



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.

An Ordinary Meeting of the **Full Council** will be held at **Seaford Baptist Church, Belgrave Road, Seaford, BN25 3EE** on **Thursday 20th May 2021** immediately following the Annual Meeting, 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. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

4. Minutes

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

4.1	Community Services	29 th April 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/29.04.21-Community-Services-Minutes-DRAFT.pdf
4.2	Finance & General Purposes	8 th April 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/08.04.21-Finance-General-Purposes-Minutes-DRAFT-AMENDED.pdf
4.3	Full Council	18 th March 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/18.03.21-Council-Meeting-Minutes-DRAFT.pdf
4.4	Full Council	27 th April 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/04/27.04.21-Extraordinary-Council-Meeting-Minutes-DRAFT.pdf
4.5	Planning & Highways	25 th March 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/25.03.21-Planning-Highways-Minutes-DRAFT-.pdf
4.6	Planning & Highways	22 nd April 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2021/04/22.04.21-Planning-Highways-Minutes-DRAFT-.pdf
4.7	Planning & Highways	5 th May 2021 - virtual	https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2020/01/05.05.21-Planning-Highways-Minutes-DRAFT.pdf

5. Town Council Working Group Reports

There are no planned reports from the Town Council's working groups for this meeting.

6. District & County Councillor Update Report

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

7. Town Clerk's Update Report

To consider report 08/21 updating Full Council on key Town Council work and work priorities for the Town Clerk (pages 9 to 16).

8. Annual Review of Standing Orders

To consider report 04/21 presenting revisions to the Town Council's Standing Orders for adoption (pages 17 to 37).

9. Annual Review of Scheme of Delegation

To consider report 05/21 presenting revisions to the Town Council's Scheme of Delegation for adoption (pages 38 to 51).

10. Committee Chairs Management Group Policy Review

To consider report 07/21 presenting revisions to the Committee Chairs Management Group Policy for adoption (pages 52 to 55).

11. Single Use Plastics Policy Review

To consider report 09/21 presenting a revised Single Use Plastics Policy for adoption by Full Council (pages 56 to 61).

12. Government's Call for Evidence on Remote Meetings

To consider report 10/21 seeking Full Council's approval of a response to the Government's call for evidence on remote meetings (pages 62 to 71).

13. Insurance Arrangements

To consider report 14/21 presenting and update on the Town Council's insurance arrangements (pages 72 to 79).

14. Exclusion of the Press & Public

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

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

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

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

15. Employee Contracted Hours of Work EXEMPT

To consider exempt report 12/21 seeking approval of permanent changes to employee contracted hours of work to meet operational needs (exempt pages 1 to 3).

Reason for exemption: to progress a confidential staffing matter.

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

16. Filming Liaison Service Contract EXEMPT

To consider exempt report 11/21 seeking Full Council's approval of changes to the filming liaison service provision (exempt pages 4 to 9).

Reason for exemption: to progress a confidential staffing matter and discuss contract negotiations regarding the Town Council's filming arrangements.

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

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.

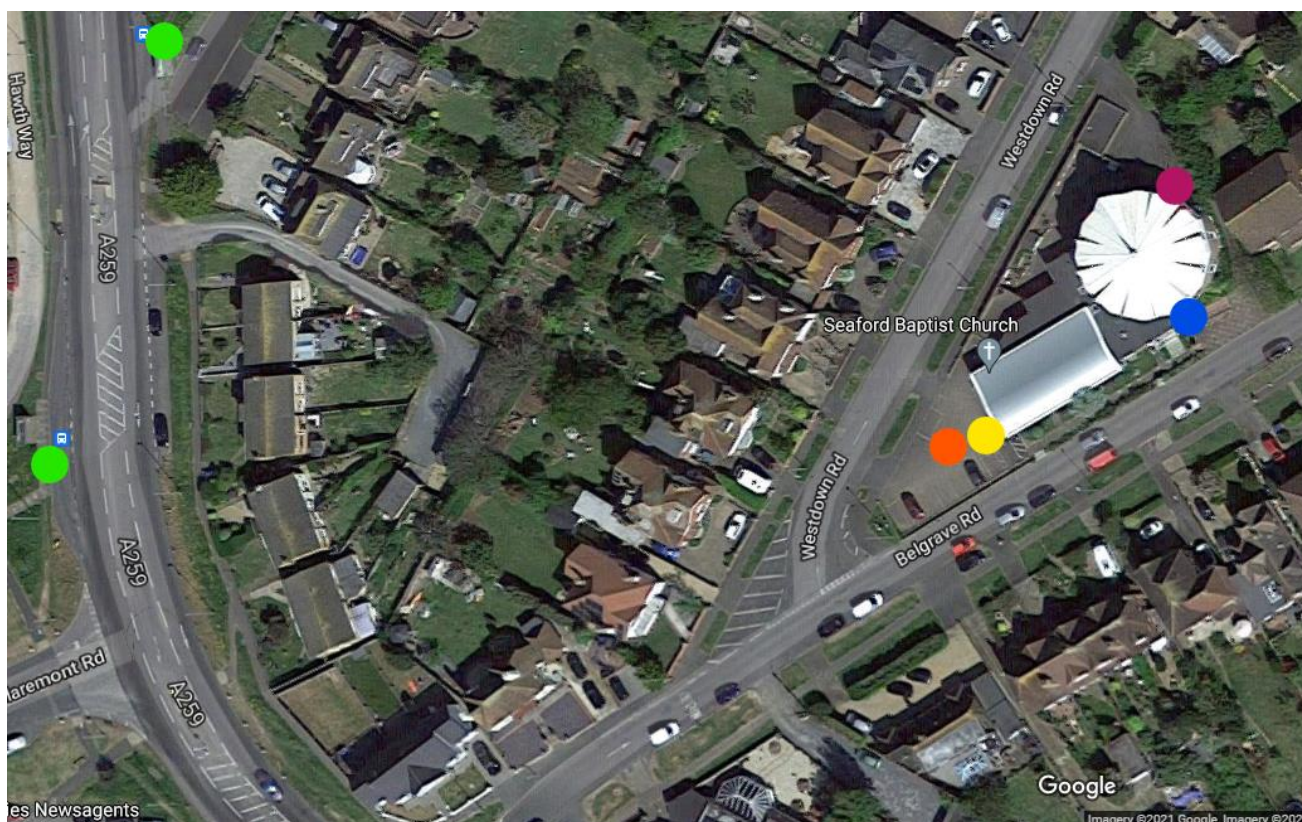
The Town Council therefore asks that you contact

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, copies of agendas etc).



Seaford Town Council

Report No:	08/21
Agenda Item No:	7
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Town Clerk's Update Report – May 2021
By:	Adam Chugg, Town Clerk
Purpose of Report:	To update Full Council on key Town Council work and work priorities for the Town Clerk

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

1. Preamble

1.1 This is my latest report since I became the Town Clerk and Proper Officer on 1st December 2020. As with my previous reports, I provide an update against the key areas of work and priorities set out in my last report, plus any additional areas of important work that have been added since mid-March. **Updates in this report are shown in green bold.**

1.2 **This is also the first Council meeting since the election of our two new councillors, Councillor Adeniji and Councillor Payne. I would like to congratulate them both on their election and I look forward to working with them over the months ahead.**

2. Key Initial Pieces of Work

2.1 Current priorities for my role include:

2.2 Oversee a complete review of all contracting and agreements relating to grounds maintenance and any other areas of significant expenditure.

(a) This work has been scoped out, and initial informal conversations have taken place with other councils. The core of this review will take

place after the work for the Lottery on Martello Toilets has been completed, and in time for the next budget-setting round.

(b) One key aspect of this review is identifying appropriate opportunities for re-wilding. Work is already taking place on parts of The Salts, The Crouch, Normansal and Princess Drive.

(c) To further build on this, a report will be brought to Full Council in June.

2.3 Take forward the revising of the Hurdis House Lease.

(a) Valuations are being obtained and our legal adviser has been briefed.

(b) Further conversations have taken place with the surveyor to inform the revised lease. In addition, some comments have also been received from the tenant. We expect to proceed to a draft lease shortly.

2.4 Oversee the completion of the budget setting process.

(a) The budget was passed at Full Council in January.

2.5 Work with Councillors and officers on publicity and messaging relating to the budget and the precept for 2021 - 2022.

(a) Thanks to the officers for an excellent Council Tax leaflet and press release – coverage in the Sussex Express focused on the Town Council being frugal.

2.6 Put together a confirmed list of measures to maximise revenue from ‘Staycation’ opportunities in 2021.

(a) A report was presented to the March Full Council meeting.

(b) Following the endorsement at the March Full Council, the first of the regular progress reports was brought to the Community Services Committee Meeting on 29th April 2021.

(c) A summary of the measures was also presented to the Town Forum on 20th April 2021.

(d) Following the decision of the March meeting to offer one of the Martello Fields to local charities to raise revenue through temporary additional car parking, councillors should be aware we have had concerns raised by Seaford Environmental Alliance (SEA) and also a local resident. We have written to them

explaining the reasons for the decision, the work the Town Council is doing in response to Climate Emergency and, in the case of SEA, an invitation to them to help with messaging discouraging car use. We will continue to monitor feedback closely, bearing in mind that the original decision was in response to resident feedback about the problems caused by the additional visitor cars in 2020.

