers turn out for Beach Cleans often in inclement weather. PFS needs more Steering Group volunteers willing to take some of the organising load off Claire's shoulders.

PFS is not expensive to run but a steady small income stream from grants and local fundraising would also take some of the PFS funding pressures away from their small committed Steering Group members.

Do you think representation should continue? Yes, it is important for STC and for PFS that councillor representation should continue!

Is the number of representatives correct? Yes, the current number of two councillor representatives on the PFS Steering Group is appropriate with all of the other members and officers encouraged to join in a Beach Clean volunteers.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: Cllr James Meek and Cllr Rodney Reed could continue as the Representatives because this would be good for continuity, but if other STC Councillors want to take the place of either or both this would enable more Councillors to understand PFS its objectives and activities.

Any other comments relating to this Outside Body: PFS is important to Seaford and STC and will merit from some reinforcement in terms of regular 'organising' volunteers and regular fundraising.

Plastic Free Seaford Response:

Meeting days, times, place: Monthly Beach Cleans, first Sunday of every month. We dropped monthly meetings because of low turnout.

Principal activities and purpose: To help educate and motivate the Seaford community to stop buying single use plastic goods and services.

Achievements: Monthly beach cleans, created awareness of single use plastic issues. Alliances with the Town Council, local businesses, Rugby Club.

Any current issues of importance/current work significant to the Town Council: Cllr James Meek sits on the Steering Group and so PFS have formed an alliance with Seaford Environmental Alliance. We are always on hand to help the council with any environmental issues and any issues or ideas to promote recycling of beach clean debris - links to LISA and the recycling they are doing.

Areas of Concern: We need to develop our role within the town and hope to make Seaford a Plastic Free tourist destination thus the 'green pound' to help our local economy.

Do you think representation from Seaford Town Council should continue? Absolutely! It was one of the main objectives for our campaign to work with the local council which we respect and wholeheartedly agree with. Our campaign may not appeal to everyone as we think it ought because the planet is everyone's concern, with Town Council backing we reach out to the wider community.

Is the number of Seaford Town Council representatives correct? Yes.

Recommendations (if any) to the Town Council or future representative(s) on your Outside Body: We would like to work with the Town Council to make all of it's concessions commit to reducing the amount of waste/single use plastic they use. Now we are coming out of Lockdown and the pandemic we really think plastic pollution/throwaway-takeaway needs to become a highlighted issue. We are worried about how our local beach will be used or abused this summer.

Any other comments relating to this review or your Outside Body: None.

O. Seaford Chamber of Commerce – Cllr Rodney Reed

Meeting days, times, place: Chamber Committee 5pm first Monday of the month.
Members Networking Breakfast Meeting first Thursday of the month. Both usually held at The View presently meeting by Zoom.

How many meetings did you attend? Since I was nominated as one of the two Outside Body Reps I attended two Chamber Committee Meetings and three Members Chamber Breakfast Meetings. Previously during this municipal year, I was invited as Mayor to be a guest four times in their Committee and at four Members Meetings.

Principal activities and purpose: From website – “The Seaford Chamber of Commerce is a business networking group and represents the local business community. Seaford Chamber of Commerce is a dynamic member-led organisation, working to support the local business community and specifically our network of member businesses”.

“Our job is to strengthen the position of our members and ensure that the interests of local businesses are heard. We can help any size company at any stage of development to grow and prosper within the Seaford and south coast area”.

“You have a voice to determine what happens with local business issues, traffic, parking, etc. within the Seaford area. We have close involvement with local councils and provide the opportunity to share in the future of Seaford”.

Achievements: They have continued to meet and network their Members at their previous level of regularity during the pandemic by moving to Zoom meetings.

Chamber Committee Member Geri Ori represents the Chamber on Impact Seaford and links with Lewes District Council business development Officers.

Shop window competition 2020 – from website – “Clare Davis, President of the Chamber of Commerce is quoted as saying – “It was a pleasure to be involved with the judging of the Best Dressed Window Competition again for Seaford. Despite the town having been in lockdown for the past month, it was great to see so many of the shops involved and the competition was strong. A huge congratulations to Foam and Fabrics on another great display and for winning this year”.