- 2.7** Review and update the arrangements relating to the Golf Professional.
- (a)** The review is underway and partly completed.
- 2.8** Continue to implement any response to changes to Covid 19 regulations, while making sure officers are doing all we can to ensure the rules are followed.
- (a)** There have been no changes since the last Full Council meeting. We are now planning for the changes outlined in the Government roadmap (see below).
- (b)** In accordance with the Government roadmap:
- (i)** The golf course re-opened on 29th March 2021.
- (ii)** The View opened for outdoor customers on 15th April 2021.
- (iii)** 'Non-essential' concessions have started to re-open on the seafront.
- (c)** **At its meeting on 27th April 2021, Full Council agreed the steps to take to restore physical Council and Committee meetings. These will be reviewed at the Full Council on 23rd June 2021.**
- (d)** **In accordance with the Government's Covid Roadmap, The View will have re-opened to indoor customers from 17th May 2021.**
- 2.9** Seek updates from the Lottery regarding the application for funding for the Martello Toilets and work with officers and councillors on plans to take this forward in the light of the Lottery decision.
- (a)** A meeting took place with the Town Council's Lottery Officer in February. A report about this and the next steps was presented to the March Full Council meeting.
- (b)** **A further meeting with the Lottery Officer has taken place, and it is now a top priority to put together the information needed to proceed with the Lottery application. At the same time, we have**

also been recruiting a new architect to oversee the final submission. A further update will be presented at the June Full Council meeting.

3. Priorities

- 3.1** Work with councilors, staff and stakeholders to update and refresh the strategic objective of the council.
- (a)** This work will begin after the by-election in early May.
 - (b)** **It is hoped that the continued relaxation of Covid restrictions will enable some face-to-face meetings over the summer to update the Town Council's Objectives. It will also be a good opportunity to liaise with residents and key stakeholders.**
- 3.2** Enable the Town Council to play its role in tackling climate emergency, working with councillors and staff to build on the Climate Emergency motion.
- (a)** Work is underway to plan for the Climate Day in August.
 - (b)** A lot of good work is taking place on the Golf Course, as part of our commitments to 'Operation Pollinator,' including beehives, wild flowers and maintenance that encourages a diversity of ecology and wildlife.
 - (c)** A report from the Climate Change Working Group is on the agenda for this meeting.
 - (d)** The presentation to the Town Forum described the range of work already underway, including:
 - (e)** Golf Course – bee hives; maintenance that encourages ecological diversity; use of indigenous flowers and plants; reduced use of pesticides.
 - (f)** Re-wilding – parts of The Salts, Normansal, Princess Drive, The Crouch.
 - (g)** We are looking into how best to enable Council decisions to always take account of environmental factors.
 - (h)** **So, the Town Council has been taking a number of steps and a report will be presented to the June Full Council meeting.**
- 3.3** Work with Councillors and staff to confirm and implement work that can maximise revenue from 'Staycation' opportunities in 2021.

- (a) See 'Staycation' section above.
- (b) Improve the financial stability and sustainability of the council over time.
- (c) Working closely with the Responsible Financial Officer (RFO) on this. Updated Financial Regulations and Risk Register are on the agenda for this meeting.
- (d) Good progress is being made and will be reflected in the year-end accounts.
- (e) We have also introduced some new internal controls to ensure budgets are followed as far as is possible.
- (f) **The RFO has updated councillors on the year end position and the increase in the General Reserve at the year end.**

3.4 Lead and oversee the Town Council's response to any further Covid changes and be ready for what the future may hold.

- (a) Plans are in place in response to the Government announcement of the roadmap.
- (b) These include:
 - (i) Re-opening the golf course on 29th March 2021.
 - (ii) Determining re-opening date for The View.
 - (iii) Claiming any relevant government funds and support outlined in the recent budget.
 - (iv) Working closely with the Town Council's concessions to work within the Covid guidelines.
 - (v) Updating the Town Council's Position Statement.
 - (vi) Preparing for the expected influx of visitors as the restrictions are relaxed – a report was presented to the March meeting.
- (c) Please note that the current Government guidelines are that Working from Home remains the norm and so officers are working on this basis, while plans are being made for when this guidance changes – a timetable for this was not part of the roadmap announcements. In addition, Council meetings are currently 'virtual', in line with Government guidelines – we are looking at how to implement any changes that would follow from the guidance being changed and will keep councillors informed about this.

- 3.5 Fulfill the Proper Officer role in relation to Council meetings and business for the calendar year ahead.
- (a) In place.
- 3.6 Work with stakeholders to explore and develop options relating to the S106 monies from the former Newlands School site.
- (a) I have been briefed by Lewes District Council (LDC) on this matter and work to explore possible options will begin shortly.
- (b) **A report will be brought to Full Council in due course.**
- 3.7 Work with officers, councillors and appropriate external expertise to move to the next stages of the HR review, at the most appropriate time.
- (a) This review will take place once the work to respond to Covid and the resultant changes are coming to an end.
- (b) We are looking to confirm the timetable shortly.
- 3.8 Undertake the CiLCA qualification.
- (a) Expect to start in quarter one of 2021 - 2022.

4. Other Key Areas of Work

4.1 Tennis Courts

- (a) An update report is on the agenda for this meeting.
- (b) The loan application has been submitted and we are waiting for the results.
- (c) **We have asked East Sussex Association of Local Councils (ESALC) to chase this up on the Town Council's behalf.**

4.2 Beach Huts

- (a) I want to thank the team for their pro-active response to the unfortunate recent incidents of vandalism and in working with the police to seek to bring these incidents to an end.
- (b) Interest in the purchase of beach huts remains strong, and more sales are being completed.
- (c) There have been no further instances of vandalism.
- (d) Beach Huts now nearly all sold.

4.3 Land Availability Assessment – Call for Sites

- (a) LDC recently sent the Town Council this document so it could offer any intelligence on this list. LDC were clear that this was an initial list to then be reviewed, and not any more than this. I am grateful to

councillors and officers for their pro-active response and a submission was sent to LDC by their deadline.

4.4 Assets Working Group

- (a) There has been no meeting of this group since the January Full Council meeting. There will be a meeting in the next few weeks, and an update report will be brought to the next Full Council meeting.
- (b) Good progress has been made with the necessary reports and feasibility studies so the group can be convened soon. A report to Full Council will follow this meeting.
- (c) **A meeting of the Assets Working Group has been convened for 1st June 2021 and a report will be presented to the June Full Council meeting.**

4.5 New Crack on the Cliff.

- (a) I want to thank the officers for their swift response, including moving fences back and carrying out an urgent risk assessment to ensure public and Town Council staff safety. We continue to monitor the situation closely, in partnership with other key stakeholders such as the Coastguard.
- (b) Discussions with stakeholders has continued.
- (c) **A report about cliff erosion and the impact of this on the golf course will come to the June meeting of the Golf & The View Committee.**

4.6 Football Club – The Crouch

- (a) **Councillors should be aware that there has been a significant leak at the Football Club. Council officers have acted promptly in assessing the damage, putting in place a risk assessment, and liaising with our insurance company so that any insurable costs are recovered.**
- (b) **We will keep councillors informed and also advise of any costs to be borne by the Town Council.**

5. Conclusion


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

6. Financial Appraisal

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

7. Contact Officer

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

Town Clerk	
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Seaford Town Council

Report No:	04/21
Agenda Item No:	8
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Standing Orders Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present revisions to the Town Council's Standing Orders for adoption.

Recommendations

Full Council is recommended:

1. To adopt the Standing Orders as presented with report 4-21.

1. Information

- 1.1** The Town Council's Standing Orders has been reviewed by Town Council Officers and is now presented to Full Council for adoption.
- 1.2** Attached at Appendix A is a revised version of the document with tracked changes.
- 1.3** Officers referred to the National Association of Local Council's (NALC) model standing orders as part of this review process but can confirm that there were no changes required as a result of this.
- 1.4** To remind councillors, those standing orders in bold are legal requirements and therefore must be included. The standing orders not in bold text are recommended by NALC as best practice.
- 1.5** 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.


- 1.6 An introduction has been added to aid those readers not familiar with documents such as this to better understand the purpose and structure of the document.
- 1.7 The recommended additions under Standing Order 4 are providing clarity surrounding arrangements with substitutes and exempt papers. These were two points raised during this last year that officers felt needing clarifying further within standing orders to prevent confusion or misinterpretation.
- 1.8 The removal of the insurance arrangement from the required agenda items of annual meetings (see Standing Order 5j) is because this review need not be confined to the annual meeting; this review did actually take place in March 2021 in advance of the new municipal year. Removing this from standing orders is purely to allow the required flexibility for officers to carry out the review and present this to Full Council at the most suitable point of the year.
- 1.9 A review date of May 2022 has been recommended to ensure that Standing Orders continued to be reviewed annually, as is recommended.
- 1.10 It should be highlighted that the current temporary changes to Council and Committee meeting arrangements, and public access to and participation at said meeting, does not require a change to Standing Orders. As per the decisions at the Full Council meeting on 27th April 2021, the Town Council's Public Participation Policy will eb changed temporarily to reflect the interim meeting arrangements.

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

Standing Orders

Introduction

Standing Orders are the written rules of Seaford Town Council. They are used to confirm the Town Council's internal organisation, administrative procedures and procedural matters for meetings.

Meetings of Full Council and its Committees, councillors, the Proper Officer and Responsible Financial Officer are subject to many statutory (legal) requirements. The Standing Orders confirm those statutory requirements.

These Standing Orders are based on the national model produced by the National Association of Local Councils (NALC). Standing orders that are within **bold** type contain statutory requirements and it is therefore recommended that councils adopt them without changing them. Other standing orders not in bold are designed to help the Town Council operate effectively but do not contain statutory requirements so they may be drafted or amended to suit the Town Council's needs.

The Town Council has a suite of other policies that may be made mention to in the Standing Orders. The Town Council has its adopted Financial Regulations which regulate and control the financial affairs and accounting procedures of the Town Council.

Adopted
Review

~~June 2020~~ May 2021
May 2021

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Seaford Town Council

Standing Orders

1 Rules of debate at all meetings

- a These rules apply to Full Council as well as Committee and Sub-Committee meetings.
- b Debate on an agenda item can and usually will take place prior to any motion being made.
- c Reports, recommendations and motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- d A recommendation or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- f If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- g An amendment is a proposal to remove or add words to a recommendation or motion. It shall not negate the motion.
- h If an amendment to the original recommendation or motion is carried, the amended motion becomes the Substantive motion upon which further amendment(s) may be moved.
- i An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- j A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- k If there is more than one amendment to an original or Substantive motion, the amendments shall be moved in the order directed by the Chair.
- l Subject to Standing Order 1(m) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

- m One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- n A Councillor may not move more than one amendment to an original or Substantive motion.
- o The mover of an amendment has no right of reply at the end of debate on it.
- p Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final Substantive motion immediately before it is put to the vote.
- q Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since ~~he/she~~they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- r The Chair will only allow a Councillor to speak again if the Councillor is introducing new information.
- s During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he/she is~~they are concerned by.
- t A point of order shall be decided by the Chair of the meeting and ~~his/her~~their decision shall be final.
- u When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a Committee or Sub-Committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order (s) excepting those which reflect mandatory statutory requirements.

- v Before an original or Substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- w Excluding motions moved under Standing Order 1(u) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

2 Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other suitable premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a Full Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a Committee or Sub-Committee meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may, if they are present, during public participation make

representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, subject to the Town Council's Public Participation policy.

- f **Subject to Standing Order 3 (g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- g **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- h **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- i **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Town Council may in his/her/their absence be done by, to or before the Vice-Chair of the Town Council (if any).**
- j **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- k **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or non-Councillors with voting rights present and voting.**
- l **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he gave an original vote.**
See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Town Council at the Annual Meeting of the Town Council.
- m **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- n The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of Councillors present and absent, noting those that have given apologies;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- o **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Town Council's Code of Conduct in a matter being considered at a meeting is Subject to statutory limitations or restrictions under the Code on ~~his/her~~their right to participate and vote on that matter.**
 - p **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Full Council or Committee are present and in no case shall the quorum of a meeting be less than three.** See Standing Order 4d(viii) below for the quorum of a Committee or Sub-Committee meeting.
 - q **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - r A meeting shall not exceed a period of three hours.
 - s In the event that a larger number of people than that which can be accommodated are present for a single item, it must be decided by ~~the~~ Full Council (or Committee) on whether to proceed with the item or adjourn or defer the matter for subsequent debate at a larger venue.
 - t All formal meetings of ~~Full~~the Council and its committees must be administered by an appropriate Town Council Officer or, where that is not deemed appropriate, from an officer sourced from another local authority or authorised local government body.

4 Committees and Sub-Committees

- a **Unless Full ~~the~~ Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**

- b The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Town Council.
- c Unless ~~the Full~~ Council determines otherwise, all the members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.
- d Councillors who cannot attend a Committee or Sub-Committee can appoint any Councillor to attend in their absence as a voting ex-officio member (a 'substitute'). The absent Councillor must advise the Town Clerk or Committee Clerk of the nomination.
- e All Councillors who are not members of a Committee (save for those attending as a substitute as per Standing Order 4d above) are entitled to attend the said meeting and participate but not vote. Non-Committee or Sub-Committee Councillors will however be excluded for exempt items at these meetings.
- ef Exempt Committee papers for all Committees and Sub-Committees will be issued to Committee members and any substitutes but not non-Committee or non-Sub-Committee Councillors.
- fg ~~The Full~~ Council may appoint standing Committees or other Committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of Full Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such a Committee;
 - v. may, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the Substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer one day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing Committee, appoint the Chair of the standing Committee;
 - vii. shall permit a Committee other than a standing Committee, to appoint its own Chair at the first meeting of the Committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a Committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
 - xi. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
 - xii. may dissolve a Committee or Sub-Committee.

5 Ordinary Full Council meetings

- a In an election year, the annual meeting of the Town Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of thea Town Council shall be held on such day in May as the Town Council may direct.
- c If no other time is fixed, the annual meeting of the Town Council shall take place at 7pm.
- d In addition to the annual meeting of the Town Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Town Council directs.
- e The first business conducted at the annual meeting of the Town Council shall be the election of the Chair and Vice-Chair (if any) of the Town Council.
- f The Chair of the Town Council, unless he/shethey haves resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/hertheir successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Town Council, if any, unless he/shethey resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Town Council at the next annual meeting of the Town Council.
- h In an election year, if the current Chair of the Town Council has not been re-elected as a member of the Town Council, he/shethey shall preside at the meeting until a successor Chair of the Town Council has been elected. The current Chair of the Town Council shall not have an original vote in respect of the election of the new Chair of the Town Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Town Council has been re-elected as a member of the Town Council, he/shethey shall preside at the meeting until a new Chair of the Town Council has been elected. He/sheThey may exercise an original vote in respect of the election of the new Chair of the Town Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Town Council and Vice-Chair (if any) of the Town Council at the annual meeting of the Town Council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chair of the Town Council and Councillors of their acceptance of office forms unless the Town Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Town Council of his/her

acceptance of office form unless the Town Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of ~~the~~ Full Council;
- iii. Receipt of the minutes of the last meeting of a Committee;
- iv. Consideration of the recommendations made by a Committee;
- v. Appointment of members to existing Committees;
- vi. Appointment of any new Committees in accordance with Standing Order 4 above;
- vii. Review of representation on or work with external bodies and arrangements for reporting back;
- viii. In an election year, to make arrangements with a view to the Town Council becoming eligible to exercise the general power of competence in the future;
- ix. Review of inventory of land and assets including buildings and office equipment;
- ~~x. Confirmation of arrangements for insurance cover in respect of all insured risks;~~
- ~~xi-x.~~ Review of the Town Council's and/or staff Subscriptions to other bodies.

6 Extraordinary meetings of ~~the~~ Full Council and Committees and Sub-Committees

- a **The Chair of the Town Council may convene an extraordinary meeting of ~~the~~ Full Council at any time.**
- b **If the Chair of the Town Council does not or refuses to call an extraordinary meeting of Full ~~the~~ Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of ~~the~~ Full Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.
- d If the Chair of a Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by four members of the Committee or the Sub-Committee, any four members of the Committee or the Sub-Committee may convene an extraordinary meeting of a Committee or a Sub-Committee.

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.

- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a The preferred operation of the Town Council is for Councillors and officers to work in partnership to prepare reports for motion at meetings where this is necessary. However, if a Councillor wishes to prepare a report alone the procedure below has to be followed.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event, shall relate to the performance of the Town Council's statutory functions, powers and obligations or an issue which specifically affects the Town Council's area or its residents.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- f If the wording or Subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee or Sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or Sub-Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11 Management of Information

See also Standing Order 20.

- a **The Town Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Town Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Town Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Town Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 Code of conduct and dispensations

See also Standing Order 3(o) above.

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he/she has/they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from the meeting room when it is considering a matter in which he/she has/they have a prejudicial interest. He/she/They may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- d A decision as to whether to grant a dispensation shall be made by a meeting of ~~the~~ Full Council, or Committee or Sub-Committee for which the dispensation is required and that decision is final.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to Standing Orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;**
 - ii. **granting the dispensation is in the interests of persons living in the Town Council's area or;**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14 Code of conduct complaints

- a Upon notification by the District that it has deemed a complaint worthy of investigation that a Councillor or non-Councillor with voting rights has breached the Town Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to ~~the~~ Full Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Town Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and Full ~~the~~ Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Town-Council may:

- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, ~~the Full~~ Council shall consider what, if any, action to take against ~~him~~them. Such action excludes disqualification or suspension from office.**

15 Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Town Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **At least three clear days before a meeting of ~~the Full~~ Council, a Committee or a Sub-Committee,**
 - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillors has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Town Council convened by councillors is signed by them).**
 - ii. Subject to Standing Order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming his/her withdrawal of it;
 - iii. **convene a meeting of Full Council for the election of a new Chair of the Town Council, occasioned by a casual vacancy in his/her office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. retain acceptance of office forms from Councillors;
 - vii. retain a copy of every Councillor's register of interests;
 - viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Town Council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the Town Council except where there is a resolution to the contrary;
 - x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Town Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other

- legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
See also Standing Order 22 below.
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Town Council in accordance with its Financial Regulations.
 - xiii. record every planning application notified to the Town Council and the Town Council's response to the local planning authority in a book for such purpose;
 - xiv. refer a planning application received by the Town Council to the Chair or in his/her/their absence Vice-Chair (if any) of the Planning & Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways Committee;
 - xv. manage access to information about the Town Council via the publication scheme; and
 - xvi. retain custody of the seal of the Town Council which shall not be used without a resolution to that effect.
See also Standing Order 23 below.