Any current issues of importance/current work significant to the Town Council: The Chamber is the main representative business organisation for Seaford with links to the Lewes District Council and Impact Seaford. The Chamber is an

important partner for STC.

Areas of Concern: The Chamber's membership comes mainly from the service sector, with Flowers and Brooklyn Hyundai being their main retail members. The Chamber has few if any effective links with the town centre and parade shops. There needs to be a Broad Street Traders Association or similar in order for the Chamber and STC to be able to consult with these shop owners and traders or the chamber could be assisted to recruit shop keepers and traders into their membership.

Do you think representation should continue? I believe it is vitally important that the improved relationship between STC and the Chamber should be nurtured and improved on.

Is the number of representatives correct? Two Cllrs regularly involved with the Chamber's Committee and Members Breakfast Meetings is sufficient.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: It's important to attend their Committee and Members Networking Meetings regularly and to arrive at other Chamber events e.g., their Golf Day (fundraiser).

Any other comments relating to this Outside Body: The STC and Chamber relationship has not always been a strong/positive one. Outside Body Representatives investing time in building on the current better relationship will be time well spent and beneficial to STC and our town.

P. Seaford Community Flood Action Group – Cllr Olivia Honeyman

Meeting days, times, place: As required.

How many meetings did you attend? None held in 2020.

Principal activities and purpose: To help with any resident flooding issues, researching planning developments in the Seaford area, that may cause a flood risk. Working with Officers from Lewes District and East Sussex County Council, and Southern Water.

Achievements: Working in Seaford, recently the Brooklyn Road area.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: The Seaford Flood Action Group is established in the local area, and has built up a network of stakeholders, these include residents, officers from Lewes District and East Sussex County Council, and Southern Water.

Any other comments relating to this Outside Body: None.

Q. Seaford Cricket Club – Cllr Jim Lord

Meeting days, times, place: Advised of none held in 2020 due to pandemic.

How many meetings did you attend? As above.

Principal activities and purpose: N/A

Achievements: Unknown.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? No.

Is the number of representatives correct? No.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: That the Town Council considers whether representation is necessary. They are a well-established bunch group who have a committee system in place along with a youth to first team policy.

Any other comments relating to this Outside Body: None.

Seaford Cricket Club (SCC) response:

Meeting days, times, place: We do not have regular meeting days. However, we have initiated virtual calls (Microsoft Teams) with the Town Council's Projects and Facilities Manager, primarily to share information regarding the maintenance of the pitches and outfield at the Salts.

Principal activities and purpose: To offer coaching and competitive opportunities in cricket to provide open membership to all without discrimination to promote the club within the local community and cricket to manage the cricket club to ensure a

duty of care to all members of the club to ensure that all present and future members receive a fair and equal treatment to provide all its services in a way that is fair to everyone.

Achievements: Clubmark accreditation in 2005, which is recognised by both the England Cricket Board & Sport England and tells the wider community that Seaford CC is a safe place for junior players to play cricket.

Any current issues of importance/current work significant to the Town Council: We are in the 1st phase of considering how to improve our Club House facilities and changing rooms. STC officers are aware of this.

Areas of Concern: Standard of cricket pitch and outfield maintenance at the Salts. If this is not done to a high standard; then the playing conditions of the Cricket Club are severely compromised.

Do you think representation from Seaford Town Council should continue? Yes. However, we are not aware of any Terms of Reference or the process by which our representative on the Council can best represent Seaford Cricket Club's interests.

Is the number of Seaford Town Council representatives correct? Unknown.

Recommendations (if any) to the Town Council or future representative(s) on your Outside Body: Please could you provide the Terms of Reference and the process by which our representative on the Council can best represent Seaford Cricket Club's interests.

Any other comments relating to this review or your Outside Body: None.

R. Seaford Head Nature Reserve – Cllr Jean Cash

Meeting days, times, place: Usually 2pm in the Council Chamber three times a year.