16 Responsible Financial Officer

- a The Town Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Town Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

18 Financial controls and procurement

- a The Town Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Town Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Town

- Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of **Full** Council OR the Personnel Committee or the Grievance / Disciplinary Sub-Committee is subject to Standing Order 11 above.
- b The Town Clerk shall manage the **Town** Council's sickness absence in accordance with **Town** Council Policy.
- c The Mayor of the **Town** Council and the Chair of the Personnel Committee (or Vice-Chair if this is the Mayor) or in **his/her/their** absence, the Deputy-Mayor shall conduct an annual review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Personnel Committee.
- d All staff grievances will be conducted in accordance with the **Town** Council's Grievance Policy.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The **Town** Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g In accordance with Standing Order 11(a), unless authorised in advance by the Town Clerk, only Managers with line management responsibilities shall have access to staff records referred to in Standing Orders 19(e) and (f) above if so justified.

20 Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the **Town** Council shall publish information in accordance with its publication scheme and respond to requests for information held by the **Town** Council.**

- b ~~[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]~~
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21 Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Town Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- b The Town Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Town Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Town Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Town Council shall maintain a written record of its processing activities.

22 Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Town Council, its Councillors or staff shall be handled in accordance with the Town Council's Press & Media Policy, Press Release Procedure and Communications Strategy.

23 Execution and sealing of legal deeds

See also Standing Order s 15(b)(xii) and (xv) above.

- a A legal deed shall not be executed on behalf of the Town Council unless authorised by a resolution.
- b Subject to Standing Order 23(a) above, the Town Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the

Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

24 Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of ~~the~~ Full Council shall be sent, together with the agenda, to the ward Councillors of the District and County Councils representing the area of the Town Council.
- b Where deemed necessary by the relevant officer correspondence sent to the District or County Councils shall be copied to the relevant District or County Councillor(s).

25 Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Town Council has a right or duty to inspect (this does not apply to publicly accessible property); or
 - ii. issue orders, instructions or directions to any member of staff or contractor carrying out work on behalf of the Town Council.

26 Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Town Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ten Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- c The Proper Officer shall provide a copy of the Town Council's Standing Orders to a Councillor as soon as possible after he has delivered ~~his/her~~ their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.



Seaford Town Council

Report No:	05/21
Agenda Item No:	9
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Scheme of Delegation Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present revisions to the Town Council's Scheme of Delegation for adoption.

Recommendations

Full Council is recommended:

1. To adopt the Scheme of Delegation as presented with report 5/21.

1. Information

- 1.1** The Town Council's Scheme of Delegation has been reviewed by Town Council Officers and is now presented to Full Council for adoption.
- 1.2** Attached at Appendix A is a revised version of the document with tracked changes.
- 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 recommended changes are as follows:
 - Contents** – An introduction of a contents just to ease with navigation.
 - 2.6.5** – This is a point of clarity regarding the approval process for changes to employee contracted hours of work and empowers the Committee to make decisions within its remit.
 - 3.1.2dd** – This recommendation is a permanent introduction of delegated power that was granted to officers temporarily in 2020 – 2021 to ensure

that the business at The View can remain reactive to factors outside of its control (such as the coronavirus pandemic). Also at 3.4.10 and 3.7.11.

3.1.2ee – As above, this is a permanent introduce of delegated power that was granted to officers temporarily in 2020 – 2021. This will ensure that officers are able to react quickly with any further furlough or job support schemes and prevent staff having to wait to find out the arrangements of such schemes. Also at 3.4.11.

3.1.2ff – This recommendation is just being made for clarity of process.

3.4.12 – The Town Council's Finance & General Purposes Committee has recommended that Full Council agree to include the following delegation within the Scheme of Delegation (a recommendation made at the Committee meeting on 8th April 2021):

To earmark any underspends, on an annual basis on all building maintenance, grounds maintenance and vehicle & equipment maintenance budgets to appropriate reserves as long as there are sufficient underspends in the overall budgets at the year end. Any such decisions are to be communicated promptly to the Finance & General Purposes committee members.

However, officers have since reviewed this delegation and are recommending that this be broadened to allow a more streamlined process for allocating underspends to earmarked reserves across the Town Council's budgets.

This will also encourage the upkeep of these key funding pools to plan for and respond to future spends, which can often occur at unexpected times, such as emergency maintenance works for example.

This is being recommended as an action to be taken in consultation with the Chair of Finance & General Purposes before then being reported back to the Finance & General Purposes Committee at the next available meeting.

The revised wording is presented within the appendix.

3.4.13 – The RFO of a council would routinely be able to sign equipment leases on behalf of the council but the Scheme of Delegation should reflect this for clarity and openness of process.

- 1.5** A review date of May 2022 has been recommended to ensure that Scheme of Delegation continued to be reviewed annually, as is recommended.

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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Scheme of Delegation

The Town Council scheme of delegation is an essential policy to enable the Town Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Full Council with its findings which may include recommendations.

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1 **Full Council Functions**

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budget and setting the Precept.
- 1.2 Approval of the Annual Return and Audit of Accounts.
- 1.3 Authorisation of borrowing.
- 1.4 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5 Making of Orders under any statutory powers.
- 1.6 Making, amending or revoking By-laws.
- 1.7 Appointment of Standing Committees.
- 1.8 Appointing Town Council representatives to outside bodies.
- 1.9 All other matters which must, by law, be reserved to the Full Council.

2 **Delegation to Committees**

The following matters are delegated to the Town Council's Committees to make decisions on behalf of the Town Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

~~The Full~~ Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to ~~Full the~~ Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to ~~Full~~ Council.

2.1 **All Committees**

- 2.1.1 Creation and Appointment to Working Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.2 **Finance & General Purposes Committee**

All matters (except for creating Council Policy) relating to:

- 2.2.1 Review of Full Council budget position.
- 2.2.2 Consideration of annual budget request of all standing Committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all Internal Audit reports.

- 2.2.5 Approval of Risk management strategy.
- 2.2.6 Civic & ceremonial activities.
- 2.2.7 Electoral matters.
- 2.2.8 Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).

2.3 Community Services Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1 Salts Recreation Ground.
- 2.3.2 Crouch Gardens & Recreation Ground.
- 2.3.3 Martello Fields.
- 2.3.4 Martello Tower.
- 2.3.5 Allotments.
- 2.3.6 Seafront & beach, including beach huts.
- 2.3.7 Seaford Head Estate (excluding Seaford Head Golf Course and The View).
- 2.3.8 Crypt & 23 Church Street.
- 2.3.9 Old Town Hall.
- 2.3.10 Public toilets.
- 2.3.11 37 Church Street.
- 2.3.12 Hurdis House.
- 2.3.13 CCTV.
- 2.3.14 Other open spaces.
- 2.3.15 Seating, dog & litter bins.
- 2.3.16 Events.
- 2.3.17 Community support.
- 2.3.18 Tree Wardens.
- 2.3.19 Bus shelters.
- 2.3.20 Street lighting.
- 2.3.21 Spend within the Community Services Budget.
- 2.3.22 Consideration of annual budget request of Community Services Committee for recommendation to Finance & General Purposes Committee.

2.4 Planning & Highways Committee

All matters (except for creating Council Policy) relating to:

- 2.4.1 Planning applications.

- 2.4.2 Tree works applications.
- 2.4.3 Highways & traffic matters.
- 2.4.4 Street naming.
- 2.4.5 Local and regional plans.
- 2.4.6 All other planning or highway matters the Town Council is consulted on.

2.5 Golf & The View Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1 Seaford Head Golf Course.
- 2.5.2 The View at Seaford Head.
- 2.5.3 Reviewing and commenting on policies of Seaford Head Golf Club.
- 2.5.4 Spend within the Golf & The View Budget
- 2.5.5 Withdrawing club memberships and bar from the premises any golfers whose behaviour justifies this.
- 2.5.6 The Golf Professional service and associated service level agreement.
- 2.5.7 Consideration of annual budget request of Golf & The View Committee for recommendation to Finance & General Purposes Committee.

2.6 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.6.1 All personnel matters not delegated to officers or Sub-Committees.
- 2.6.2 Authorise or not all incremental pay rises following staff appraisals.
- 2.6.3 Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.6.4 Authorise permission for staff to accept secondary employment.
- 2.6.5 Authorise adjustments to employees Terms & Conditions of employment, including increases to employees contracted hours of work; subject to the Committee being presented with a fully costed business case for any changes.

2.7 Grievance/Disciplinary Sub-Committee

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.7.1 Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.

- 2.7.2 Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.7.3 Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.7.4 Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

2.8 Appeals Committee

Note: the committee cannot consider an appeal against a decision taken by the Full Council.

All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:

- 2.8.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.8.2 Consider and resolve all Freedom of Information Act appeals.
- 2.8.3 Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.8.4 Consider all appeals against decisions where this is available within a policy.

3 Delegation to Officers

The following matters are delegated to the Town Council's Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or Full Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or Full Council for a decision.

3.1 Town Clerk

3.1.1 The Town Clerk shall be the Proper Officer of the Town Council as defined in law.

3.1.2 See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Assistant Town Clerk
b.	Issue all statutory notifications.	Assistant Town Clerk
c.	Receive Declarations of Acceptance of Office.	Assistant Town Clerk
d.	Receive and record notices disclosing pecuniary interests.	Assistant Town Clerk
e.	Receive and retain documents and plans.	Assistant Town Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Assistant Town Clerk
g.	Sign notices or other documents on behalf of the Council.	Assistant Town Clerk
h.	Receive copies of By-laws made by principal authority.	Assistant Town Clerk
i.	Certify copies of By-laws made by the Council.	Assistant Town Clerk
j.	Sign summons to attend meetings.	Assistant Town Clerk
k.	Ensure compliance with Standing Orders.	Assistant Town Clerk
l.	Manage all Town Council staff, either directly or indirectly.	Executive Support Officer
m.	Manage the provision of Council services, buildings, land and resources.	Projects & Facilities Manager
n.	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Responsible Financial Officer
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Assistant Town Clerk / Responsible Financial Officer / Projects & Facilities Manager
p.	Deal with dispensation requests from Members under the Code of Conduct.	Assistant Town Clerk
q.	Deal with matters specifically delegated by Council or Committee.	To be assessed individually by Senior Management Team
r.	Take all decisions relating to the training of Councillors & staff.	Executive Support Officer

s.	Appoint all employees in accordance with the Council's staff structure.	Executive Support Officer
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Executive Support Officer
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Executive Support Officer
v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Executive Support Officer
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Executive Support Officer
x.	Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Responsible Financial Officer
y.	Responsible for the overall management of all budgets in accordance with Council policies.	Responsible Financial Officer
z.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Senior Management Team members
aa.	Overall responsibility for Health & Safety across all Council owned sites.	Projects & Facilities Manager
bb.	Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.	Responsible Financial Officer
cc.	Authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting).	Assistant Town Clerk
dd.	<u>Only in consultation with the Responsible Financial Officer, General Manager and Chair of Golf &</u>	<u>Assistant Town Clerk</u>

	<u>The View, to amend the opening hours of The View as deemed necessary.</u>	
<u>ee.</u>	<u>Only in consultation with the Responsible Financial Officer and Chair of Finance & General Purposes and Chair of Personnel, to agree the financial package being offered to employees placed under a furlough scheme or job support scheme, providing this does not exceed budget or what the employee would receive had they not been under the scheme.</u>	<u>Executive Support Officer</u>
<u>ff.</u>	<u>To determine the outcome of employee probationary periods, following a probationary review having taken place.</u>	<u>Executive Support Officer</u>
<u>ggdd.</u>	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Responsible Financial Officer or Finance Manager Personnel Policies – Executive Support Officer Civic/Freedom of Information/Consultation Policies – Assistant Town Clerk To be assessed individually by Senior Management Team as and when required.

3.2 Assistant Town Clerk

3.2.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.2.2 Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.

3.2.23.2.3 Authorised to issue press releases on any Town Council activity exercised in accordance with Town Council policy, save for press releases felt to be controversial or regarding a specific campaign, for example, which will be signed off by the Proper Officer.

3.2.33.2.4 Day to day management of Civic functions for the Council.

3.2.43.2.5 Day to day management of the Council's website and social media activities.

3.2.53.2.6 Day to day management of employees within section.

3.2.63.2.7 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.

3.2.73.2.8 Matters specifically delegated by Council or Committee.

3.3 Executive Support Officer

3.3.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.3.2 Day to day management of all of the Council's Human Resources functions.

3.3.3 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.

3.3.4 Matters specifically delegated by Council or Committee.

3.4 Responsible Financial Officer

3.4.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.

3.4.2 Proper administration of the Council's financial affairs.

3.4.3 Report to External Auditor matters under Local Government Finance Act 1988 s114.

3.4.4 Ensure compliance with Financial Regulations.

3.4.5 Ensure compliance with all financial procedures.

3.4.6 Determine accounting policies, records and control systems.

3.4.7 Manage risk management of the Council.

3.4.8 Day to day management of employees within section.

3.4.9 Matters specifically delegated by Council or Committee.

3.4.10 Only in consultation with the Town Clerk, General Manager and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary.

3.4.11 Only in consultation with the Town Clerk and Chair of Finance & General Purposes and Chair of Personnel, to agree the financial package being offered to employees placed under a furlough scheme or job support scheme, providing this does not exceed budget or what the employee would receive had they not been under the scheme.

3.4.12 Having consulted with the Chair of Finance & General Purposes, at the year end to earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Town

Council budget. Any such decisions are to be communicated promptly to the Finance & General Purposes.

3.4.93.4.13 The sign equipment leases on behalf of the Town Council.

3.5 Finance Manager

- 3.5.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.5.2 Arrange and manage the Council's insurance arrangements.
- 3.5.3 Management of Council salaries in accordance with contracts of employment.
- 3.5.4 Day to day management of all employees within section.
- 3.5.5 Matters specifically delegated by Council or Committee.

3.6 Projects & Facilities Manager

- 3.6.1 Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.6.2 Day to day management of land, buildings and other resources.
- 3.6.3 Project development for consideration by relevant Committee.
- 3.6.4 Management of maintenance contracts.
- 3.6.5 Day to day management of all employees within section.
- 3.6.6 Matters specifically delegated by Council or Committee.
- 3.6.7 Developing income generating activities.
- 3.6.8 Responsible for the management of the Community Services budget in accordance with Council Policy.
- 3.6.9 (Above responsibilities assumed by Projects Support Officers in the absence of the Manager).

3.7 General Manager - The View at Seaford Head

- 3.7.1 Day to day management of The View.
- 3.7.2 Management of the maintenance of the facility, including the car park.
- 3.7.3 Day to day management of all employees within section.
- 3.7.4 Appointment of all employees within structure.
- 3.7.5 Appointment of temporary and casual employees where a business case can be demonstrated.
- 3.7.6 Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.

- 3.7.7 Developing income generating activities.
- 3.7.8 Matters specifically delegated by Council or Committee.
- 3.7.9 Responsible for the management of The View budget in accordance with Council policy.
- 3.7.10 Dealing with complaints regarding The View, as per the Complaints Procedure.
- 3.7.103.7.11 Only in consultation with the Town Clerk, Responsible Financial Officer and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary.
- 3.7.113.7.12 (Above responsibilities assumed by Assistant Manager in the absence of the Manager).

3.8 Golf Professional (non-employee service contract)

- 3.8.1 Day to day management of the Golf Course.
- 3.8.2 Management of the maintenance of the Course.
- 3.8.3 Day to day management of all employees within section.
- 3.8.4 Authorising licensed vermin control shooters on course up to a maximum of four.
- 3.8.5 Developing income generating activities.
- 3.8.6 Matters specifically delegated by Council or Committee.
- 3.8.7 Responsible for the management of the Golf Course budget in accordance with Council Policy.
- 3.8.8 Dealing with Complaints regarding activities on Seaford Head Golf Course, as per the Complaints Procedure.



Seaford Town Council

Report No:	7/21
Agenda Item No:	10
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Committee Chairs Management Group Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present revisions to the Committee Chairs Management Group Policy for adoption.

Recommendations

Full Council is recommended:

1. To adopt the Committee Chairs Management Group Policy as presented with report 7/21.

1. Information

- 1.1 The Town Council's Committee Chairs Management Group (CCMG) 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 This is the first review of the policy document since it was first adopted in 2018 and also the first review by this Town Council administration and Town Clerk.
- 1.4 The amendments recommended are mostly to reflect the CCMG meetings and arrangements in practice.
- 1.5 One key change in approach is covered under 4.1 and 5.4 which is recommending that the CCMG meetings are to be attended by the

members of CCMG – and committee chairs will make sure that any views are gathered from other councillors.

1.6 The reasons for this are that the core purpose of the meeting is to hold regular meetings between committee chairs and the Town Clerk to review together how the Town Council's plans, expectations and services are meeting documented requirements and so the membership reflects this purpose.


1.7 A review date of May 2024 has been recommended although if it is felt necessary to review the policy prior to then, this can take place.