How many meetings did you attend? None in 2020-2021 due to pandemic.

Principal activities and purpose: To come together to plan conservation work and workshops, and to discuss issues which involve the site. Reps include volunteers and organisations who are involved in the work and management of Seaford Head Nature Reserve and include councillors from STC and Lewes District Council. It is managed by Sussex Wildlife Trust.

Achievements: Increasing the biodiversity of the site. Sensitive management of the heritage coast. Very successfully organising and running courses for individuals,

children, families, and schools. Often sold out. Producing and publishing a book which documents the 50-year history of the nature reserve.

Any current issues of importance/current work significant to the Town Council: Unknown due to no meetings this year.

Areas of Concern: Balancing the needs of this area of natural beauty which attract many tourists against its conservation work, signage and safety.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: When appointments were last made to Outside Bodes in 2019, four councillors wished to represent STC. Phil Boorman (a since resigned Town Councillor), and Cllrs Nazish Adil, James Meek and Jean Cash. It was agreed that officers would contact the Outside Body and ask if representation could be increase, however the Outside Body thought two was enough. The four councillors put forward by STC agreed via council officers that Cllr Jean Cash and (former councillor) P Boorman would serve the first year and that Cllrs Nazish Adil and James Meek would be recommended the following year, if they still wished to stand.

Any other comments relating to this Outside Body: An interesting meeting to attend with many projects running; some concern expressed over the need to raise the number of volunteers and advertise the 50-year anniversary book.

S. Seaford Seniors Forum – Cllr Dave Argent

Meeting days, times, place: Every six weeks at 2pm, at the home of the Chair.

How many meetings did you attend? None, no meetings since March 2020.

Principal activities and purpose: To represent membership and express their concerns to the relevant bodies. They provide an event for Older People's Day each year, an AGM and newsletters.

Achievements: The Forum was involved with both the Buckle Car Park and expressing concerns over the move of the Doctors surgeries.

Any current issues of importance/current work significant to the Town Council: None, no meetings since March 2020.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: I would like to continue to be the representative.

Any other comments relating to this Outside Body: It is an non-political forum.

T. Strengthening Local Relationships – Cllr Linda Wallraven

Meeting days, times, place: Ad-hoc, STC request. Can request two per year.

How many meetings did you attend? None arranged in 2020 – 2021.

Principal activities and purpose: To enable effective communication between parishes and East Sussex Highways.

Achievements: None.

Any current issues of importance/current work significant to the Town Council: None.

Areas of Concern: None.

Do you think representation should continue? Yes.

Is the number of representatives correct? Yes.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: That these meetings should continue and when able, to arrange a meeting to re-establish partnership.

Any other comments relating to this Outside Body: None.

U. Tree Wardens Group (name changed to Trees For Seaford (TFS)) – Cllrs Rodney Reed and James Meek

Meeting days, times, place: Somewhat of a randomised arrangement for meetings and their dates and venues. These take place on an 'as needed basis', sometimes for specific purposes e.g., organising tree planting or tree maintenance or for a Steering Group or for something specific like to work out how to best related to Greenhavens or the Seaford Community Partnership (SCP).

How many meetings did you attend? (Cllr Reed) One of the Steering Group and one to discuss who best to relate to the Lottery bid initially to the Greenhavens network and them to SCP. Also took part as a volunteer in two tree planting

sessions. (Cllr Meek) Regularly attend Zoom meetings and specifically a recent one with Keith Sacre the foremost Urban Tree expert in the country who is going to come to Seaford to advise specifically on Tree Planting in this exacting location. Have been out planting with volunteers and doing surveying of potential sites and assessing health of stock of trees. Covid has restricted almost all activity this year unfortunately. I am leading on a new initiative of looking to plant hedgerows as well as trees as part of a combined remit included in the CARES lottery bid allocation.

Principal activities and purpose: From their website -

“TFS (TFS) works with the Seaford community and councils to plant and care for trees in Seaford. We’re a small group of friendly and enthusiastic volunteers, of different ages and interests.”

“We plant trees in streets with grass verges and grassed areas such as greens, school fields, church grounds or large public gardens”.