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

Committee Chairs' Management Group (CCMG)

1 Constitution

- 1.1 The Mayor, Deputy Mayor, Chair of Community Services, Chair of Finance & General Purposes, Chair of Personnel, Chair of Golf & The View and Chair of Planning & Highways, together with the Town Clerk.
- 1.2 Vice Chairs are able to stand in where the above at 1.1 are unable to attend.
- 1.3 A Chair of CCMG will be chosen at the first meeting of each Municipal Year.
- 1.4 CCMG members can elect a temporary Chair if the elected Chair cannot attend a meeting.
- 1.5 A note-taker/s will be chosen from amongst the CCMG members at the first meeting of each Municipal Year.
- 1.5 Additional officers may be invited to attend a meeting where the Town Clerk feels their attendance at a specific meeting will help proceedings.
- 1.6 The Assistant Town Clerk and Responsible Financial Officer may attend meetings in the Town Clerk's absence or when asked to do so by the Town Clerk.

2 Purpose

- 2.1 To hold regular ~~monthly~~ meetings between Committee Chairs and the Town Clerk to review together, ~~or as required by exception, with the Town Clerk to examine~~ how the Town Council's plans, expectations and services are meeting documented requirements.

~~3~~ Aim

- 2.23.4 To establish that timescales are being met according to the strategic and financial requirements set out by Seaford Town Council.
- 2.33.2 To provide information and ensure transparency.

34 Meetings

- 34.1 Meetings are informal, although an agenda will be issued in advance of the meeting and summary notes will be taken at each meeting and circulated to CCMG members. ~~These notes will be made available to all Seaford Town Council Members and Managers.~~
- 3.2 The Town Clerk and Mayor/Chairs will refer to CCMG notes when agreeing agendas for future Council/Committee meetings to ensure that any business discussed at CCMG that needs to be reported to Council/a Committee is in fact reported.

~~4.2 If not covered elsewhere on meeting agendas, relevant information (determined by the Mayor) will be discussed at Full Council meetings.~~

~~45~~ **Jurisdiction**

~~45.1 These meetings do not replace any Council or Committee meetings, as clearly provided for in 3.2 above. No decisions can be made at these meetings; however, any matters of concern will be made available through notes taken at each meeting and distributed as above.~~

~~5.3 Any councillor who has concerns or questions should address them in writing to any member of the CCMG. That member will process any queries and respond to the author.~~

~~4.2 Any councillor with a query about or ideas for Council activities can raise this with the relevant Chair and request that this be discussed at the next CCMG meeting. That councillor would then be given a summary of the discussion that took place surrounding their item.~~

~~5.4 Seaford Town Councillors can attend the management group meetings but may not take part in any discussions.~~



Seaford Town Council

Report No:	09/21
Agenda Item No:	11
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Single Use Plastics Policy Review
By:	Adam Chugg, Town Clerk
Purpose of Report:	To present a revised Single Use Plastics Policy for adoption by Full Council.

Recommendations

Full Council is recommended:

1. To adopt the Single Use Plastics Policy as presented with report 09/21.

1. Information

- 1.1** In 2018 the Town Council first adopted a Single Use Plastics Policy as the first step of the journey of both raising awareness of the issue of single use plastics within the town and also taking actions to help reduce the use of and reliance on such plastics.
- 1.2** Now due for review, a revised version of the Single Use Plastics Policy has is attached at Appendix A, with changes tracked.
- 1.3** As part of the review process, officers have consulted with the Lead of the Plastic Free Seaford Campaign, who also assisted with the creation of the original policy.
- 1.4** The recommended changes to the policy are largely made to strengthen the policy and ensure that there are clear and measurable actions assigned to help the Town Council deliver on the commitments within.
- 1.5** It is recommended that progress against these actions (set out with section 4 of the revised policy) be reviewed by Full Council annually.

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

Single Use Plastics Policy

1. Background

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

Surfers Against Sewage 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; locally this saw the creation of the group Plastic Free Seaford.

There are five objectives that Surfers Against Sewage qualify as the criteria in getting towns to successfully become plastic free. ~~Once they have been achieved Seaford will be awarded the 'Plastic Free Status' which is similar to the FairTrade model. Businesses and the town will then be awarded approved business stickers and certificates when the whole community is approved.~~

At its meeting on 29 March 2018, the Town Council voted to support the Plastic Free Seaford initiative and commit Seaford to a campaign to gain plastic free status. In December 2019 it was announced that Seaford had been awarded the aspirational plastic free status. Businesses and the town can now be awarded approved business stickers and certificates when the whole community is approved.

In 2021, the Town Council installed four water refill stations in the town to further encourage the use of reusable drinks bottles and reduce reliance on single use plastic bottles.

What are single-use plastics?

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

2. Policy Statement

Seaford Town Council is committed to tackling the plastic waste problem by taking responsibility for its own impact on the environment and society, both within the local area

and across the globe. The Town Council will work towards minimising use of single-use plastics across its own facilities and services and by all staff and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastics across the town.

To support Seaford ~~becoming a~~maintaining its status as a single-use plastics free town, the Town Council commits to:

1. Work with staff to ensure that single-use plastics are eliminated across ~~our~~its offices.
2. Support the community in its efforts to make their buildings plastic-free zones.
3. Through Plastic Free Seaford and other local groups and initiatives, communicate the importance of protecting ~~our~~Seaford's urban, rural and marine environments, and support and promote positive initiatives, town campaigns and actions for reducing plastic waste.
4. Work with ~~our~~its event organisers to eliminate single-use plastics across all town events held on Town Council land and share guidance for this more widely (see section 3 below).
5. Support communities and litter-pick initiatives to ensure our parks, beaches and open spaces are free from plastic litter.
6. Use government legislation that regulates against the use of single-use plastics to support ~~our~~its efforts where ~~we~~the Town Council can.
7. Require all ~~our~~its suppliers, tenants and concession holders to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
8. Where the use of plastics is unavoidable, the Town Council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
9. Work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
10. Share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through the Town Council's social media and communication channels.

The Town Council will ~~work to~~ embed these commitments into its strategy objectives, policies and plans.

3. Plastic Free Events Charter

Those organising events on Town Council land or taking part in Town Council events, are informed that Seaford is a plastic free town and therefore not to:

1. use plastic for their takeaways

This will be expanded with the adoption of this policy to work towards also including not to:

2. use plastic bags
3. use balloons both plastic and helium, or
4. use plastic cutlery.

In addition to the above, they are also asked to:

- a. reduce the amount of plastic bottled drinks sold, and
- b. encourage reusable cups for drinks (hot drinks and pint glasses) during 2021 with a view to becoming compliant by 2022.

Officers carry out unannounced spot checks to assess adherence to the above measures.

Where it is found that the plastic free events charter is not being adhered to, officers will assess what steps can be taken to address this/prevent recurrence.

Actively reminding events organisers/partners of these aims for events within the town sends a strong message about the kind of town Seaford is aspiring to be and the kind of environment the town wants to hold.

4. Plastic Free Action Plan for 2021 – 2022

So as to ensure the implementation of the commitments within this policy the Town Council is setting objectives for May 2021 to October 2022 to evidence its continued commitment to reducing single-use plastics within the town.

1. Reviewing all application forms and contracts to ensure a clause regarding identifying alternatives to single-use plastics, where possible.
2. Regular refresher awareness sessions/communications with staff and councillors to be carried out surrounding single-use plastics; what is not allowed, what is encouraged to use etc.
3. Working in partnership with Lewes District Council, as the local tourism body, to identify ways in which to encourage green tourism. To include at the next review of the Seaford Beach Guide ensuring relevant mention of keeping the beach plastic free i.e. plastic free picnics, no plastic bags etc.
4. Continued working with Plastic Free Seaford and other local groups and initiatives to promote its work, including:
 - a. Committing to taking part, and encouraging the whole town to take part, in appropriate events during Plastic Free July 2021 and 2022 (where possible).
 - b. Sharing a clear statement about discouraging disposable masks (save for where specifically required) and instead using reusable masks.
 - c. Limiting the use of takeaway cups and containers and steps identified to reduce reliance on such plastics/takeaway materials.

5. Creating a plastic free Seaford page on the Town Council's website setting out the aspects of the policy and what the Town Council is trying to achieve but also highlighting the groups and initiatives in Seaford combatting single-use plastics and sources for more information.

Progress against the above actions will be reviewed by Full Council annually.

Adopted: ~~16th May 2019~~ May 2021

Review: ~~May~~ October 2022



Seaford Town Council

Report No:	10/21
Agenda Item No:	12
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Government’s Call for Evidence on Remote Meetings
By:	Adam Chugg, Town Clerk
Purpose of Report:	To seek Full Council’s approval of a response to the Government’s call for evidence on remote meetings

Recommendations
Full Council is recommended:
1. To agree a response to the Government’s call for evidence on remote meetings

1. Information

- 1.1 At its meeting on 27th April 2021, Full Council was presented with a first draft response to the Government’s call for evidence of local authorities experiences with remote/virtual meetings.
- 1.2 As was reported previously, the Government has stipulated that one response per authority be submitted and therefore Full Council is now being asked to agree a final submission.
- 1.3 The details of the consultation can be found here: <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>
- 1.4 As was previously explained, councillors will gauge from the draft response that officers are generally in support of the continuation of virtual meetings as a permanent measure and that the response reflects this.

- 1.5** Officers have reflected on the discussions of the Full Council on 27th April 2021 and have amended the draft submission accordingly to ensure that this is based on councillor's consensus.
- 1.6** The most striking message from Full Council's discussions on 27th April was firstly, that councillors appeared to agree with stance taken by officers in the draft response i.e. being in support of remote meetings. Secondly, a key issue that underpins this is that physical meetings may cause some councillors and members of the public to find it harder to take part in the meetings. So, it is feared that the physical meetings will be less democratic than the virtual ones.
- 1.7** Attached at Appendix A is a final draft submission, showing those changes made since last presented to Full Council, that is now open for discussion and comment on by councillors before agreeing a final response.

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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Report 10/21 - Appendix A

Draft Response to the Government's call for evidence regarding remote meetings.

Details: <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

Questions

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

Very Well – there were initial challenges with getting set up for remote meetings, largely due to the short notice in which to do this, but remote meetings quickly became a very efficient and effective way for Seaford Town Council to hold its public meetings and make its necessary decisions in an open and transparent manner. Remote meetings have seen an increase in number and diversity of public both attending and participating in meetings, which the Town Council has welcomed. Remote meetings have also hugely improved the quality of meeting recordings which are then shared on the Town Council's YouTube channel and have attracted an increased number of watchers than the recordings of physical meetings. The Town Council believes remote meetings have definitely enabled a greater level of public understanding and involvement in its activities.

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes

- No
- Unsure

Yes

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify)

- **More accessible for local authority members**
- **Reduction in travel time for councillors**
- **Meetings more easily accessed by local residents**
- **Greater transparency for local authority meetings**
- **Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online**
- **Easier to chair meetings in an orderly fashion**
- **A virtual format promotes greater equality in speaking time during meetings**
- **Other (please specify):**
 - **Encourages a better work-life balance for councillors and officers with meetings often held in the evening and able to be carried out from home**
 - **Creates a more accessible meeting format where attending a physical meeting may have been hard; such as for participants with health problems or mobility issues, for example**
 - **Has further encouraged and made provision for one of the key factors of democracy; the active participation of people in politics and civic life. Importantly has not restricted certain people from**

being able to partake in this democratic process, which will be the case with physical meetings.

- ***Has brought more local authorities online, with a virtual presence, meaning as a town council we are able to view other town council meetings and gain useful insights from these***
- ***Broken down the distance barrier, enabling councillors to attend meetings if they are out of town (for business or holidaying, for example) and indeed members of the public and officers too***
- ***A safer working/meeting environment for all involved as meetings are usually held in the evening, which would result in people travelling home or potentially lone working after dark***

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs.

For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure

Unsure – this has not been quantified. Seaford Town Councillors do not claim travel expenses for travel to meetings so this was not a cost to save on. Paid officer time is reduced though, as is the volume of paper used and printing costs for meeting paperwork.

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection

- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
 - There is less opportunity for local residents to speak or ask questions
 - Some find it more difficult to read documents online than in a physical format
 - Debate is restricted by the remote format
 - It is more difficult to provide effective opposition or scrutiny in a remote format
 - It is more difficult to chair meetings in an orderly fashion
 - Virtual meetings can be more easily dominated by individual speakers
 - It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
 - It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
 - I do not think there are any disadvantages to remote meetings
 - Other (please specify)
- **Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology – the Town Council has produced guidance to try and assist with the use of this technology, in order to try and help those less comfortable with the process. The Town Council has received no complaints or comments regarding not being able to attend remote meetings.**
 - **Some find it more difficult to read documents online than in a physical format – the Town Council has returned to providing paper copies of documents for those councillors that require it, in order to directly tackle this disadvantage.**
 - **Other (please specify)**
 - **Remote meetings remove the social interactions and therefore peer relationship reinforcement that occurs from physical meetings, helping foster the ‘team’ environment for councillors – This is a real concern for some of the Town Councillors and the informal can often aid the formal. To try and address this the Town Councillors have had to look at other ways in which to foster and reinforce these relations already, steered by the 2020/21 Mayor. If remote meetings were enabled to continue, the Town Council would look at implementing permanent features to encourage these more social interactions such as informal Zoom meetings, ‘on site’ socially distanced meetings in the town at places of interest to the Town Council at that point, continued use of the Town Councillors messaging groups and others.**

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

- ***There is no reliance on technology for the meeting to take place and the removal of any risks that could pose.***
- ***For individuals that find it hard to communicate via video meetings, face-to-face meetings remove that hurdle and may encourage easy flow of discussion and add greater opportunities for informal communication (as per answer 5 above).***

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
 - For most meetings with a few exceptions (please specify)
 - Only for some meetings (please specify)
 - I think local should be able to decide for themselves which meetings they should have the option to meet remotely
 - I do not think local authorities should have the option to hold remote meetings for any meetings
 - Unsure
- ***I think local authorities should be able to decide for themselves which meetings they should have the option to meet remotely***

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances

- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

• ***In any circumstances***

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

• ***No – not specifically for Seaford Town Council***

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

n/a

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No
- Unsure

- ***Unsure – the Town Council has no data or evidence upon which to confidently agree a yes or no response to this question. However, based on the Town Council's experience, individuals who are experiencing ongoing health issues have been able to continue attendance at remote meetings, where they would not have been attending physical meetings. Individuals with caring responsibilities have to make less time to attend meetings (with the removal of travel, set up, tidy away time etc) and therefore have found it easier to strike a balance with their responsibilities.***



Seaford Town Council

Report No:	14/21
Agenda Item No:	13
Committee:	Full Council
Date:	20th May 2021 – Ordinary Meeting
Title:	Insurance Arrangements
By:	Lucy Clark, Finance Manager
Purpose of Report:	To present an update on the Town Council's insurance arrangements

Recommendations

Full Council is recommended:

1. To note the information regarding the Town Council's insurance arrangements.

1. Information

- 1.1** At the Full Council meeting held on 18th March 2021, a motion was carried to enter into a long-term agreement (3 year plus 2) with Zurich for the Town Council's insurance arrangements commencing 1st April 2021.
- 1.2** As at the 1st April 2021, the policy had been based on the building valuations from 2011 with an uplift of 3% year on year and with a premium cost of £18,992.54.
- 1.3** Due to these building values being over 10 years old, albeit with the year on year 3% increase, these figures are outdated and could affect an insurance claim if there were the need to rebuild any of these buildings.
- 1.4** Therefore, officers arranged for the buildings to be revalued which was undertaken and completed by Housemartins Chartered Surveyors. (The exception was the Martello Tower which requires a

more specialised valuation and officers will look at budgeting for this for April 2022). A copy of their letter can be seen in Appendix A for information.

1.5 All re-valuations have been based on a figure to include VAT, but following advice from the Responsible Financial Officer, the net figures should be used. If there should ever be the need to rebuild, officers would look to Opt to Tax the area resulting in the VAT becoming claimable.

1.6 As at 7th May 2021, Zurich have now updated the Town Council's policy to include the revised building valuations which results in a slight increase of £600.68 to the annual premium.

2. Financial Appraisal

2.1 The budgeted costs for the overall Zurich insurance totals £23,081 in the 2021 - 2022 budget. This was able to be significantly reduced when reviewing the new long-term agreement due to changes in the policy (namely the removal of The Salts Skate Park as agreed at the Full Council meeting of 18th March 2021) along with customer loyalty discount. Even with the re-valuations of the buildings, the annual premium of £19,594 will be under budget by £3,487.

3. Contact Officer

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

Finance Manager	
Town Clerk	

Att Ms L Clark
Finance Manager
Seaford Town Council
37 Church Street,
Seaford,
East Sussex,
BN25 1HG

19th April 2021

Dear Ms Clark

RE: 2021 Insurance Reinstatement Portfolio Valuations for Seaford Town Council

Following our inspections of your portfolio we have prepared a report to give our opinion of the build costs for insurance reinstatement purposes.

In accordance with your recent reinstructions, we have calculated Reinstatement Cost Assessment for building insurance purposes on a Day One basis.

The inspection was undertaken by Lee Potterton of Housemartins Surveyors Ltd Between March 17th and April 15th, 2021

Access was gained to all external areas for measurement and inspection.