Achievements: From their website -

“During the COVID-19 19 crisis we are still working to care for and plant trees in Seaford”.

“So far we’ve planted over 1,400 trees in Seaford, including around 400 street trees” and want to plant more. All of which we maintain.

Any current issues of importance/current work significant to the Town Council: TFS is an important partner for STC especially following the Declaration of a Climate Emergency and STC’s formation of a Climate Change Working Party. The existing partnership facilitates tree planting in Seaford for example with STC receiving and holding funds for TFS.

Areas of Concern: From their website -

“We can’t talk to you about trees in private gardens. We can’t plant trees in pavements (only grass verges). We can’t plant single trees, or rehome trees, seedlings or saplings”. Concerns or a problem about a mature tree on the road are redirected to the ESCC Highways Department.

Do you think representation should continue? Yes, TFS is an important partner for STC especially following the Declaration of a Climate Emergency and STC’s formation of a Climate Change Working Party.

Is the number of representatives correct? Yes, two is the appropriate number of Representatives. Other members (and officers) are invited as volunteers to take part

in tree planting and tree maintenance sessions in the Autumn and Spring.

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: The existing two members continuing in place would be good for continuity between STC and TFS. Replacing one or both would give other members the opportunity to engage with TFS.

Any other comments relating to this Outside Body: TFS is part of the Seaford Community Partnership Lottery funding/green spaces and the Martello Rotary environmental initiative.

TFS are looking to recruit people who share a positive ethos and can contribute a regular amount of time. As well as the practical hands-on planting days in Spring/Autumn and monthly tree care sessions over the Spring and Summer, there are a variety of other jobs needing enthusiastic people who can help organize and manage TFS activities. At present TFS are particularly looking for people who can help with organisation, administration, technology and social media.

V. Youth Task Group – Cllr Morag Everden

Meeting days, times, place: During the day, unknown exact day/time/place.

How many meetings did you attend? None as during the day and clashed with commitments.

Principal activities and purpose: Unknown.

Achievements: Unknown.

Any current issues of importance/current work significant to the Town Council: Unknown.

Areas of Concern: Unknown.

Do you think representation should continue? N/A

Is the number of representatives correct? N/A

Recommendations (if any) to the Town Council or next Councillor(s) who might become representative on this Outside Body: None.

Any other comments relating to this Outside Body: None.



Seaford Town Council

Report No:	13/21
Agenda Item No:	12
Committee:	Full Council
Date:	20th May 2021 – Annual Meeting
Title:	Fixed Asset Register
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present the Town Council's Fixed Asset Register for adoption

Recommendations
Full Council is recommended:
1. To adopt the Fixed Asset Register as at 31st March 2021 and as attached at Appendix A.

1. Background

- 1.1** A Fixed Asset Register has four main purposes, it:
- Forms a basis for completion of box 8 in the Annual Governance and Accountability Return.
 - Forms a basis for decisions on risk and insurance issues.
 - Provides information on the age and potential lifespan of certain items.
 - Provides assurance of the continued existence of Council's property.
- 1.2** The register is adopted by Full Council at the end of each municipal year but is a working document over the following municipal year, during which time officers will update and amend details, as necessary.
- 1.3** In order to ensure transparency and reasonableness, the following items are included in the Town Council's asset register, whether

purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Town Council.
- Community Assets.
- Vehicles, Plant & Machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £100.
- Long term investments, shares and loans made by the Town Council.
- Assets held on trust.

1.4 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Assets must be valued by one of the following means based on available information:

- The purchase price (net of VAT if VAT has been reclaimed)
- The purchase price (gross of VAT if VAT has not been reclaimed or the status of the purchase is unclear)
- The insurance valuation (where it is not possible to trace the purchase price of the asset)
- The nominal value of £1 (relating to assets gifted to the Town Council and Community Land)

1.5 Once recorded on the asset register, the value of the assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (as per the Governance and Accountability for Smaller Authorities in England).

2. Information

2.1 Attached in Appendix A is the 2020 - 2021 Fixed Asset Register for adoption.

2.2 The Asset Cost/Value is either based on proxy costs or the known purchase costs.

2.3 Community land is given a nominal value of £1 (as per the Governance and Accountability for Smaller Authorities in England).

2.4 The asset register shows the following movement during the year;

Additions:

Shipping Container within the Golf Course Depot Area

Extract Brush/Brush Set (Golf Course)

Golf Course Pump & Pumphouse

4 x Water Refill Stations

Disposals:

Sale of 8 x Bönningstedt Beach Huts



Golf Machinery (traded in)

3. Financial Appraisal

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

4. Contact Officer

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

Finance Manager	
Town Clerk	

Fixed Asset Register

2020/21

Description of Asset	Location	Annual Return	Additions	Disposals	Box 9 on	Notes
		31/03/2020			Annual Return	
		Asset Cost/Value			Asset Cost/Value at	
		31/03/2020			31/03/2021	
Land & Buildings						
Seaford Head Golf Club Depot (Equipment Shed)	Seaford Head Estate	£ 84,460.00	£ -	£ -	£ 84,460.00	The Asset Cost/Value is based on construction costs
Seaford Head Golf Club Greenskeepers Office	Seaford Head Estate	£ 54,887.00	£ -	£ -	£ 54,887.00	The original Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford Head Golf Club House & Pro Shop	Seaford Head Estate	£ 1,682,887.76	£ -	£ -	£ 1,682,887.76	The Asset Cost/Value is based on construction costs
Seaford Head Golf Club Equipment Shed (Chemical & Fertiliser store)	Seaford Head Estate	£ 35,000.00	£ -	£ -	£ 35,000.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Shipping Container within Depot Area	Seaford Head Estate	£ -	£ 2,940.00	£ -	£ 2,940.00	Asset Cost/Value is based on actual cost
Salts Recreation Ground - Toilets	The Salts, Richmond Road	£ 135,960.00	£ -	£ -	£ 135,960.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Café	The Salts, Richmond Road	£ 214,240.00	£ -	£ -	£ 214,240.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Base	The Salts, Richmond Road	£ 88,168.00	£ -	£ -	£ 88,168.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Changing Area	The Salts, Richmond Road	£ 134,930.00	£ -	£ -	£ 134,930.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Cricket Pavilion	The Salts, Richmond Road	£ 187,460.00	£ -	£ -	£ 187,460.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Scout Hut	The Salts, Richmond Road	£ 320,330.00	£ -	£ -	£ 320,330.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Lifeguard Hut	The Salts, Richmond Road	£ 95,790.00	£ -	£ -	£ 95,790.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Salts Recreation Ground - Rugby Clubhouse	The Salts, Richmond Road	£ 699,000.00	£ -	£ -	£ 699,000.00	Previously insured by Rugby Club but changed to STC insurance 2018. Asset Cost/Value is a proxy cost based on the amount that the Rugby Club used to insure it.
Crouch Gardens - Bowls Club	Crouch Gardens	£ 95,790.00	£ -	£ -	£ 95,790.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Crouch Gardens - Football Pavilion & Changing Room	Crouch Gardens	£ 456,290.00	£ -	£ -	£ 456,290.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Crouch Gardens - Log Cabin	Crouch Gardens	£ 4,671.64	£ -	£ -	£ 4,671.64	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Crouch Garden - Garden Shed	Crouch Gardens	£ 1,247.06	£ -	£ -	£ 1,247.06	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Crouch Garden - Football Store	Crouch Gardens	£ 9,004.07	£ -	£ -	£ 9,004.07	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Crouch Garden - Groundsman Store	Crouch Gardens	£ 9,004.07	£ -	£ -	£ 9,004.07	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
The Crypt	23 Church Street	£ 489,557.00	£ -	£ -	£ 489,557.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Martello Tower	The Esplanade	£ 2,245,400.00	£ -	£ -	£ 2,245,400.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
South Hill Barn	Seaford Head Estate	£ 773,530.00	£ -	£ -	£ 773,530.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - Martello Toilets	The Esplanade	£ 184,370.00	£ -	£ -	£ 184,370.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - West View Kiosk	Promenade (opp. West View)	£ 21,630.00	£ -	£ -	£ 21,630.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - Martello Kiosk	Promenade (Martello Tower)	£ 15,450.00	£ -	£ -	£ 15,450.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - Shelters	Various	£ 34,241.00	£ -	£ -	£ 34,241.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - Martello Beach Huts x 10 @ £8,583.33 each	The Esplanade	£ 85,833.34	£ -	£ -	£ 85,833.34	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford - Bonningstedt Beach Huts x 1	Bonningstedt Parade	£ 184,347.00	£ -	£ 163,864.00	£ 20,483.00	The Asset Cost/Value is based on the construction costs; £20,483 per beach hut