Premises Address Current Value for used for the insurance as at April 2021	
<p>Hurdis House, 10 Broad Street, Seaford, East Sussex, BN25 1ND Five storey building dating Mid 1800's. Rendered Bungeroosh construction with pitched tile roof - various single storey extensions in both pitched tiled roof and felted flat roof finishes. Reception kitchens, approx. 4 wc facilities. Basement/cellar. Mains services, Water, electric, gas, drainage and BT.</p>	<p>£1,258,000</p>
<p>The Old Town Hall, 9 South Street, Seaford, East Sussex, BN25 1HP Solid rendered wall, mixture of flint and other material, bungeroosh type wall - pitched tiled roof. Mains services, Water, Electric, drainage</p>	<p>£ 343,000</p>

<p>South Street Toilets, 9 South Street, Seaford, East Sussex, BN25 1HP Similar construction to the old town hall, pitched <i>and tiled</i> roof with two timber frame security glazed roof lights, and timber doors. Quarry tiles to floor and full tiling to walls in white, Gents 1 cubicle with s/s pan, s/s urinal booth, s/s hand wash/dry machine. Ladies believed to be 2 cubicles with s/s pans.</p>	<p>£ 195,000</p>
<p>Toilets - Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Rendered block walls - pitched tiled roof with 2no. Velux type windows - concrete floors with Quarry tile floor finish - number of stainless steel sanitary facilities, including 2 no. S/S handwash and dryer units and 1no. S/S kitchen type sink - high level timber frame security windows and timber security doors - steel security gates. Ducted central fan heating system. Mains services, Water, Electric and drainage.</p>	<p>£ 259,000</p>
<p>Cafe - Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Single Storey brick built and rendered building with pitched and flat roofs including kitchen areas, toilets, main seating space and part brick built conservatory used for seating area. Mains services, Water, Electric, Gas, Drainage and BT.</p>	<p>£ 407,000</p>
<p>The Base - Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Single Storey - Single skin brick, rendered building with pitched roof and open plan internal space for Community use. Various units and cupboards drylined and decorated - Painted concrete floor. Mains Electric.</p>	<p>£ 200,000</p>
<p>Changing area - Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Single storey block built construction - treated softwood timber cladding. Including toilets, 8no. shower trays and related plumbing connections - painted concrete floor and plastered internal walls - boarded ceilings concealing trussed roof - timber frame high level security windows and timber doors sets with one secure PVC main entrance door. Store shed and scoreboard unit beneath a shallow pitch felted roof at front of building. Mains services, Water, Electric and drainage with electric boiler.</p>	<p>£ 376,000</p>

<p>Cricket Pavilion - Salts Recreation Ground, Richmond Road, Seaford, BN25 1DR</p> <p>Single storey block built construction - treated softwood timber cladding. Including toilets kitchen and bar areas carpeted concrete floor and plastered internal walls - felted pitched roof- timber frame windows and doors. Mains services, Water, Electric and drainage.</p>	<p>£ 284,000</p>
<p>Scout Hut - Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Precast Concrete slotted wall panels - with pitched corrugated steel sheet roof- concrete floor with various finishes including wood flooring in main hall - toilets, kitchen, showers and changing rooms.</p> <p>Mains services, Water, electric and drainage.</p>	<p>£ 650,000</p>
<p>Lifeguard Station, Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Block built rendered walls and flat roof construction - solid painted concrete floors - water supply and basic kitchen facilities - 2 Electric operated roller shutter doors to rear extension of building with solid timber pivot doors to original front section of building.</p> <p>Mains services, Water and electric.</p>	<p>£ 229,000</p>
<p>Crouch Bowling Club, Crouch Gardens, Seaford, East Sussex, BN25 1PX</p> <p>Timber framed and cladding - pitched roof with composite roof slates- main meeting room, kitchen, toilets and changing room areas. Mains services, Water, Electric, drainage.</p>	<p>£ 621,000</p>
<p>Football Pavilion - Crouch Gardens, Seaford, East Sussex, BN25 1PX</p> <p>Block built and timber clad with flat felted roof- Main hall, kitchen, bar and toilets - changing rooms with showers and separate referee changing facilities - large, covered porch space at front of building. Mains services, Water, electric and drainage.</p>	<p>£ 537,000</p>
<p>Martello Toilets, Esplanade, Seaford, East Sussex, BN25 1JJ</p> <p>Brick/block built and rendered - Pitched tiled roof - timber framed windows doors and fascias, Gents - 3 cubicles and one Urinal stall - disabled toilet facilities - baby change, Ladies - 2 S/S handwash and dryers - 5 cubicles and wash basins.</p>	<p>£ 357,000</p>
<p>Seaford Kiosk, West View, (Opp Pelham Road), Esplanade, Seaford, East Sussex, BN25 1JJ</p> <p>Brick built and rendered, with metal security shutters, Tiled concrete floor. Mains services, electric.</p>	<p>£ 38,700</p>

<p>Martello Kiosk & Lifeguard Post, Esplanade, Seaford, East Sussex, BN25 1JJ</p> <p>Coloured GRP construction - on ground bearing concrete slab</p>	£ 34,800
<p>Seafront Shelters, The Esplanade, Seaford, East Sussex, BN25 1JJ</p> <p>splash point metal shelter</p>	£ 15,100
<p>brick base tiled roof</p>	£ 32,700
<p>brick base tiled roof</p>	£ 32,700
<p>The Crypt, 23 Church Street, Seaford, East Sussex, BN25 1HD</p> <p>Single storey brick built bungalow type construction housing a 13th Century Ancient Monument.</p> <p>Pitched and tiled roof with Velux type windows. Main Western access raised from Gallery level which consists of brick laid floor plastered block work internal walls to North and West elevations, Flint wall to South elevation and attached on the East elevation to the rear and side walls of a 3 storey rendered apartment block. Eastern access shared with Ground floor of apartment block.</p>	£ 529,000
<p>Greenkeepers Office Building, Seaford Head Golf Course, Southdown Road, Seaford, East Sussex, BN25 4JS</p> <p>Brick built - pitch and tiled roof-Steel security entrance door. Mains services, Water, Electric, drainage and BT.</p>	£ 47,500
<p>Machine and Equipment Depot, Seaford Head Golf Club, Southdown Road, Seaford, East Sussex, BN25 4JS</p> <p>Steel framed and corrugated shed with timber double doors, on concrete base</p>	
<p>Fertiliser store</p>	£ 25,400
<p>Machine store</p>	£ 55,100
<p>Seaford Head Golf Club, Southdown Road, Seaford, East Sussex, BN25 4JS</p> <p>Single ply green roof poured concrete elevations with external insulated render solid floor construction. (no allowance for carpark or road way made)</p>	£3,260,000
<p>Seaford Rugby Club, Salts Recreation Ground, Richmond Road, Seaford, East Sussex, BN25 1DR</p> <p>Two storey brick built and part PVC clad building with Flat roof-2 large Changing rooms with Showers and toilets - small kitchen and serving bar - main hall and drinks bar - 1st floor offices with various kitchen units - large cold water storage tanks. Mains services, Water, Electric, Drainage, BT, with Oil fired heating.</p>	£1,210,000

<p>Seaford Head Estate South Hill Barn A mixture of Solid bungeroosh and flint walls with brick built piers - brick built attached single storey bam with timber and metal sliding and pivot doors - pitched and tiled roof to main barn with pitched tiled roof and corrugated shallow pitch roof to the single storey bam - main bam consists split level ground floor only. Exposed beams to roof. Brick built perimeter wall and access gate. No Mains Services</p>	<p>£914,000 309</p>
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Declared value

We recommend that for the forthcoming year the base sum insured for the building be as shown on the attached schedule above. The insurance valuation figures within the schedule above are all individually assessed on day one basis which includes Rebuilding and on-costs, Rebuilding demolition cost, professional fees: included at current BCIS rates at 15% external works. We have also included VAT at the current rate of 20% and would recommend that this be allowed for in within your premium.

Parameters of assessment

This figure is our assessment of the cost of reconstructing the property at the date of the assessment and has taken into consideration demolition, debris removal, temporary shoring, and professional fees likely to be incurred in its reconstruction. This figure may be used to make your own insurance arrangements or for you to negotiate a claim with the assistance of your broker and your insurers.

The figure is calculated on the basis of estimated building costs and may not, in all circumstances, reflect the lowest tender price available.

The figure is calculated using the Gross External Area (GEA) of the property, as defined in RICS' *Code of Measuring Practice*. The GEA has been calculated from site measurements recorded during our inspection.

In estimating the cost of reinstatement, it has been assumed that the building and its use will be similar to those existing, and the rebuilding will be to the original design in modern materials and using modern techniques to a standard equal to the existing property, whilst complying in all aspects with current legislation and statutory requirements. We have made no investigations into local or structural plans.

We have not included within our assessment allowances for tenants' fitting-out works, fixtures, fittings, or furnishings. However, in assessing the extent of the building structure, services, and fittings, we have made reasonable assumptions in respect of the inclusion of items that may have been installed by tenants but which, with reference to the lease and their degree of performance and annexation to the structure, are now deemed to be of benefit to the owner.

No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and costs of this cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.

This assessment does not include allowances for providing alternative accommodation from the date of damage to the date of re-occupation.

The assessment makes no allowance for loss of rent or other pecuniary loss that may arise from the destruction of the building.

This assessment does not include allowances for cover in respect of other property insurances, such as plant and machinery within the building, occupiers' fitting-out works, contents, plate glass and Third Party and Public Liability matters.

Attention is drawn to the need to re-assess the base sum insured on a regular basis. Good practice is that a full re-assessment be undertaken in every third year. A full assessment also needs to be prepared in the event of substantial alterations being undertaken to the property.

Declaration

This report is provided for insurance reinstatement purposes only and does not contain any advice concerning the condition of the property or possible defects therein.

It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the property.

This assessment has been prepared with regard to the advice given by the Royal Institution of Chartered Surveyors and insurance companies for building insurance purposes and is not appropriate for any purpose other than insurance.

We hope the above is to your satisfaction, but please do not hesitate to contact us if necessary.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lee Potterton', written in a cursive style.

Lee Potterton BSc (Hons) MRICS
Director