Seaford WVH's, Concession Huts & Toilet Huts	Seaford	£ 21,274.61	£ -	£ -	£ 21,274.61	Asset Cost/Value is based on actual construction costs
Old Town Hall and South Street Toilets	South Street	£ 266,770.00	£ -	£ -	£ 266,770.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Hurdis House	10 Broad Street	£ 850,780.00	£ -	£ -	£ 850,780.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Vehicles & Equipment						
Seaford Head Golf Club Vehicle	Seaford Head Estate	£ 8,000.00	£ -	£ -	£ 8,000.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Seaford Head Golf Club M/cs & Mowers	Seaford Head Estate	£ 347,084.82	£ 1,034.00	£ 57,645.00	£ 290,473.82	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012 plus cost of additions at know purchase costs
Seaford Head Golf Club Borehole & Irrigation System	Seaford Head Estate	£ 46,847.00	£ -	£ -	£ 46,847.00	Asset Cost/Value is based on actual costs
Seaford Head Golf Club Pump and Pumphouse	Seaford Head Estate	£ -	£ 46,696.00	£ -	£ 46,696.00	Asset Cost/Value is based on actual costs
Seaford Head Golf Club Depot CCTV	Martello Field	£ 2,751.72	£ -	£ -	£ 2,751.72	Asset Cost/Value is based on actual costs
The View & Pro-Shop, Seaford Head Golf Club - Contents	Seaford Head Golf Course	£ 266,073.00	£ -	£ -	£ 266,073.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2015
Salts Recreation Ground - Children's Play & Gym	The Salts, Richmond Road	£ 156,357.76	£ -	£ -	£ 156,357.76	Asset Cost/Value based on actual costs (Old equipment removed and replaced with new during 2015/16).
Salts Recreation Ground - Skate Park	The Salts, Richmond Road	£ 215,746.19	£ -	£ -	£ 215,746.19	Asset Cost/Value is based on actual costs
Salts CCTV (Cricket, Skate Park & Café)	The Salts, Richmond Road	£ 4,272.48	£ -	£ -	£ 4,272.48	Asset Cost/Value is based on actual costs
Salts Skate Park Floodlights	The Salts, Richmond Road	£ 20,689.00	£ -	£ -	£ 20,689.00	Asset Cost/Value is based on actual costs
Salts Cricket Pavilion CCTV	The Salts, Richmond Road	£ 2,709.50	£ -	£ -	£ 2,709.50	Asset Cost/Value is based on actual costs
Salts Café CCTV	The Salts, Richmond Road	£ 2,618.75	£ -	£ -	£ 2,618.75	Asset Cost/Value is based on actual costs
Salts Table Tennis Tables	The Salts, Richmond Road	£ 3,800.00	£ -	£ -	£ 3,800.00	Asset Cost/Value is based on actual costs
Salts Water Refill Station	The Salts, Richmond Road	£ 1,829.50	£ -	£ -	£ 1,829.50	Asset Cost/Value is based on actual costs
Crouch Gardens - Children's Play Area	Crouch Gardens	£ 31,944.00	£ -	£ -	£ 31,944.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Martello Field - Lockable Notice Board	Martello Field	£ 1,860.00	£ -	£ -	£ 1,860.00	Asset Cost/Value is based on actual costs
Centenary Clock	Outside Camerons, Broad Street	£ 3,380.00	£ -	£ -	£ 3,380.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Place Lane - Water Refill Station	Place Lane	£ -	£ 1,881.56	£ -	£ 1,881.56	Asset Cost/Value is based on actual costs
Seaford - Telescope	West View	£ 7,000.00	£ -	£ -	£ 7,000.00	The Asset Cost/Value is a proxy cost based on an estimated cost in 2017/18
Seaford - The Shoal Community Bench	Splash Point	£ 51,811.00	£ -	£ -	£ 51,811.00	Asset Cost/Value is based on actual costs
Seaford - Disabled Beach Access	Esplanade	£ 5,442.50	£ -	£ -	£ 5,442.50	Asset Cost/Value is based on the amount STC Paid, although actual value was approx £28K.
Seaford - Bike Stations & Racks	Esplanade	£ 2,253.00	£ -	£ -	£ 2,253.00	Asset Cost/Value is based on actual costs
Seaford - Water Refill Stations x 3	Esplanade	£ -	£ 5,869.50	£ -	£ 5,869.50	Asset Cost/Value is based on actual costs
CCTV Cameras	Various	£ 87,924.00	£ -	£ -	£ 87,924.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Christmas Lights	37 Church Street (Garage)	£ 13,526.00	£ -	£ -	£ 13,526.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Office 37 Church Street Contents	37 Church Street	£ 52,259.00	£ -	£ -	£ 52,259.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Civic Regalia	37 Church Street	£ 51,500.00	£ -	£ -	£ 51,500.00	The Asset Cost/Value is a proxy cost based on the Insurance Value as at 31/03/2012
Church Street - Lockable Notice Board	37 Church Street	£ 1,190.00	£ -	£ -	£ 1,190.00	Actual Costs used for Proxy Cost - To add on to insurance
Community Assets						

Description of Asset	Location	Asset Cost/Value 31/03/2020	Additions	Disposals	Asset Cost/Value at 31/03/2021	Notes
Notice Boards		£ 1,220.00	£ -	£ -	£ 1,220.00	31/03/2012 Estimate (Proxy Cost)
Martello Field	Martello Field	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Seaford Library Bench	Sutton Park Road	£ 1.00	£ -	£ -	£ 1.00	Donated - Nominal Amount
Street Planters	Various	£ 2,000.00	£ -	£ -	£ 2,000.00	31/03/2012 Estimate (Proxy Cost)
Street Furniture	Various	£ 14,000.00	£ -	£ -	£ 14,000.00	31/03/2012 Estimate (Proxy Cost)
Seating - Other	Various	£ 21,000.00	£ -	£ -	£ 21,000.00	31/03/2012 Estimate - new additions during 2015/16
Street Lighting	Various	£ 21,000.00	£ -	£ -	£ 21,000.00	31/03/2012 Estimate (Proxy Cost)
War Memorial	Sutton Park Road	£ 20,000.00	£ -	£ -	£ 20,000.00	31/03/2012 Estimate (Proxy Cost)
Avondale / Blatchington 1 (see Pond)	Avondale Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Avondale / Blatchington 2	Avondale Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Bishopstone Road	Bishopstone Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Blatchington Pond	Blatchington Pond	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Broad Street	Broad Street	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Lexden Road - North Way/Firle Road	Lexden Road - North Way/Firle Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Normansal	Normansal	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Pelham Road	Pelham Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
The Ridings	The Ridings	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Sandore Road	Sandore Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Sutton Drove	Sutton Drove	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Chyngton Way	Chyngton Way	£ 1.00	£ -	£ -	£ 1.00	Nominal value
The Covers	The Covers	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Firle Close	Firle Close	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Gildredge Road	Gildredge Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Hardwick House	Sutton	£ 1.00	£ -	£ -	£ 1.00	Nominal value
High & Over	High & Over	£ 1.00	£ -	£ -	£ 1.00	Nominal value
The Holt	The Holt	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Village Green	Village Green	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Sutton Drove Allotments	Sutton Drove	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Steyne Road Junction South Street	Steyne Road Junction South Street	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Southdown Road wasteland	Southdown Road	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Seaford Head Estate including Golfcourse	Seaford Head Estate/Golfcourse	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Seating - Seafront	Seafront	£ 30,000.00	£ -	£ -	£ 30,000.00	31/03/2012 Estimate (Proxy Cost)
Seafront - various plots of land owned along seafront, beach & promenade	Seafront	£ 1.00	£ -	£ -	£ 1.00	Nominal value
Bus Shelters	Various	£ 8,000.00	£ -	£ -	£ 8,000.00	31/03/2012 Estimate (Proxy Cost)
INTANGIBLE FIXED ASSETS		£ -			£ -	
TOTAL ASSETS & INVESTMENTS		£ 10,988,417.77			£ 10,825,329.83	



Seaford Town Council

Report No:	03/21
Agenda Item No:	13
Committee:	Full Council
Date:	20th May 2021 – Annual Meeting
Title:	Annual Subscriptions
By:	Adam Chugg, Town Clerk
Purpose of Report:	To review the Town Council's annual subscriptions and approve the spend therein.

Recommendations

Full Council is recommended:

1. To approve the Town Council's annual subscriptions for 2021 – 2022 as set out within report 3/21 and the spend therein.

1. Information

1.1 The Town Council and its officers hold subscriptions to the following external bodies, which it is recommended the Town Council approves continuing with:

	Subscription / purpose	Budgeted 2021 – 2022 Amount
(a)	Association of Accounting Technicians (AAT) - staff member subscription to ensure access to relevant accounting materials and updates.	£134.00
(b)	Association of Chartered Certified Accountants (ACCA) - staff member subscription to ensure access to relevant accounting materials and updates.	£258.00
(c)	British & International Golf Greenkeepers Association (BIGGA)	£500.00

	- key greenkeeping professional body, membership covers all greenkeeping staff and the Council, valued source of information and updates.	
(d)	Chartered Institute of Personnel and Development (CIPD) - key Human Resources professional body however membership is unlikely to be taken up this year as must be currently or recently have studied/trained to be eligible for membership.	£163.00
(e)	Employer Link - via the Local Government Association, this provides employment/HR support and access to useful guidance and updates.	£470.00
(f)	Lewes District Council Association of Local Councils (LDALC) - key association for networking with other local councils and receiving updates and information on local council news and issues.	£52.00
(g)	Local Council Review publication - quarterly publication with local council and government updates.	£17.00
(h)	Seaford Chamber of Commerce - provides vital networking opportunities with local traders and helps maintain this key partnership.	£50.00
(i)	Seaford Rotary Club (Business Partnership Scheme) - membership for The View with networking opportunities and promotional activities.	£75.00
(j)	Society of Local Council Clerks - key professional body for Town Clerks, this includes membership for two members of staff.	£622.00
(k)	Survey Monkey - platform for Council to consult with and seek views of public easily, and effectively collate and analyse data.	£300.00
(l)	East Sussex Association of Local Councils (ESALC) & National ALC (NALC)	£2,788.00

	- key association for support and information for local councils, also includes National Association of Local Councils membership.	
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1.2 A request has been submitted for Seaford Head Golf Course to look to take up membership of OnCourse, which is a programme run by the GEO Foundation. The GEO (Golf Environment Organisation) Foundation is driving the move to sustainable golf, which is something Seaford Head Golf Course has been committed to and continues to work towards.

1.3 Membership of OnCourse would provide the greenkeeping team with useful resources, networking opportunities and advice/consultation, as well as helping to promote Seaford Head with this widely-endorsed accreditation. More details can be found online at: <https://getoncourse.golf/>

1.4 The cost of annual membership would be £225, which includes at 25% discount for new English golf clubs (GEO being an American organisation).


2. Financial Appraisal

2.1 £6,075 was budgeted for the 2021 – 2022 subscription costs.

2.2 The subscriptions within this report (including the request at 1.2 – 1.4) equate to £5,654, so represent a saving against budget of £421.

3. Contact Officer

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

Town Clerk	
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